



Welcome to the High Performance Expo! As a valued exhibiting partner, we're looking forward to a long-term relationship with you and your company. 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 Exhibitor Support Program, we provide five quick read strategic planning exercises to help you address strategic factors that help make the difference between exhibiting success or struggle.

We strongly encourage you to not only read each of these five exercises, but more importantly to do them. 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 team and work through the four-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, provide hands-on experiences with products, 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. Calculate your Potential Leads/Sales Opportunity.

	<u>Example</u>	<u>Your Company</u>
• Number of B2B exhibiting hours: (n/I enthusiast activations)	17	17
• (x) Average number of booth staff on duty:	x *2	_____
o Rule of thumb: 50 sq. feet per staffer		
• (x) Target number of interactions per hour/per staffer:	x *3	_____
o 3 conservative/ 4 moderate / 5 aggressive		
• (=) Your Exhibit Interaction Capacity:	102	_____
• (x) Target percent that convert to a LEAD	x 25%	_____ %
• (=) Number of LEADS	25	_____
• (x) Target percent that convert to a sales order (at/post)	x 20%	_____ %
• (=) Number of sales orders	5	_____
• (x) Conservative average order amount	\$10,000	\$ _____
• (=) Your Potential Sales Opportunity	\$50,000	\$ _____

4. **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	<ol style="list-style-type: none"> Determine qualifying questions. Rent and customize show lead retrieval system or create a hand-held lead form. Train exhibit staff on using lead system/form and how to ask qualifying questions. 	# of leads with # of qualifying questions answered
1.			
2.			
3.			

Also, be sure to visit the online HPX Exhibitor Success & ROI Center. It's your one stop place to expand your knowledge, access tools and resources. Be sure you download and use the FREE exhibit management tools available in the Downloadable Tools section:

- Tradeshow Planning & Management Tool (Excel Spreadsheet)
- Exhibit Budgeting & Cost Control Tool (Excel Spreadsheet)
- Exhibiting & Financial Performance Metrics Tool (Excel Spreadsheet)

In addition, we recommend watching this on-demand webinar and reading these articles also available on the Exhibitor Success & ROI Center:

Watch:

- How to Win the Exhibiting Race at The High Performance Expo

Read:

- Two Important Outcomes Your Exhibit Should Deliver
- Planning to Win: Exhibiting by Objectives

If you have any questions, please feel free to contact us. Thank you!