

**NAEP** National Association of Educational Procurement

98th Annual Meeting  
**Enterprising Procurement – Going Where Purchasing Has Not Gone Before**  
April 7-10, 2019 | Kansas City, MO

**Account Login**

Login to **upload company logo**, enter **name badges**, make **payments** and **more!**

**Exhibitor Kit**

**Booth Info**



Standard booths include:  
(1) **FULL CONFERENCE** name badge  
Additional badges \$850  
Valid for entry to **ALL** conference events



**+**  
(2) **EXHIBIT ONLY** name badges  
Additional badges \$150  
Valid for entry to Exhibit Hall **only**

✓ *Name badges can be interchanged between representatives on-site!*

- 10x10 piped & draped booth w/ ID sign
- 24-hour security
- Lead retrieval via event mobile app



**Mobile App**

Stay up-to-date and connected while on site by downloading the free event mobile app.  
*Stay tuned for details*

✓ *Includes **lead retrieval!***

**Exhibit Info**

**Sunday, April 7<sup>th</sup>, 2019**  
12pm – 6pm Registration w/ Reception, Booth Set Up

**Monday, April 8<sup>th</sup>, 2019**  
7am – 5:30pm Registration Open  
8am – 2:00pm Booth Set Up  
2:30 pm – 6:00pm Exhibit Hall Open w/ Reception

**Tuesday, April 9<sup>th</sup>, 2019**  
12:00 pm – 2:00pm Exhibit Hall Open w/ Lunch  
2:00 pm – 6:00 pm Booth Dismantle

**Convention Center**

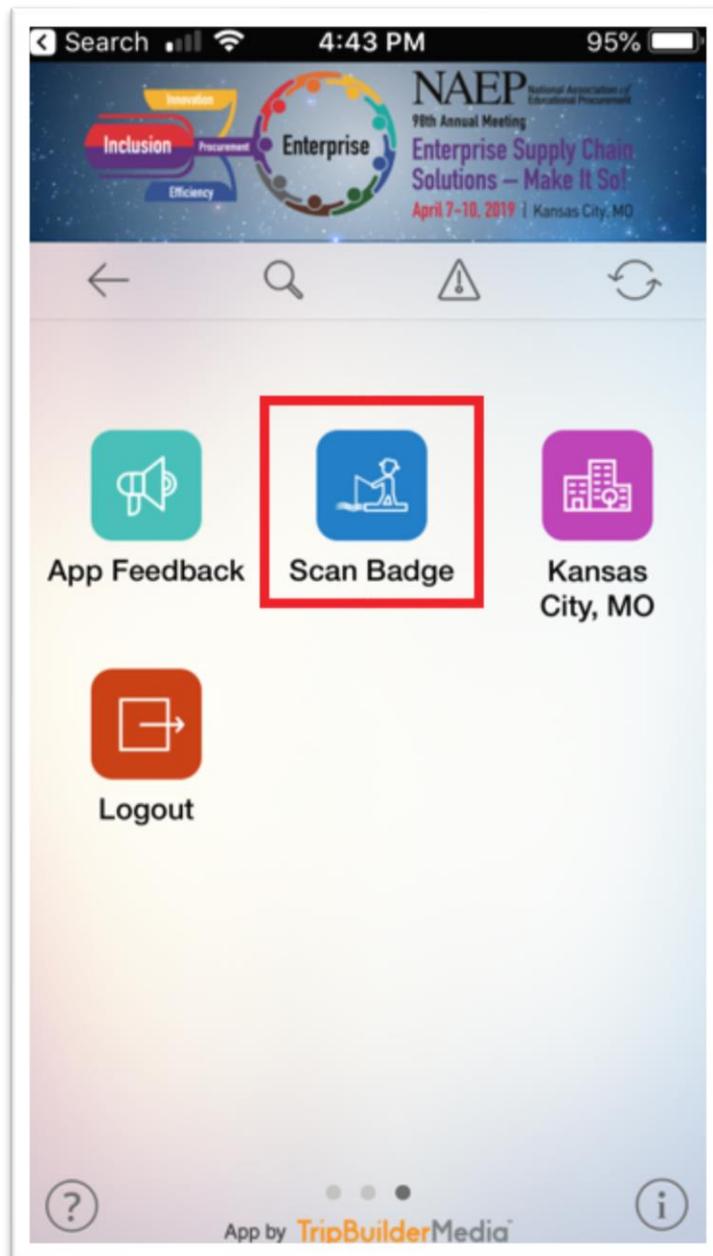
Kansas City Convention Center  
301 West 13th Street  
Kansas City, MO 64105

**Hotel**

Kansas City Marriott Downtown  
200 W 12th Street  
Kansas City, MO 64105

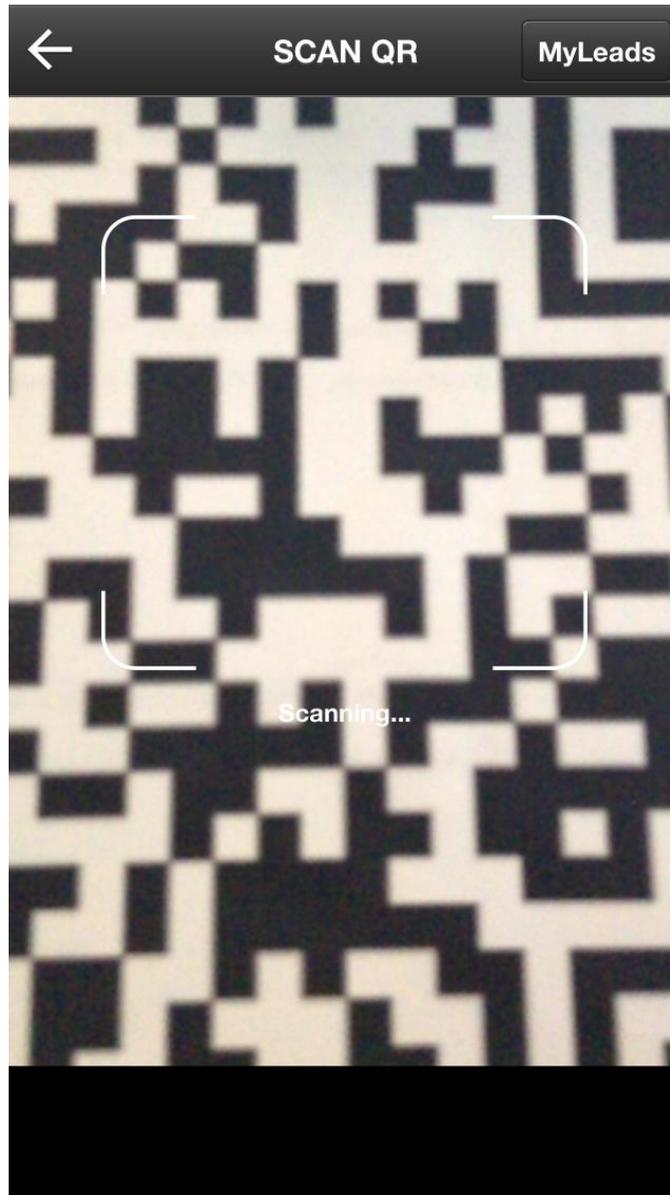
## Leads Icon

- To access the Lead Retrieval functionality, tap the "Scan Badge" icon on the home screen of the app.



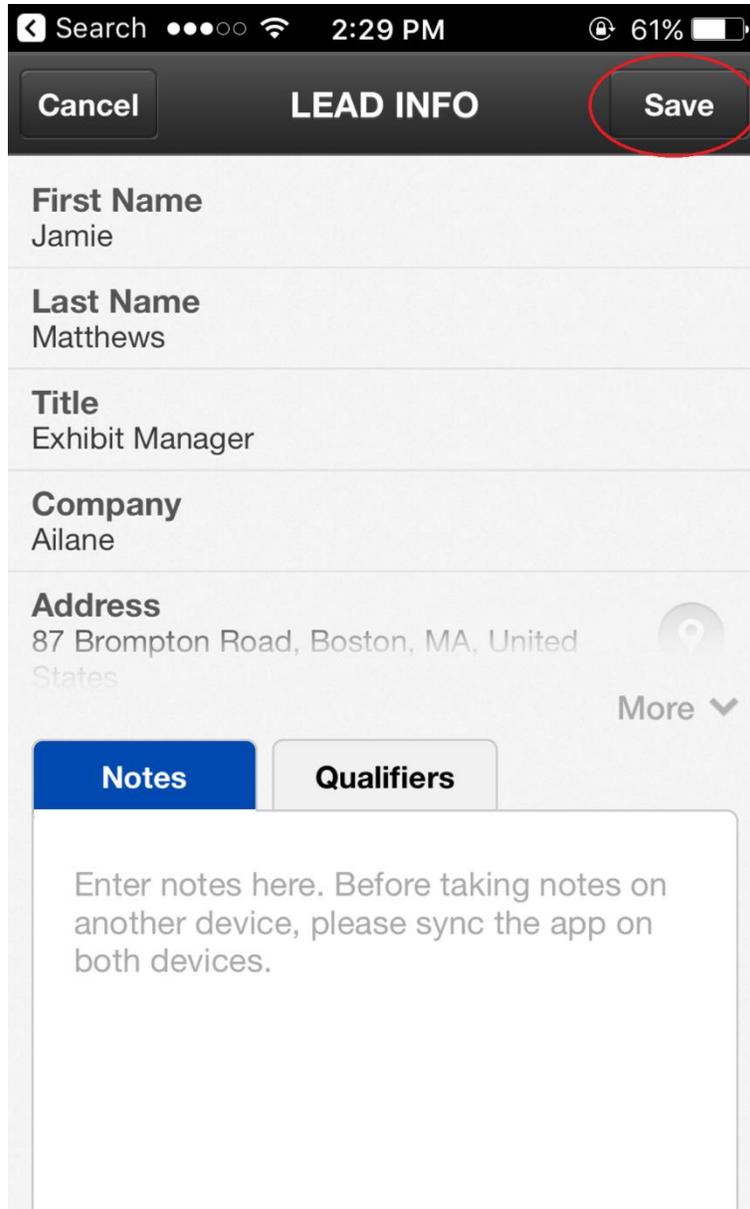
## Leads Scanner

- After tapping the "Scan Badge" icon you will see your scanner.
- Use this scanner to scan an attendee's QR code located within the app or on their printed badge.



## Lead Info

- You will then be directed to a screen where you will see all of the individual's public and private information.
- Tap the "Save" button in the upper right corner to save this lead to your personal MyLeads list.



Search 2:29 PM 61%

Cancel LEAD INFO Save

**First Name**  
Jamie

**Last Name**  
Matthews

**Title**  
Exhibit Manager

**Company**  
Ailane

**Address**  
87 Brompton Road, Boston, MA, United States

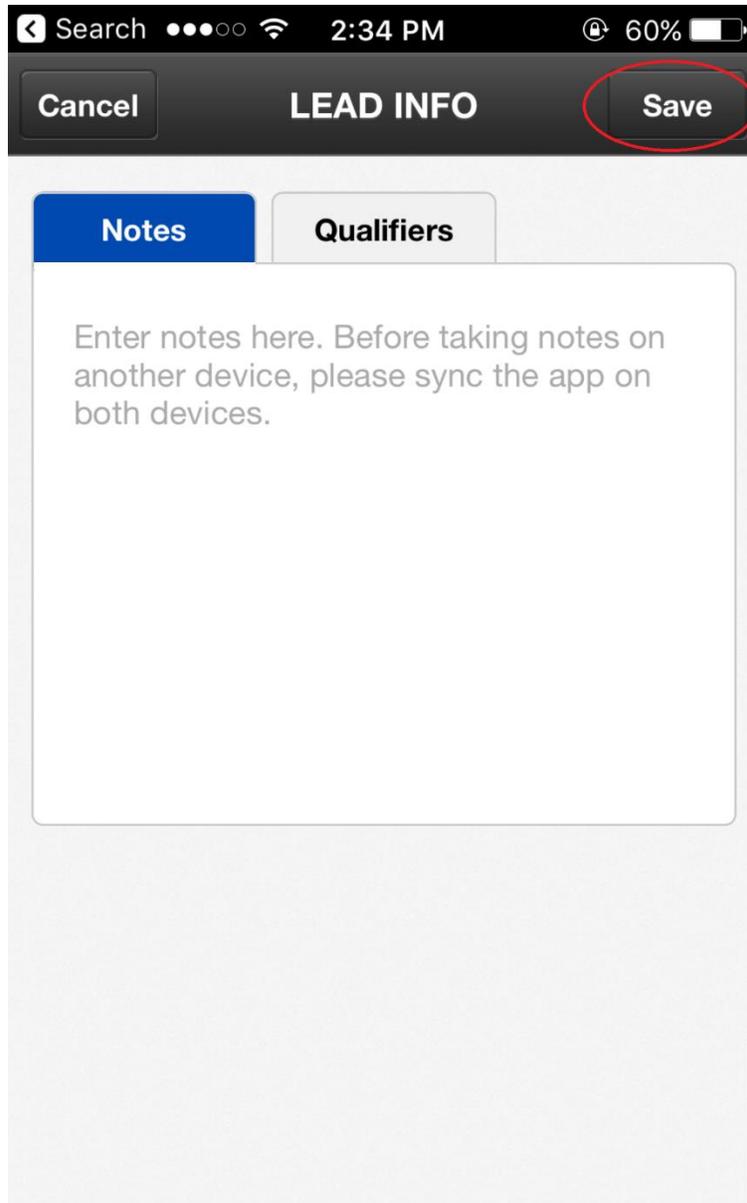
More ▾

**Notes** **Qualifiers**

Enter notes here. Before taking notes on another device, please sync the app on both devices.

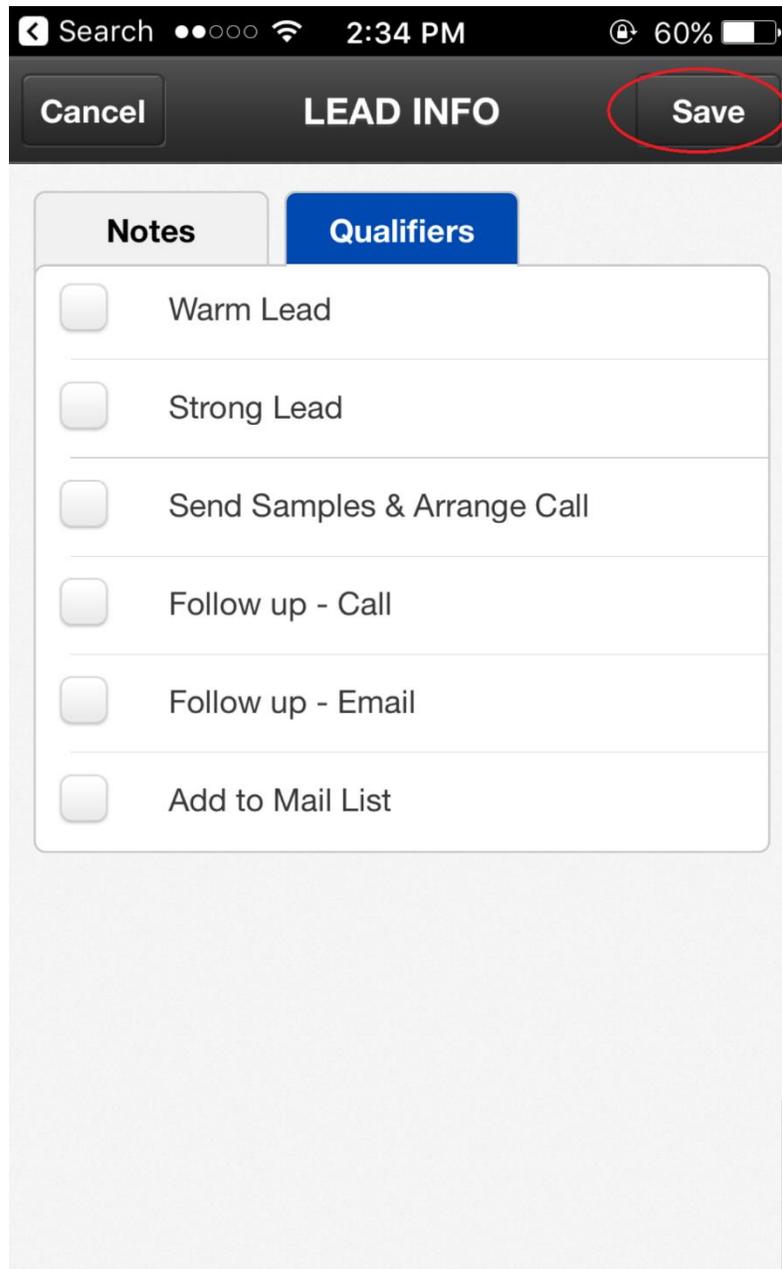
## Notes

- You can easily take notes on each individual lead.
- These notes will be saved within the MyEvent icon on the home screen of the app.
- You can export your lead data at any time via the MyEvent icon.



## Set Qualifiers

- You will have the ability to “qualify” leads through the app.
- These will be preset for you by the event organizer and will be similar to the following: Strong Lead, Warm Lead, etc.
- This will allow you to keep track of which leads are hot/cold



## MyLeads

- Once a lead has been saved, it will store the data in your “MyLeads” section which is found in the “MyEvent” module.
- You can export your lead data by navigating to the “MyEvent” icon on the app, clicking the “export” button at the top right hand side of the screen, selecting the “MyLeads” category, entering in an email address and then pushing send.
- This will email them their leads in a CSV file.

