



GMITE

GLOBAL MEETING
& INCENTIVE EXCHANGE

SUPPLIER EVENT SERVICES MANUAL

September 16-18, 2026 | AVA Resort, Cancun

CONTACT US

Our goal is to provide excellent service. Please do not hesitate to contact any member of our team with questions regarding the event.

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GENERAL INFORMATION

TABLE PACKAGE

Your table package includes (1) Classroom table; your table will be **(18" X 72") 18" in depth by 72" wide**, 1-3 standard chair(s) (# based on delegate package), and a table sign with your company name and location. Please note that **table linens are not provided** with your 1:1 meeting table. If you would like a linen for your table, it is your responsibility to provide it.

****Pop up displays are prohibited. Taping, nailing and/or hanging any signs or banners on the walls is prohibited****

SET UP

Suppliers will have access to the ballroom to begin setup of your table on Wednesday, September 16th, from 1:00pm – 5:00pm. All tables should be ready by 10:00am Thursday morning.

SHIPPING

To help avoid potential customs or shipping delays, we encourage all suppliers to bring materials to Cancun in their luggage whenever possible. Please note that the storage capacity at the hotel is extremely limited, so we ask that shipped materials be kept to a minimum.

If you are planning to ship any items to the event, please [click here](#) to download the shipping label. We ask that you provide your tracking number(s) to our team as soon as they become available.

****Shipments Received Before 9/10/26 WILL be charged additional holding charges by Hotel.****

All outbound shipments must have a completed return shipping label attached to each package. Additionally, there is no shipping carrier onsite at the resort, so you will need to arrange a pickup directly with your preferred carrier.

Once your pickup has been scheduled, we would greatly appreciate it if you could share the pickup details with our team so we can assist with coordination onsite.

AUDIO VISUAL

GMITE table packages do not include any AV equipment. If you require any other additional services for your table, please use [this link](#) to complete the Exhibitor Order Form. All related costs and arrangements are the responsibility of the supplier.

POWER

All GMITE suppliers will have a 10amp pre-dropped at their 1:1 meeting table.

HIGH SPEED INTERNET

Wi-Fi is complimentary in the AVA Cancun Resort meeting room space.

BROCHURES

It is recommended that marketing collateral is limited to (100-125) pieces per table. Suppliers are encouraged to carry in their materials on the day of the event.

SUPPLIER BADGES

Please pick up your badge at the GMITE registration desk on Wednesday, September 16th, from 1:00pm – 5:00pm.

APPOINTMENT SYSTEM

The GMITE appointment system platform is called **GRIP**. Both suppliers and buyers will be able to rank those who they are interested in meeting with. The system will auto-match appointments based on your rankings.

All finalized appointment schedules will be provided on **Thursday, September 17th** after the completion of the Main Stage Content.

Each appointment will be fifteen minutes in length followed by five minutes for the buyers to transition to their next appointment.

GRIP Deadlines

Profiles Open	Monday, July 20th
Profiles Close	Tuesday, August 4th
Meeting Selections Open	Wednesday, August 12th
Meeting Selections Close	Thursday, September 3rd

* Please note these dates are subject to change

GENERAL INFORMATION

HOTEL RESERVATIONS

Included in your package are two nights' hotel accommodation (9/16 and 9/17). Should you wish to arrive prior to the event or stay additional nights after the event, you must contact Lauren Ianni with your requested dates at lianni@questex.com. A group rate will be made available for pre- or post-event stay options based upon the hotel's availability.

TRANSPORTATION

Airport transfers will be scheduled for all GMITE suppliers arriving on **Wednesday, September 16** and departing on **Friday, September 18**. Please note, we ONLY provide transportation on the following dates to and from Cancun International Airport. Please complete the form linked [here](#) with your arrival and departure flight information so we can arrange your airport transfers.

Be sure to submit your most up-to-date travel details and let us know if anything changes before your trip.



TOP TIPS FOR SUPPLIERS ATTENDING GMITE

The GMITE format is a simple and effective way to do business with a select group of top industry buyers. Some of you have attended GMITE several times and are familiar with the format but many are new to the concept. We hope you find these tips useful.

BEFORE GMITE

ADHERE TO THE EVENT DEADLINES

This will ensure that you are well prepared for the event and that any special requirements you have are met. If you are unsure about anything, please ask us.

MAXIMIZE YOUR SALES OPPORTUNITIES

Be sure your profile within GRIP is completed accurately. Your company profile will be read by buyers when choosing their meetings and will also be in the onsite app directory which buyers use as a resource throughout the year.

RESEARCH THE BUYERS

Get to know the buyers attending GMITE by reading their profiles within GRIP. In particular, make sure they are interested in meeting suppliers from your category. Try to look up their websites to be as knowledgeable about the companies you will be meeting at GMITE as possible. Buyers tell us that it really impresses them when a supplier has done their homework and done their research prior to the meetings.

MEETINGS PREPARATION

Prepare for each meeting with a list of questions you'd like to ask each buyer. The key is to establish where there is a connection between your products and/or services and the buyer's needs. In this respect, be prepared to just focus. Don't spend time talking through activities that may be of no interest to the buyer. Be a good questioner and listener rather than a pure salesperson. The discussion may range from broad strategic to detailed specific so be prepared to talk strategically about the development of your company and future activities.

Use PowerPoint sparingly. Sometimes it is unavoidable but remember most of the buyers will sit through a minimum of 24 meetings, so it can become a little tiresome, particularly in the final sessions. Qualify what they are looking for and, if you have a PowerPoint, flip straight through to the salient points that can drive home your proposition.

WHAT TO BRING TO GMITE

Bring or send enough materials for your meetings. A display book is better than a laptop as it does not need charging. However, if you have something that is very visual and involves movement that can only be demonstrated properly via video, then obviously a laptop is the best option. Make sure you bring an adequate supply of business cards (a common oversight!). If you wish to give the buyers samples, it is best if you send these to their offices after GMITE, so they do not have excess baggage to take back with them.

TOP TIPS FOR SUPPLIERS ATTENDING GMITE

AT GMITE

ONE-TO-ONE MEETINGS AND PROGRAM PARTICIPATION

Every part of the program has been designed to give you maximum networking opportunities. So please ensure that you are always punctual and participate in the full program. The one-to-one meetings will be managed by a timekeeper who will announce the beginning and end of each meeting so please listen for these announcements. We can also schedule additional meetings for you with buyers who have available appointments at an additional cost. To inquire, come by the GMITE Hospitality Desk once you've received your finalized schedule.

NETWORK WITH THE BUYERS

During the breakfasts, lunches, and receptions, make sure that you sit next to different delegates. Target key people you want to meet, with whom you don't have one-to-one meetings. Buyer and supplier name badges are color-coded so that it is easy for you to tell who a buyer is. Photos of all delegates are included in the event app, so you can easily identify people at the event. We are always onsite to assist with introductions as needed.

NETWORKING WITH YOUR PEERS

By networking with one another, suppliers get to share market knowledge, experiences, and contacts, thus forming key relationships which can prove very worthwhile in the future.

HAVE FUN

We are sure that you will make many new and long-lasting business relationships and friendships with many of the delegates at the event.

AFTER GMITE

FOLLOW UP

Previous suppliers, who had great success from GMITE, have indicated that the best way to follow up with the buyers is not to call or e-mail them immediately after the event, but to allow some time for them to catch up on their work. In addition, if the buyers do not respond right away, keep following up. We have specifically asked the buyers to be honest and tell you if they have an interest or not. This way you can spend time serving those with the most interest in taking discussions further.