



Welcome to PROCESS EXPO! As a valued exhibitor, we want to make sure we're doing everything we can to help your company have a productive and profitable exhibiting experience.

As part of our exhibitor program, we are providing a series of five instructional exercises addressing the strategic factors that determine the difference between exhibiting success or failure.

We strongly encourage you to not only read each of these exercises, but more importantly to do the quick exercises presented. If you do, you will dramatically improve your odds of having a successful exhibiting experience.

CRITICAL SUCCESS FACTOR #1: DEFINE YOUR OUTCOMES

Clarity is power! Half of success is simply being crystal clear about what you want to accomplish. The other half is creating workable action plans and executing to achieve your goals. We recommend that you get together with your marketing and sales management team and work through the four-step process outlined below.

1. **What are your top three reasons for exhibiting?** (Example: build market visibility/awareness, maintain visibility/presence, introduce new product/service, capture leads, acquire new customers, cross/up sell existing customers, market research, branding, recruiting, media exposure, customer relationship management, find reps/dealers/distributors, other?)

1. _____
 2. _____
 3. _____

2. **Convert each reason to a S.M.A.R.T. goal** (Specific, Measurable, Actionable, Realistic, Time bound) (Examples: 1. By closing time, we will capture at least 25 qualified leads, 2. During the show we will meet with our top 10 customers, 3. Within six months of closing, we will have opened five new accounts.)

1. _____
 2. _____
 3. _____

3. Calculate your Potential Sales Opportunity.

	<u>Example</u>	<u>Your Company</u>
• Number of exhibiting hours:	28	28
• (x) Average number of booth staff on duty:	x *2	_____
o Rule of thumb: 50 sq. feet per staffer		
• (x) Target number of interactions per hour/per staffer:	x *3	_____
o 3 conservative/ 4 moderate / 5 aggressive		
• (=) Your Exhibit Interaction Capacity:	168	_____
• (x) Target percent that convert to a sales order (at/post)	25%	_____%
• (=) Number of sales orders	42	_____
• (x) Conservative average order amount	\$2,000	\$ _____
• (=) Your Potential Sales Opportunity	\$84,000	\$ _____

4. **For each goal, create a written action plan** detailing the specific steps you must take to achieve the goal, who is responsible for accomplishing the goal, and how you will measure the results.

SMART Goal	Responsibility	Actions	Measurement
Example: By closing time we will capture 25 qualified leads	John Smith	<ol style="list-style-type: none"> 1. Determine qualifying questions. 2. Rent and customize the show lead retrieval system or create a hand-held lead form. 3. Train exhibit staff on using the lead form and how to ask qualifying questions. 	# of leads with # of qualifying questions answered
		1.	
		2.	
		3.	

Also, be sure to visit the Exhibitor Resource Center on our show website. It's your one stop place to access critical knowledge, downloadable tools and resources. Be sure you read the following educational materials and download and use the FREE exhibit management tools available:

View On-Demand Webinars:

- Exhibiting Cost Control: Tips & Tools for Getting More Bang for Your Buck

Download:

- 16 Week Tradeshow Management Tool (Excel Spreadsheet)
- Exhibiting Cost Control & ROI Calculator Tool (Excel Spreadsheet)

Read:

- Two Important Outcomes Your Exhibit Program Should be Delivering
- Planning to Win – Exhibiting by Objectives
- Improving Exhibiting Effectiveness e-book

If you have any questions, please feel free to reach out to us.