

Holiday

BOUTIQUE
NOV. 15-18, 2018
Overland Park
Convention Center

How-to set up your company's Exhibitor Listing

How-to create your listing - as easy as 1-2-3-4!

1. Enter your company info online at:
<http://www.kcholidayboutique.com/add-exhibitor-login>
2. Log in (Exhibitor Listing Login) on our homepage with the username: **KCHBNovember@mpe.com** and password: **KCHBNovEX8**
Please note that the password is case sensitive. Contact your sales rep if you want to fax/email your information.
3. We will create your company profile and set up your Request Information form.
4. We will update and maintain your page as required so you can promote product launches, store sales, events and more through your company page!

Tips to get the most out of your listing

- Enter a full description of your company. The more information you provide the better, as it will help people find you using the search tool.
- Use as many keywords as possible. The keywords will help you appear in the search results. If you sell different types of products, be sure to list them all.
- Select the category that best represents your company. Your company will be listed under this heading.
- Include your booth number. Make sure customers can find your company on the show floor.
- Offer a show special or discount. Use a promo code or offer a percentage off to people who mention your listing, this way you can track the results.
- Follow up with email requests in a timely fashion.

Benefits of creating your company listing

VISIBILITY - Receive a full page on our website (www.KCHolidayBoutique.com) to promote your company, store(s) and products. Update this information while your listing is active to promote show specials, new products, store openings and more!

SALES - Consumers can contact you through a search function and email form and you can immediately respond to requests for more information.

Need more help?

If you need technical help or want to make changes to your listing, please email **Jen Shaw** at jens@MPeshows.com.

The screenshot shows the 'ADD YOUR EXHIBITOR LISTING' form on the website. The form includes fields for Company Name, Address 1, Address 2, City, State/Province, Zip/Postal Code, Phone Number, Booth #, Website, Help?, Facebook page, Help?, Twitter page, Help?, and Email address. There are also sections for 'Please enter your link on Better Business Bureau (if applicable)', 'Upload company logo or product photo', and 'get noticed ADVERTISE HERE' with a 'subscribe now & receive ticket discounts' button. The background of the form features a reindeer wearing a Santa hat.