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**26th – 28th, February, 2025  
Westin Miyako, Kyoto  
Japan**

**Key Dates & Deadlines Summary**

|  |  |  |
| --- | --- | --- |
| **Date** | **Description** | **Where & What to Submit** |
| ASAP | Logo, Name & Profile | Submit to email [Ally.Lear@Informa.com](mailto:Ally.Lear@Informa.com) |
| Monday 3rd Feb | Health & Safety Declaration | Complete page 17 and return to [Ally.Lear@Informa.com](mailto:Ally.Lear@Informa.com) |
| Monday 3rd Feb | Insurance Certificate | Email a copy of your companies insurance certificate for general/public liability to [Ally.Lear@Informa.com](mailto:Ally.Lear@Informa.com) |
| Wednesday 5th Feb | AV Orders | Submit your AV orders to: [t-kasutani@miyakohotels.ne.jp](mailto:t-kasutani@miyakohotels.ne.jp) |
| Monday 10th Feb | Pass Registration | Register via the Visit Connect Portal, link to be sent in Jan 2025 |
| Monday 10th Feb | Virtual Booth Build | Build your virtual booth from the 10th Jan onwards |
| Monday 27th Jan | Shipping: Delivery | Earliest date you can deliver to venue |
| Monday 3rd March | Shipping: Collection | Latest date you can collect from venue |

**Quick Links**

* Sponsor guide: [Here.](https://informaconnect.com/asia-tides/exhibitor-manual-2025/)
* ALCHEMY Dashboard Guide: [Here.](https://assets.informa.com/connectls/SPEX/LeadAnalyticsDashboard/LeadReportGuide_AlchemyIRIS.pdf)
* Lead Retrieval FAQ: [Here.](https://assets.informa.com/connectls/2024/GPRAS/Lead%20Retrieval%20FAQs.pdf)
* Book Your Stay: [Here.](https://informaconnect.com/asia-tides/plan-your-visit/)
* Additional Passes: Contact Jennifer Wickett | +1-212-600-3452 | [Jennifer.Wickett@informa.com](mailto:Jennifer.Wickett@informa.com) or Michael Moriarty | + 1 212 600 3457 | [Michael.Moriarty@informa.com](mailto:Michael.Moriarty@informa.com)
* Floorplan: [Here.](https://assets.informa.com/connectls/2025/TIDES/TIDES%20Asia/TIDESAsia25ExhHallFloorPlan.pdf)
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