



# Buyer Instructions

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## **STEP 1:**

Write orders with participating exhibitors. Must be \$500 minimum order to qualify.

## **STEP 2:**

Get white and yellow copies of the Order Confirmation Form from the exhibitor. Make sure all fields are completed, including exhibitor's signature and total order amount.

## **STEP 3:**

Complete a W-9 (available at the License to Buy check-in desk) and return it to the check-in desk, along with the white copies of your order confirmation forms.

## **STEP 4:**

Show Management will calculate your refund and give you a copy of your completed redemption form that will serve as your receipt.

***All license to buy documents must be turned in at the License to Buy Redemption Area before 1:00 pm on Saturday, January 18.***



# Rewards Tiers

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Because we are no longer multiplying rewards on the last two days of the show, we have increased the base amount for all three days. The new amounts are:

<b>On cumulative orders of</b>	<b>SLTS rewards</b>
\$500 – \$4,999	\$75 <i>(was \$50)</i>
\$5,000 – \$19,999	\$125 <i>(was \$75)</i>
\$20,000 – \$24,999	\$200 <i>(was \$125)</i>
\$25,000 and up	\$225 <i>(was \$150)</i>

## **Bonuses** *(no change from last year)*

When a buyer places orders with more than 4 participating License to Buy companies, they earn an additional bonus of \$50 per company. Bonus starts with company #5. No limit.



# When You Visit A Booth

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Each participating exhibitor will have Order Confirmation Forms specific to that vendor.

Write your orders as you normally would, then get the exhibitor to complete the Order Confirmation Form. *(see next page)*

We are only looking for the grand total you spent with the exhibitor – no order detail is required.

All fields are required. Forms will not be accepted if information is missing.

The forms are in triplicate. The exhibitor keeps the pink copy and gives you the white and yellow copies. Yellow is for your records. Bring all of your white copies to the License to Buy Redemption Counter when you are ready to check out.



## 2020 LICENSE TO BUY ORDER CONFIRMATION FORM

JANUARY 16-18, 2020

**Exhibitor:** 2UNDR

**Booth #:** 2039

Buyer/Store Name: \_\_\_\_\_

Buyer/Store Address: \_\_\_\_\_

\_\_\_\_\_

Total Order Amount: \$ \_\_\_\_\_

Order Written By: \_\_\_\_\_

Order Date: \_\_\_\_\_

- Please print legibly.
- All fields are required
- Forms will not be accepted without all fields completed.
- Buyers bring white copies to License to Buy Redemption Counter near Registration prior to 1:00 pm on Saturday.

White - Show Management Copy • Yellow - Buyer Copy • Pink - Exhibitor Copy



## When You Are Ready to Check Out

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- Come to the License to Buy Redemption Counter near the registration area anytime during show hours, but **prior to 1 pm on Saturday, January 18**. (*Be sure you are finished writing orders before you redeem, as we will only honor one redemption form per buying company.*)
- Have the white copies of the Order Confirmation Form from every exhibitor you wrote orders with. Make sure they are all completed in full.
- Complete a W-9 and the top of a License to Buy Redemption Form. Make sure all fields are completed. We need accurate contact information so we can contact you if there are any issues.
- SLTS staff will calculate the amount of your refund. You will get a copy of the License to Buy Redemption Form (*see next page*) which serves as your receipt.\*

*\*This amount is subject to change based on verification by exhibitors.*



## 2020 LICENSE TO BUY REDEMPTION FORM

Company Name: \_\_\_\_\_

Check Made Payable To: \_\_\_\_\_  
(if different)

Fed Tax ID#/Soc. Sec.#: \_\_\_\_\_

Address: \_\_\_\_\_

City, ST, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### REWARDS

Grand Total of All Orders = \$ \_\_\_\_\_ = Tier \_\_\_\_\_ = Reward Amount \$ \_\_\_\_\_

### BONUS

Total Number of Orders (all 3 days) = \_\_\_\_\_ - 4 = \_\_\_\_\_ x \$50 = Bonus Amount \$ \_\_\_\_\_  
# Eligible for Bonus (over 4)

**TOTAL REFUND\*:** \$ \_\_\_\_\_  
Reward + Bonus

Tier	Cumulative Orders	Rewards Amount
1	\$500 - \$4,999	\$75
2	\$5,000 - \$19,999	\$125
3	\$20,000 - \$24,999	\$200
4	\$25,000 and up	\$225

\* Orders will be verified with exhibitors following the show. Orders that are canceled or not paid will not count toward rewards refund. Show Management reserves the right to revoke or reduce refund amounts if orders cannot be verified.



# After the Show

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- Orders will be verified with exhibitors following the show. Orders that are canceled or not paid will not count toward rewards refund.
- You will receive a check by mail approximately 60 days after the show.



# Questions?

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Contact Nikki Puckett at [nikki.puckett@emeraldexpo.com](mailto:nikki.puckett@emeraldexpo.com).