

# SALESPERSON PRE-SHOW CHECKLIST



| №  | ACTIVITIES                                                                                                                                                                                                         |  |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|    | 1 Month+ Prior to Show                                                                                                                                                                                             |                                                                                     |
| 1  | Ensure your travel/hotel is booked                                                                                                                                                                                 |                                                                                     |
| 2  | Invite your customers and offer a preview of new products or enticing promos                                                                                                                                       |                                                                                     |
| 3  | Pre-set appointments with your customers during the show                                                                                                                                                           |                                                                                     |
| 4  | Review which lines will have products displayed in each of your agency's showrooms and which you'll need catalogs for                                                                                              |                                                                                     |
| 5  | Review the show promos for each of your lines                                                                                                                                                                      |                                                                                     |
| 6  | Ensure the device you're planning to use for order writing is in good working order                                                                                                                                |                                                                                     |
| 7  | Ensure you have a scanner that pairs well with your order writing device                                                                                                                                           |                                                                                     |
| 8  | Download the latest update for your iPad and mtPro app                                                                                                                                                             |                                                                                     |
|    | Week Prior / Week of Show                                                                                                                                                                                          |                                                                                     |
| 9  | Sync your iPad being used for order writing – the initial one may take longer. Ensure you have set your device to not sleep. Go to your iPad Settings > Display & Brightness > Auto-Lock. Set Auto-Lock to "Never" |                                                                                     |
| 10 | Ensure you've packed all cords, portable chargers, scanner, & <b>scanner booklet</b>                                                                                                                               |                                                                                     |
| 11 | Make a cheat sheet of the lines in the showroom (promo, min. order, hot product)                                                                                                                                   |                                                                                     |
| 12 | Send a reminder email to your customers; confirm appointments                                                                                                                                                      |                                                                                     |
| 13 | Sync your mtPro app before you leave for the show                                                                                                                                                                  |                                                                                     |
| 14 | Review how to be PCI Compliant when taking a customer's credit card                                                                                                                                                |                                                                                     |
|    | At Show                                                                                                                                                                                                            |                                                                                     |
| 15 | Test your device with agency's WiFi, check that printers are visible, SYNC!                                                                                                                                        |                                                                                     |
| 16 | Ensure your Default Order Code is set to the name of the active Market; talk to your agency admin if a change is needed                                                                                            |                                                                                     |
| 17 | Ensure you sync each morning and evening                                                                                                                                                                           |                                                                                     |
| 18 | Don't forget to eat – pack snacks for each day; drink water                                                                                                                                                        |                                                                                     |
| 19 | Ensure there are no unfinished orders on your device before you leave & that your Default Order Code is reset by the agency admin                                                                                  |                                                                                     |