



Welcome to IFT17! As a new exhibiting company, we're looking forward to a long-term working relationship with you. We want to make sure we're doing everything we can to help your company have a positive and productive exhibiting experience.

As part of our New Exhibitor On-Boarding Program, you will receive a series of five quick read instructional emails to help you address the strategic factors that determine the difference between exhibiting success or failure.

We strongly encourage you to not only read each of these five emails, but more importantly to do the quick exercises presented. If you do, you will dramatically improve your odds of having a successful exhibiting experience.

CRITICAL SUCCESS FACTOR #1: DEFINE YOUR OUTCOMES

Clarity is power! Half of success is simply being crystal clear about what you want to accomplish. The other half is creating workable action plans and executing to achieve your goals. We recommend that you get together with your marketing and sales management team and work through the three-step process outlined below.

1. **What are your top three reasons for exhibiting?** (Examples: build market visibility /awareness, maintain visibility/presence, introduce new product/service, sales leads, new customers, cross/upsell existing customers, market research, branding, recruiting, media exposure, customer/prospect meetings, find reps/dealers/distributors, other?)
 1. _____
 2. _____
 3. _____
2. **Convert each reason to a S.M.A.R.T. goal** (Specific, Measurable, Actionable, Realistic, Time bound) (Examples: 1. By closing time, we will capture at least 25 qualified leads, 2. During the show we will meet with our top 10 customers, 3. Within six months of closing, we will have opened five new accounts.)
 1. _____
 2. _____
 3. _____
3. **For each goal, create a Written Action Plan** detailing the specific steps you must take to achieve the goal, who is responsible for accomplishing the goal, and how you will measure the results.

SMART Goal	Responsibility	Actions	Measurement
Example: By closing time we will capture 25 qualified leads	John Smith	1. Determine qualifying questions. 2. Rent a customize the show led retrieval system or create a hand-held lead form. 3. Train exhibit staff on using the lead form and how to ask qualifying questions.	# of leads with # of qualifying questions answered
1.			
2.			
3.			

Also, be sure to visit the online [Success Tools web page](#). It's your one stop place to access critical knowledge, downloadable tools and resources, and gain access to a free customized Booth Strategy Session with Trade Show Bob. Be sure you download and use the FREE exhibit management tools:

- 16 week Tradeshow Planning Spreadsheet
- Exhibiting Cost Control & ROI Calculator Spreadsheet
- Exhibiting & Financial Performance Metrics Spreadsheet

We also recommend viewing these webinar replays which are also located on the [Success Tools web page](#):

- **How SMALL Exhibitors Can Succeed in a BIG Show Like IFT Food Expo:** Practical Strategies to Level the Playing Field
- **21st Century Exhibiting:** How to Integrate Technology Into Your Exhibit Program

Remember, we believe if you're not successful, we haven't done our job. Ask us questions... we're here to help you succeed!