

## 1. READ THROUGH THE EXHIBITOR MANUAL

The manual is your guide to having the most successful show yet and holds all the important technical information you need. It includes information regarding your stand, registering your staff, services & suppliers, site rules and more!

Login to the E-zone [here](#)

If you haven't received your login details, please email us at [IGBLive.support@clariongaming.com](mailto:IGBLive.support@clariongaming.com)

**For exhibitors who have recently signed with us – We aim to send over Ezone login details to the primary contact within a week of the company signing with us. Please wait up to a week and if you haven't received anything, feel free to email in**



## 2. KEEP TRACK OF UPCOMING SUBMISSION DEADLINES

Avoid the last-minute panic, late fees and ensure you're ready for the show.

We've compiled a helpful checklist which is self-managed and located in the exhibitor manual.

**You will not be sent reminders of when a deadline is coming up and that's why we couldn't stress enough the importance of checking it and getting your forms sorted right away**

## 3. REGISTER YOUR TEAM VIA THE E-ZONE

The only way you should register yourself and staff members is via the E-zone. Uploading your team and ensuring their entry could not be easier! You can either use the single registration form or bulk register your whole team. Follow our links to fill in the staff import template and upload this doc via Visit Connect!

Any visa requests can then be completed using the personalized registration key assigned to each individual.

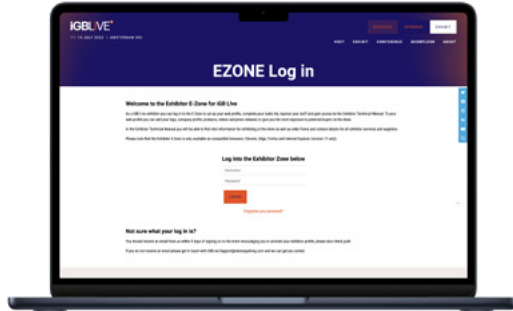
**If you register using the main attendee form your badge will display 'Visitor' instead of 'Exhibitor' and you will not have access to your stand during build and breakdown**



## 4. ACCESS TIMES

All exhibitors have the same access times, build up commences from July 9<sup>th</sup> – 11<sup>th</sup> and breakdown is from July 13<sup>th</sup> - 14<sup>th</sup>

You can find the full event timetable in the exhibitor manual



## 5. COMPLETE YOUR EXHIBITOR PROFILE FOR THE iGB LIVE 2023 WEBSITE

Keep your profile up to date and looking sharp to entice our site's visitors to check your company out! We receive hundreds of visitors each day, don't miss out on the exposure

## 6. SHARE INFO WITH YOUR STAND BUILDER(S)/CONTRACTOR(S)

Make sure your stand builders are in the loop and save your email inbox. You can create logins for staff members and contractors. All you need to do is login to the Ezone and click on the 'Manage Access' tab.



## 7. BOOK YOUR ACCOMMODATION

Come and stay at the HQ hotel and take advantage of our exclusive rates for the Nhow Amsterdam RAI

It's eclectic, vibrant and 5 mins walk to the RAI!

<https://www.igblive.com/event-info/hq-hotel>