



Hopefully, by now you have met with your sales and marketing team and written your top three exhibiting goals and created action plans for PROCESS EXPO. If so, you have put yourself in the top 20% of exhibitors!

While branding, visibility and awareness are core benefits of exhibiting, the real payoff will come from getting face-to-face contact with enough of the right people during the show.

**CRITICAL SUCCESS FACTOR #2: IDENTIFY & ATTRACT YOUR IDEAL VISITORS**

When it comes to tradeshow, it’s important to understand two things: 1. you have a limited amount of capacity for face-to-face interaction, 2. not everybody attending PROCESS EXPO are the right people for you.

The principle of **Selective Attraction** is one of the most important things you need to address to execute an effective exhibit. You do not want to just rent space, show up and hope the right people find you. Here are three important questions you and your team need to give thoughtful answers to and act on:

**1. Who are the right people for you?**

- Relationship with company? Customers/Prospects in Sales Funnel/New Contacts/Other?  
\_\_\_\_\_
- Specialty? \_\_\_\_\_
- Type of facility? \_\_\_\_\_
- Job functions and titles? \_\_\_\_\_
- Geography? \_\_\_\_\_
- Other? \_\_\_\_\_

**2. How much is enough?** Calculate your **Exhibit Interaction Capacity** using the formula below:

	<u>Example</u>	<u>Your Company</u>
Number of exhibiting hours:	28	28
(x) Average number of booth staff on duty: <small>* Rule of thumb: 50 sq. feet per staffer</small>	x *2	_____
(x) Target number of interactions per hour/per staffer: <small>* 3 conservative/ 4 moderate / 5 aggressive</small>	x *3	_____
<b>(=) Your Exhibit Interaction Capacity:</b>	<b>165</b>	_____

**3. What specifically are you going to do between now and show time to make sure your company is “in their mind” and “on their agenda”?**

- What list sources will you use? Consider internal and external sources.
- What is your message or reason why they should visit you?
- What will they SEE – DO – LEARN – GET by visiting your booth?
- What media will you use and when?
  - Pre- and At-Show: Email, Social Media, Direct Mail, Phone Calls, Print Ads, Web Ads, Public Relations, Banners/Signs, Mobile App
  - In-Booth: Literature, Giveaways

#### 4. Create a marketing calendar to help you manage your marketing program.

Example:

Media	Subject/Message	Product/Service	Send Date	Cost
<b>Email 1</b>	Learn how to solve...	Product 1	8 weeks prior-1/1/XX	\$
<b>Postcard</b>	Free sample of our new...	Product 1	6 weeks prior-1/15/XX	
<b>Email 2</b>	See our new widget in action..	Product 2	4 weeks prior-2/1/XX	
<b>Facebook</b>	Operate our new widget...	Product 2	4 weeks prior-2/1/XX	

For a deeper dive on this critical exhibiting topic, we recommend accessing these educational materials on the Exhibitor Resource Center on the show website:

View On-Demand Webinars:

- Selective Attraction: How to Drive Enough of the Right People to Your Exhibit
- Tradeshow Social Media Best Practices: Optimizing FREE Marketing to Build Your Brand and Drive Traffic

Read:

- Discover and Deliver Your Attendee-Focused Value Proposition
- High-Impact Pre-Show Marketing
- How to Rewrite Your Exhibitor Listing to Drive Booth Traffic
- 4 Steps to Generating Tradeshow PR
- Making Sponsorships Support Business Objectives and Deliver More Value
- Going Social With Exhibit Marketing
- The Art of Smart Giveaways

The online Exhibitor Resource Center is your one stop place to access critical knowledge tools and resources. Please be sure to share the link with everyone involved with your exhibit program.

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