

**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!**

#### 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!***

### Exhibitor Kit

#### 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

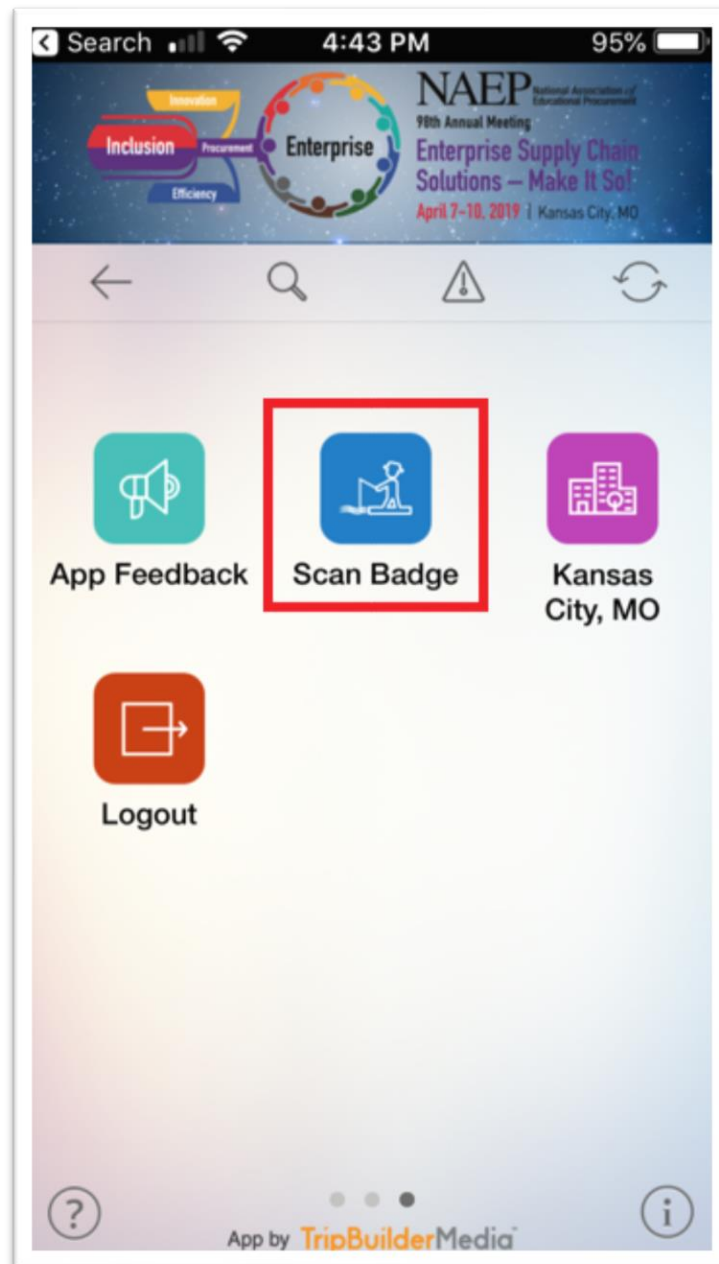
Kansas City Marriott Downtown

200 W 12th Street

Kansas City, MO 64105

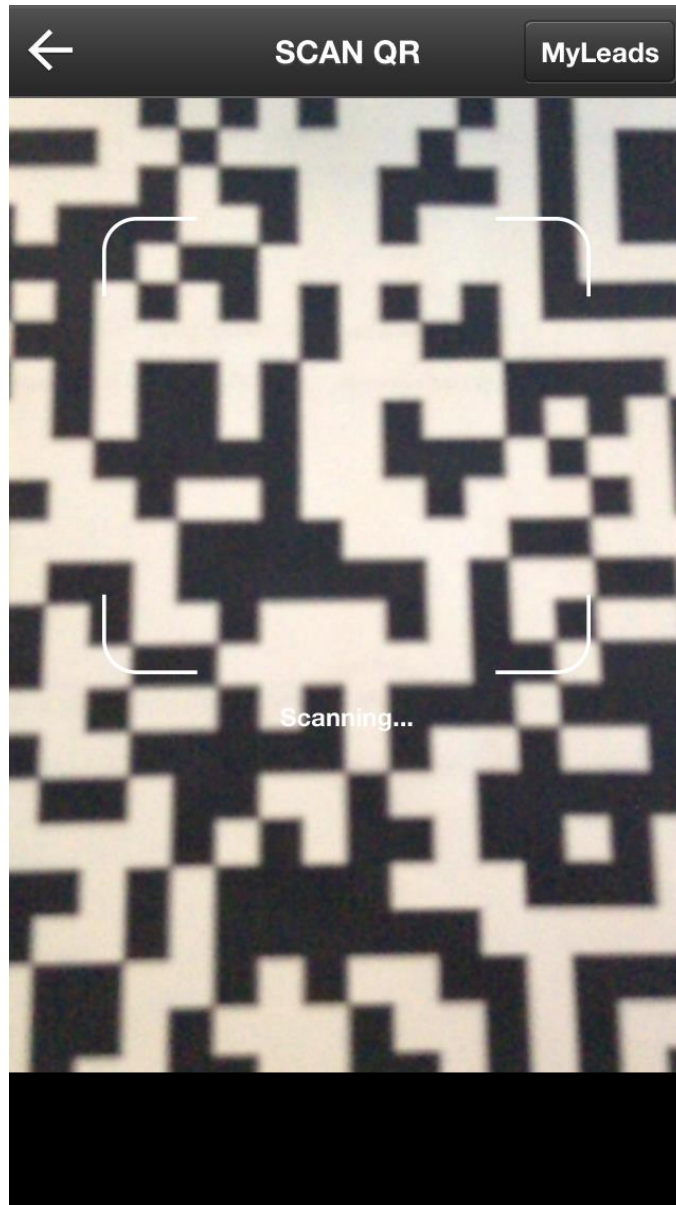
## Leads Icon

- 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.

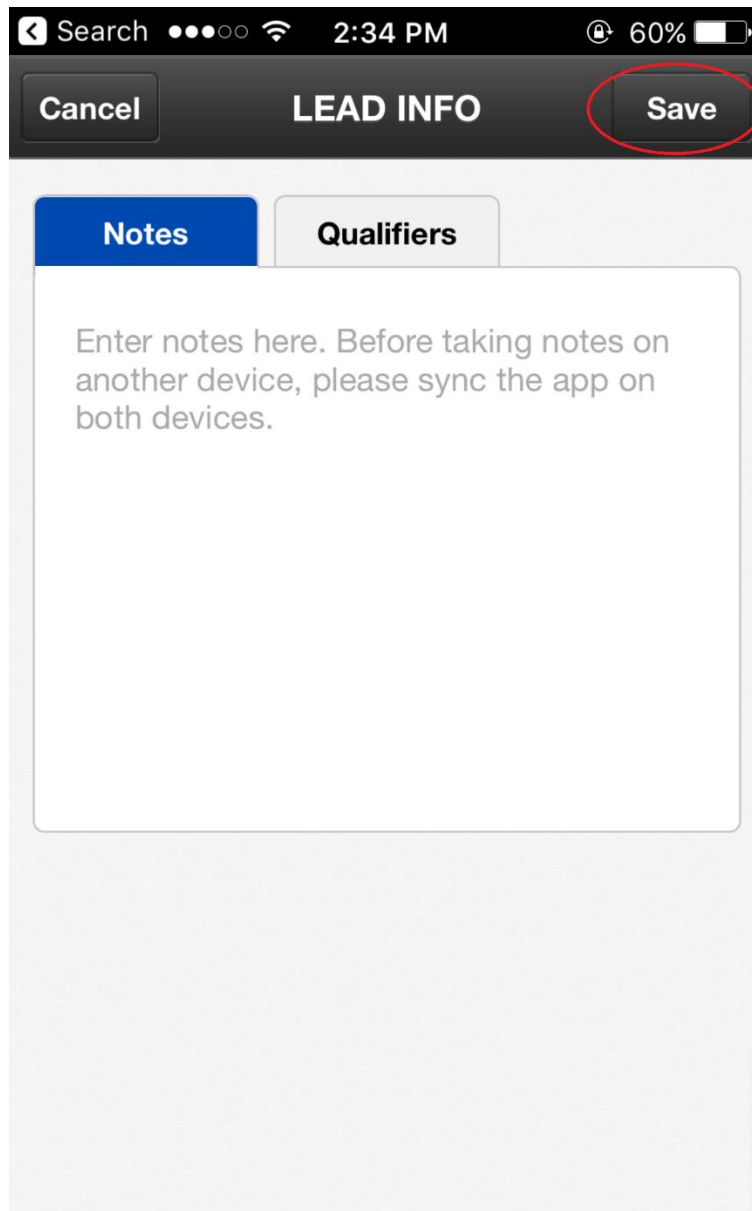


## Lead Info

- 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.

## 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.



The screenshot shows the 'LEAD INFO' screen in the TripBuilderMedia app. At the top, there is a status bar with a search icon, signal strength, Wi-Fi, time (2:34 PM), and battery level (60%). Below the status bar is a dark header with 'Cancel', 'LEAD INFO', and 'Save' buttons. The 'Save' button is circled in red. Below the header are two tabs: 'Notes' (selected) and 'Qualifiers'. The 'Notes' tab contains a text area with the placeholder text: 'Enter notes here. Before taking notes on another device, please sync the app on both devices.'

## 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

The screenshot shows the 'LEAD INFO' screen in the TripBuilderMedia app. At the top, there is a status bar with a search icon, signal strength, time (2:34 PM), and battery level (60%). Below the status bar is a dark header with three buttons: 'Cancel', 'LEAD INFO', and 'Save'. The 'Save' button is circled in red. Below the header, there are two tabs: 'Notes' and 'Qualifiers'. The 'Qualifiers' tab is selected and highlighted in blue. Below the tabs is a list of six qualifiers, each with an unchecked checkbox and a label:

- ☐ Warm Lead
- ☐ Strong Lead
- ☐ Send Samples & Arrange Call
- ☐ Follow up - Call
- ☐ Follow up - Email
- ☐ Add to Mail List

## 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.

