



# Changes for 2019

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We have made some changes to the License to Buy program that will make it faster and easier for both attendees and exhibitors to participate. The primary changes are:

- We will no longer be collecting coupons, business cards or original purchase orders/invoices. Instead, each exhibitor will have custom Order Confirmation Forms to give each buyer. This should reduce buyers' time spent waiting in line and making copies.
- Instead of offering 1.5x rewards on days 2 and 3, we are increasing the rewards amount for all three days.

Read on for full instructions and reward amounts...



# Exhibitor Instructions

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## **STEP 1:**

Come to Show Office, room S224, between 9 am – 5 pm on Monday, January 21 or after 8 am on Tuesday, January 22 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

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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.



## 2019 LICENSE TO BUY ORDER CONFIRMATION FORM

JANUARY 22-24, 2019

**Exhibitor:** Aminco International (USA), Inc.

**Booth #:** 5074

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 Thursday.

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



# 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.



# 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.
- 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?

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