



If you've completed the first exercise, you're on your way to a successful High Performance Expo exhibit. You have three SMART goals backed up with a Written Action Plan. Now it's time to give careful thought to...

## **CRITICAL SUCCESS FACTOR #2: MANAGE YOUR VISITOR'S EXPERIENCE**

Managing the visitor experience means carefully addressing three areas: 1) your exhibit, 2) your product/service presentation/demonstration, and 3) your exhibit staff.

### **1. Keys to a Successful Exhibit**

Think of your exhibit like a billboard on a freeway. Attendees are driving down the aisle at 70 miles per hour. The first thing your exhibit must do is grab their attention and force them to look at it. Proven ways to make your exhibit more visible include using color in your exhibit, clear concise well placed copy, relevant imagery, displaying and highlighting NEW products, using lighting to draw attention, using motion or things that blink or flash, and using technology such as flat panels, videos and interactive touch screens.

Once they look, your exhibit must quickly and visually answer the questions of 1) what do you do?, 2) why should they care?, and 3) who are you?

Next, your exhibit must be easy to enter, navigate and exit. Do not place a table in front of your exhibit and block entrance. Place tables along the side walls.

Finally, your exhibit should reinforce your brand identity. Use your brand colors in your exhibit property and place your logo on attendee facing items such as table drapes and A/V stands.

**EXERCISE:** *Set up or look at a picture of your exhibit and assess how well it's addressing these factors. If it's weak in any of these areas, consider making changes before the show.*

### **2. Keys to Successful Presentations and Demonstrations**

CEIR research found the #1 way attendees want to engage with exhibits is through interactive presentations and demonstrations. Give very careful thought as to how you are displaying and presenting your products and services. **Try making it as interactive as possible.** Show them, tell them, and get them to do something to create maximum impact. Be sure to visually reinforce your key takeaway messages with well-placed graphics.

**EXERCISE:** *Think through your product or service presentation with emphasis on multi-sensory interaction with visitors.*

### **3. Keys to Successful Exhibit Staffing**

Your people will make or break your success at trade shows. Be sure to have enough staffing during all open exhibit hours. If you're in a medium or large booth, make sure it is easy for visitors to identify who your staffers are. Have multiple types of staffers, including sales, marketing, technical, customer service, and executives. Be sure everyone looks and acts like they want to be there. Stand up, smile and engage visitors on the perimeter. Quickly welcome visitors who enter your booth. Spend the first few minutes asking questions about the visitor; who they are, why they are visiting, and what prompted their interest in your products. Avoid behavioral mistakes that reduce booth traffic like

sitting, talking with other staffers, texting or talking on cell phones, and eating or drinking in the booth.

**EXERCISE:** *Get your booth staff together and discuss your staffing game plan and the rules of staffing and attendee engagement before the show.*

Please be sure to view and read these educational materials on the Exhibitor Success & ROI Center web page:

**Watch:**

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

**Read:**

- Why Should an Attendee Visit Your Booth
- How to Design Immersive In-Booth Visitor Experiences
- Staffing for Success
- Tradeshow Attendee Rules of Engagement

If you have any questions, please feel free to reach out to us.