



Exhibitor Instructions

STEP 1:

Come to Show Office (at the back of Shoreline exhibit hall - end of 1400 aisle), between 9 am – 5 pm on Wednesday, January 15 or after 8 am on Thursday, January 16 to pick up your Order Confirmation Forms. The forms are specific to each exhibitor.

STEP 2:

When buyers write orders with you, write up the order as you normally would, then complete the Order Confirmation Form. Make sure all fields are completed, including the signature of the person who wrote the order and total order amount. The buyer can enter their information.

STEP 3:

Give the buyer the white and yellow copies of the Order Confirmation Form. The pink copy is for your records.



While the Buyer is at Your Booth

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

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

Make sure the person that wrote the order signs the “Order Written By” line. This is important for verifying the orders after the show.

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

The forms are in triplicate. Exhibitor keeps the pink copy and gives the buyer the white and yellow copies.

Note: we are no longer collecting original invoices, signed coupons or business cards.



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



Rewards Tiers

Starting in 2019, we no longer multiply rewards on the last two days of the show. Instead, we increased the base amount for all three days. The amounts are:

On cumulative orders of	SLTS rewards
\$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

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.



After the Show

- Orders will be verified with exhibitors following the show. Orders that are canceled or not paid will not count toward rewards refund.
- Be on the lookout for an email from Show Management with each buyer and their total spend. Please confirm the orders prior to the deadline in the email.
- Buyers receive a check by mail approximately 60 days after the show.



Questions?

Contact Nikki Puckett at nikki.puckett@emeraldexpo.com.