

	Title	Completed	Start	End	
	• 1) Subscribe to Agritechnica notifications	100%	2019-01-22	2019-01-22	
	• 2) Determine financial obligation amounts and timing for exhibit registration	100%	2019-01-22	2019-01-23	
	▼ 3) Register exhibit	100%	2019-01-23	2019-02-01	
	• 3.1) Address financing sources SPADE residual funds?	100%	2019-01-23	2019-01-25	
	• 3.2) Register for exhibit	100%	2019-01-31	2019-02-01	
	• 4) Consider using Agritechnica website banner	0%	2019-06-11	2019-06-11	
	• 5) Arrange media contacts	0%	2019-06-12	2019-06-12	
	• 6) Seek speaking opportunities	0%	2019-06-14	2019-06-14	
	• 7) Book lodging	0%	2019-01-22	2019-01-22	
	• 8) Apply for innovation award	0%	May 2 - July 1, 2019		
	• 9) Confirm stand assignment (or object to it)	0%	2019-05-06	2019-05-06	
	• 10) Leverage Agritechnica communications package	0%	2019-05-01	2019-05-01	
	• 11) Plan stand construction and exhibits	0%	2019-06-14	2019-06-14	
	• 12) Select stand construction firm (if required)	0%	2019-06-01	2019-06-14	
	• 13) Submit media details	0%	2019-06-14	2019-06-14	
	• 14) Develop exhibit staffing schedule	0%	2019-08-30	2019-08-30	
	• 15) Submit stand setup approval (if required)	0%	2019-08-16	2019-08-16	
	• 16) Order stand services	0%	2019-08-16	2019-08-16	
	• 17) Confirm receipt of exhibitor tickets	0%	2019-09-01	2019-09-01	
	• 18) Order presentation equipment and screens (if required) Is it OK to bring our own?	0%	2019-10-01	2019-10-01	
	• 19) Register for evening event (if required)	0%	2019-01-22	2019-01-22	
	• 20) Purchase liability insurance for your trade fair stand (if required)	0%	2019-10-15	2019-10-15	
	• 21) Construct stand	0%	2019-11-02	2019-11-09	
	• 22) Staff exhibit	0%	2019-11-10	2019-11-16	
	• 23) Dismantle stand	0%	2019-11-16	2019-11-16	