

Project Plus

Client Interface

Home Page

Contacts | Settings | Help | Sign Out

Search:

Home Events Products Calendar Reporting Calculators Resources Media Station FAQ Store

Create Event Upload Events Open Recent

Welcome, Jonathan Harris (Standard Edition) Friday, July 05, 2013

WELCOME TO PROFESSIONAL EVENT MANAGEMENT!

"On average, professionals spend 50% of their time looking for information." Our Online Event Manager is a flexible portal for information management and communications to every employee. The result is a system that brings together all the resources in the organization to dramatically boost productivity."

My Events

Event#: Use Dates: 7/1/2013 thru 7/31/2013 Level: Full All Owner: All

Event#	Event	Site	Space Division	Rep	Ship Date	Event Start	Event End	Return	Att	Note	Web	Copy	Status
JULY 2013													
#2539	Great Big Event	Atlantic City, NJ	10x20	Ashley Rath	6/5/2013	7/18/2013	7/22/2013	7/27/2013					Confirmed
#2553	New Sample Event	Chicago, IL		Mary Brown	7/10/2013	7/18/2013	7/22/2013	7/28/2013					Active
#2544	Demo Event	Boston, MA	Multiple	Bridget Matthews	7/13/2013	7/19/2013	7/23/2013	7/30/2013					Active
#2523	Texas Ground Water Association 2013	Ft. Worth, TX	Multiple	Mary Brown (Personal Edition)	7/18/2013	7/24/2013	7/25/2013	7/31/2013					Active
#2555	Independence Day Expo	Pensacola, FL	10x10	Gwen Hill	7/19/2013	7/24/2013	7/25/2013	7/30/2013					Submitted
#2557	BioHorizons Event 2013	Fresno, CA		Alissa Herring	7/25/2013	7/31/2013	8/1/2013	8/6/2013					Active
JULY EVENTS: 6													
TOTAL 6													
EVENTS:													

- ❑ Obtain Event specific data or Aggregate Info
- ❑ View Event Status
- ❑ Custom Corporate Branding
- ❑ Collaborate 24/7/365
- ❑ Comprehensive real time inventory management system
- ❑ Web access allows users to instantly communicate and exchange information in real time
- ❑ Access Upcoming Events and Event History on-the-fly
- ❑ Easy copy format for next year's events including inventory with just one click
- ❑ Attach Files to specific Events

Event Details

Create Event

Order Process

Create Event **▶**

Select Items **1**

Confirm Items **2**

Order Form **3**

Confirmation **●**

CREATE EVENT

Event Name: ◀ REQUIRED

Is this event PENDING?

Event Abbreviation:

Internal Reference:

Event Location: ◀ REQUIRED

Event Dates: thru ◀ REQUIRED

Your Name: ◀ REQUIRED

Your Email: ◀ REQUIRED

Owner:

- Full Access Only
- One Owner
- Multiple

« CANCEL

CONTINUE »

- ❑ Enter basic information about the event
- ❑ Create and keep track of tentative events
- ❑ Setup according to company structure (i.e. Regions, Business Units, Cost Centers, etc.)

Step 1: Select Items

Order Process: Create Event **1** Select Items **2** Confirm Items **3** Order Form Confirmation

Search: IMAGE ZOOM: 0% DOWNLOAD IMAGE VIEW

SELECT CATEGORIES:

- Accessories
- Audio Visual
- Banner Stand Packages
- Banners
- Cases
- Components
- Custom Exhibits
- Equipment
- Exhibits
- Graphics
- Marketing Materials/Promo Items
- Moss
- Nomadic
- Online Store
- Portable Exhibit Program
- Unassigned Items

SELECT ITEMS:

*AVAILABILITY BASED ON 8/24/2013 - 9/5/2013

BANNERS SCROLLING BANNERS

Package	Item#	Product	Description	Size	Retail	Inventory	Available	Add
		Manchester Banner					0	ADD

BANNERS STANDING BANNERS

Package	Item#	Product	Description	Size	Retail	Inventory	Available	Add
		Manchester Banner					0	ADD
		Standing Banner					0	ADD

CURRENT ITEMS:

QTY	ITEM	DEL
1	Manchester Banner	

CONTINUE »



- Easy as 1, 2, 3 to reserve inventory
- Customized Categories and Sub Categories for ease of viewing
- Comprehensive real-time inventory management system
- Items reserved based on event dates and allows for shipping out/in bound
- Enlarged item view
- Display pricing for selected items

Step 2: Confirm Items

Order Process

Create Event Select Items **Confirm Items** Order Form Confirmation

PLEASE CONFIRM THE ITEMS THAT HAVE BEEN SELECTED FOR THIS EVENT. USE THE BUTTONS BELOW TO "SELECT ITEMS" OR "CONTINUE" TO THE ORDER FORM.

BANNERS				
Qty	Item	Retail	Ext	Del
1	 Manchester Banner	\$0.00	\$0.00	

Displays will ship via Air Freight to and from destination. Please allow 10 business days before arrival date or a \$75.00 rush charge will be added. For questions or changes, please contact our Project Management Dep. at (877) 609-6111 or via email at info@exhibitforce.com.

« SELECT ITEMS

CONTINUE »

- ❑ Live Project Calendar
- ❑ Day, Week, Month or 3-Month View
- ❑ Click the Project Link to access the specific Project File
- ❑ Company-wide Calendar
- ❑ Easy to view and in Real-Time
- ❑ Access History or Compare Month-by-Month

Step 3: Order Form

Order Process Create Event Select Items Confirm Items **Order Form** Confirmation

1 2 3

CONTACT INFORMATION

→ Contact Name: Julie Malcolm

Event Owner: Full Access Only
 One Owner
 Multiple

→ Email: emily.warenzak@exhibitforce.com

→ Phone: 713-541-2241

EVENT INFORMATION

→ Event Name: Wireless to the Home Conference

Event Abbreviation:

→ Event Location: Atlanta, GA

Website:

Booth #:

Exhibit Size: x

Booth Space: x

Services Ordered By: Select Services...

Install & Dismantle By: Select I & D...

Event Mgmt: Select Event Management...

Contact:

Contact Phone:

Contact Fax:

Contact Email:

Contact URL:

EXHIBITOR INFORMATION

→ Material Arrival Date: 8/28/2013 Time: [] To [] Note: []

Move In Date: 8/29/2013 Time: [] To [] Note: []

→ Event Start Date: 8/29/2013 Time: [] To [] Note: []

→ Event End Date: 8/31/2013 Time: [] To [] Note: []

Move Out Date: 8/31/2013 Time: [] To [] Note: []

→ Material Pick-Up Date: 8/31/2013 Time: [] To [] Note: []

SHIPPING INFORMATION

SHIPMENT #1 ONE WAY [CHANGE DATES](#)

1ST LEG SHIP: 8/24/2013 ARRIVES: 8/28/2013

Arrive To:

→ Location: Select a Location...

→ Deliver To: Select a Deliver To...

c/o:

Booth#:

Address:

Notes:

2ND LEG PICKUP: 8/31/2013

Pickup From:

→ Location: Select a Location...

→ Send From: Select a Send From...

c/o:

Booth#:

Address:

Notes:

SPECIAL INSTRUCTIONS

PROJECT FILES

No Files Attached

[ADD FILE](#)

EMAIL NOTIFICATIONS

CC: []

CC: []

CC: []

CC: []

CC: []

[GO BACK](#) [SAVE/QUIT](#) [SUBMIT](#)

- Keep track of various dates, deadlines, vendors, and statistical information
- Complete control over all fields displayed on the order form (suppress/required)
- Create Custom Fields to gather data specific to your event program
- Save and exit the event at any time

Order Confirmation

- View confirmation of your order
- Receive an email with the order summary



YOUR ORDER HAS BEEN SENT FOR CONFIRMATION.

AN EMAIL NOTIFICATION HAS BEEN SENT TO YOU FOR REVIEW. IF YOU DO NOT RECEIVE YOUR EMAIL NOTIFICATION WITHIN THE NEXT HOUR PLEASE CONTACT US AT (877) 609-6111.

Aggregate Data

Inventory Catalog

INVENTORY CATALOG

Search:

IMAGE ZOOM:

0%

DOWNLOAD IMAGE VIEW

SELECT CATEGORIES:

- Accessories
 - Components
 - Counters
 - Ink Cartridges
 - Towers
- Audio Visual
- Banner Stand Packages
- Banners
- Cases
- Components
- Custom Exhibits
- Equipment
- Exhibits
- Graphics
- Marketing Materials/Promo Items
- Moss
- Nomadic
- Online Store
- Portable Exhibit Program
- Unassigned Items

VIEW ITEMS:

*AVAILABILITY BASED ON 7/5/2013 [\[CHANGE\]](#)

ACCESSORIES TOWERS

	Package	Item#	Product	Description	Size	Retail	Inventory	Available
			Towers	Custom lightbox towers with canopies	36 x 96 x 96 in	\$0.00	4	4
		#Towers	Towers	Towers	36 x 48 x 157 ft	\$0.00	4	4

BANNERS SCROLLING BANNERS

	Package	Item#	Product	Description	Size	Retail	Inventory	Available
			Manchester Banner	Scrolling Banner		\$0.00	1	1

BANNERS STANDING BANNERS

	Package	Item#	Product	Description	Size	Retail	Inventory	Available
			Manchester Banner	Standing Banner		\$0.00	5	5
			Standing Banner	Standing Banner		\$0.00	5	5

- Comprehensive real-time inventory management system
- Package items for ease of selection and tracking
- Create Crate Lists for ease of shipping materials
- Add Images and Attachments
- Instantly view and print an Inventory List
- Item availability search based on custom dates, outside of a specific Event
- Download Inventory List to Excel
- Link setup instructions, CAD's, electrical grids, crating details and other pertinent data related to the inventory items

Event Calendar

View All Owners
 Specify By Owner

Quick Links Sunday Monday Tuesday Wednesday Thursday Friday Saturday

May 2013							1	2	3	4			
S	M	T	W	T	F	S							
			1	2	3	4							
5	6	7	8	9	10	11							
12	13	14	15	16	17	18							
19	20	21	22	23	24	25							
26	27	28	29	30	31								
June 2013							5	6	7	8	9	10	11
S	M	T	W	T	F	S		NRA Offshore Technology Conference 2013					
						1							
2	3	4	5	6	7	8							
9	10	11	12	13	14	15							
16	17	18	19	20	21	22							
23	24	25	26	27	28	29	12		14 Distritech 2013				
30													
							19					24 KSB Convention	25
							26					31 AAOS ASCO Event	

- The input of event information will dynamically create an Event Calendar
- Access details of the specific event by clicking the Event Name
- View events by month, by year or in a list format.
- Quickly tap into event history
- Immediately view event conflicts

Calculators

CALCULATORS

COST PER LEAD

One measure of the value of an event is Cost Per Lead. Quickly and easily determine your cost per lead by entering the number of leads generated in each category (A, B, C) and the total amount invested in the event. The value of an event rises as the Cost Per Lead falls.

RETURN ON INVESTMENT

Determining Return On Investment is not always easy, especially if you are not immediately known. By entering the number of leads generated, the total sale and total event investment, you can quickly calculate the ROI.

PERSONAL REACH

As the title suggests, this calculation will help you determine how many people you personally reached. Personal reach is a measurement of the number of people who stop to talk with one of your staffers. The number of people reached is measured every hour the show is open for 10 minutes each hour.

Once you have determined the number of visitors that were personally reached, you can calculate the percentage of visitors reached and the cost per visitor reached. This will help you determine the most effective strategies for reaching more visitors.

VISUAL REACH

Visual reach is very similar to Personal Reach. Visual Reach is a measurement of the number of people who walk by your exhibit and look at your exhibit. It is measured every hour the show is open for 10 minutes each hour.

Simply observe the visitors as they walk by and count the number that look at your exhibit. This is to attract visitors (visitors > leads > revenue). This measurement will help you determine the most effective strategies for reaching more visitors.

COST PER LEAD

COST PER LEAD CALCULATOR

"A" Leads :	<input type="text" value="0"/>
"B" Leads :	<input type="text" value="0"/>
"C" Leads :	<input type="text" value="0"/>
Total Leads :	<input type="text" value="0"/>
Total Exhibit Investment:	<input type="text" value="\$0.00"/>
Cost Per Lead:	<input type="text" value="\$0.00"/>

RETURN ON INVESTMENT

RETURN ON INVESTMENT CALCULATOR

1. Number of Qualifiable Leads Generated:	<input type="text" value="0"/>
2. Percent of Leads Qualified that are Most Likely to Lead to Sales:	<input type="text" value="0"/> %
3. Number of Leads that are Qualified as Expected Sales:	<input type="text" value="0.00"/>
4. Percent of Qualified Leads Expected to Close and Generate Sales Revenue:	<input type="text" value="0"/> %
5. Total Number of Orders Anticipated:	<input type="text" value="0.00"/>
6. Average Value Per Sale:	<input type="text" value="\$0.00"/>
7. Total Expected Sales Volume from Generated Leads:	<input type="text" value="\$0.00"/>
8. Total Investment in the Show:	<input type="text" value="\$0.00"/>
9. Return On Investment - ROI:	<input type="text" value="0"/>

VISUAL REACH

VISUAL REACH CALCULATOR

Time	Day 1	Day 2	Day 3	
8-9	0	0	0	
9-10	0	0	0	
10-11	0	0	0	Total Show Investment: <input type="text" value="\$0.00"/>
11-12	0	0	0	
12-1	0	0	0	Total Show Attendance: <input type="text" value="0"/>
1-2	0	0	0	
2-3	0	0	0	Visitors Reached: <input type="text" value="0"/>
3-4	0	0	0	
4-5	0	0	0	% of Total Audience Reached: <input type="text" value="0.00%"/>
5-6	0	0	0	
6-7	0	0	0	Cost per Visitor Reached: <input type="text" value="\$0.00"/>
7-8	0	0	0	
Total	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
Total x 6:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	

PERSONAL REACH


PERSONAL REACH CALCULATOR

Time	Day 1	Day 2	Day 3	
8-9	0	0	0	
9-10	0	0	0	
10-11	0	0	0	Total Show Investment: <input type="text" value="\$0.00"/>
11-12	0	0	0	
12-1	0	0	0	Total Show Attendance: <input type="text" value="0"/>
1-2	0	0	0	
2-3	0	0	0	Visitors Reached: <input type="text" value="0"/>
3-4	0	0	0	
4-5	0	0	0	% of Total Audience Reached: <input type="text" value="0.00%"/>
5-6	0	0	0	
6-7	0	0	0	Cost per Visitor Reached: <input type="text" value="\$0.00"/>
7-8	0	0	0	
Total	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
Total x 6:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	

- ❑ Determine ROI and ROO based on your actual event data
- ❑ Obtain Personal Reach and Visual Reach goals
- ❑ Question indicators specifically explain what information is required to obtain an accurate calculation
- ❑ Apply information to make your next show more profitable

Resources

RESOURCES

Search: 

SELECT CATEGORIES:

- RESOURCES
 - All Resources
 - Florists
 - Industry Resources
 - Media Station
 - Show Services
 - Travel Resources
 - Travel Agent

RESOURCES

SELECT COMPANY	CONTACT	LOCATION	DEPARTMENT	CONTACT PHONE	CONTACT EMAIL	TOLL FREE
FLORISTS						
 A1 Florists	Bill Jones	Wichita, KS	Primary Contact	314-900-9000		
INDUSTRY RESOURCES						
 Tradewind Graphics	Bill Nye	Dallas, TX	Graphics	713.547.9864	bill@tradewind.co	
MEDIA STATION						
 Media Station	Gwen Hill	Houston, TX	Primary Contact	713-541-2241	info@exhibitforce.com	
SHOW SERVICES						
 Freeman - Las Vegas	Customer Service	Las Vegas, NV	Primary Contact	1-7687-6969696	support@freemalv.com	1-800 -676-5959
TRAVEL RESOURCES						
 BBQ Restaurant	Porky Pig	Houston, TX	Primary Contact			
TRAVEL RESOURCES->TRAVEL AGENT						
 AAA Travel	Bill Masterson	Wichita, KS	Primary Contact	555-9090 Ext. 934	bill@aaatravel.com	
 AAA Travel	Bill Masterson	Wichita, KS	Primary Contact	555-9090 Ext. 934	bill@aaatravel.com	

- Create a database of preferred vendors
- Access industry links for ease of planning
- Build a company-wide list of internal resources including employee and department contact information

Documents

- Upload and display documents for all users
- Upload documents and mark them as private
- Group documents by type

DOCUMENT LIBRARY

See all events by month & year plus download them to Excel.

ADD FILE ↕

Document	Category	Sub-Category	Event	Added	Added By	
32 Plasma Purchased Best Buy	Invoices	Stock Purchases		3/10/2010	Jonathan Harris (Standard Edition)	Delete
Marketing Brochures -x9786 Model	Invoices	Stock Purchases		3/10/2010	Jonathan Harris (Standard Edition)	Delete