

Take Note...

- Ensure that you are aware of and adhere to the move-in dates and times. This will keep your move-in on schedule and less stressful.
- Note all show deadlines and ensure that all necessary Service and Order Forms are completed and sent to the Show Management Office on time. This will save you time and money.
- Be a good neighbour by ensuring that your display is set up correctly and does not extend in any way beyond your booth location marked on the floor; make sure that your signage does not face into neighbouring exhibits. Marketplace Events staff will ask that displays be altered to adhere to all regulations.
- **Your exhibitor badges must be picked up at the onsite Show Office during your move-in!** Please make arrangements to distribute them to your staff before show opening. Staff will not be allowed into the show without badges. There will be a \$10 replacement fee for any lost or stolen badges.
- Ensure that your staff **do not eat, drink or read while staffing your booth**. Do not make consumers feel like they are interrupting you. You and your staff are there to help the consumers.
- Make sure the personnel who staff your booth know your product and your company; use the show to sell and educate visitors' awareness of your product.

Booth & exhibiting tips

(Summary of information presented by Don Engebretson) Your booth is your bait!

"Some companies use new bait, some use old bait, some use fresh bait, and some use dead bait."

3 second rule

In a glance, your exhibit should tell people three things in three seconds:

- Your company name
- Exactly what it is you do
- At least one benefit of your product or company

Boothmanship: what you need to know

So what will make the public come to YOUR booth? Ensure that you have the right people, with the selling skills endorsing your product that you believe in.

- Attitude: Your sales people need to be at the show, be knowledgeable and enthusiastic about your products.
- Play a proactive role: Make eye contact, start conversations, greet, engage and draw attendees into your booth without grabbing, touching or having conversations in the aisle.
- Aim to send attendee more information immediately after the show.
- Shows are not the place for detailed conversation – only to qualify, get attention and interest.
- Store literature with product and contact information in an accessible place to assist in the selling process, and for attendees for pick up.

Tips on booth design

You want your booth to stand out and be as memorable as possible. Here are a few tricks that will help you grab your customer's attention:

Your booth needs to be up-to-date and modern.

- Make sure it's well-lit and open; avoid blocking the front entrance with tables, signs, etc.
- Easily accessible entrances increases booth traffic up to 25%
- Ensure your booth reflects your company's brand, image & attitude
- Ask yourself: Can my customers identify my company name and product within 3 seconds?
- Confirm that all graphics are consistent from literature to signage

The pre-show meeting

- Reiterate goals to staff – "this is why we are exhibiting and this is what we intend to do."
- Go over scheduling of staff, travel & accommodations, etc.
- Discuss common questions and problems
- Nail down pricing, and be consistent
- Handling leads – decide on location of leads, have database and mailer ready to go pre-show promotion planning

Did you know that 23% of attendees come to a show because of an exhibitor's direct invitation?

Did you remember to purchase the VIP tickets for your clients?

Here are a few pointers for successful pre-show planning:

- Include the event details in all your promotional material prior to the show
- Generate expectations and excitement; describe products, features, contests and show specials
- Advertise in the Show Guide or consumer publications
- Set specific goals for each show that are smart, measurable, attainable, realistic and truthful, i.e. amount of leads to generate, attendees made aware of product, demonstrations made per day
- Mail out invitations and VIP passes as purchased for that show
- Use logos and decals in advertisements to reinforce connection of your company and the show
- Prepare press release and media kit to distribute to editors or press that attend the show

Tips on qualifying attendees

You want to make sure that you are spending your time on the right people; the people that are going to purchase from you either directly at the show or within a few months following. Follow these quick tips and you will notice a difference in the speed at which you can close a sale:

- Establish the visitors' name and position i.e. decision maker, influencer, competitor, supplier, etc.
- Location, within selling, distribution area
- Level of interest/need for your products/services
- Time and budget restrictions
- What created the interest/need, what particular problem or opportunity exists
- Record all information with chosen lead method

DO EDMONTONIANS KNOW YOU'RE AT THE SHOW?

Pre-show promotion will help draw qualified homeowners to your booth. Remember to include your booth number in your advertising. We encourage you to use our show logo with your current advertising campaign.* If you use our show logo, we will send you 10 free tickets to the show!