

TRENZ SELLER CHECKLIST



Careful preparation will ensure you get the maximum benefit from your TRENZ attendance. Use the checklist below to ensure you complete all of the important tasks before you get to TRENZ.

Registration and booth

- Complete TRENZ registration process
- Confirm which staff are attending TRENZ
- Purchase any additional passes, floor space, power, or external display sites (details in My TRENZ Zone)
- Familiarise yourself with TRENZ Terms & Conditions, especially the cancellation policy
- Appoint a booth build contractor if necessary and advise TIA of their details
- Book additional furniture requirements with Displayworks (details in My TRENZ Zone)
- Booth signage and graphics planned
- Complete booth signage form (details in My TRENZ Zone)
- Courier/freight all brochures and stand display material to the tradeshow venue
- Complete online Health & Safety induction module before coming on-site to pack-in your booth
- Primary registration contact to review company TRENZ profile in My TRENZ Zone
- All staff members attending TRENZ to review their individual TRENZ profile in the My TRENZ Zone
- All staff members to update emergency and dietary information in My TRENZ Zone

Logistics

- Book travel for TRENZ (if required)
- Book accommodation, if required (preferred rates are available for TRENZ Sellers on the TRENZ website, book early as availability is limited)

Making the most out of your TRENZ investment

- Determine your goals and objectives for attending TRENZ – create some KPI's
- Brief your team on TRENZ and KPI's for the event
- Research target markets
- Distribution network understood/commission structure determined
- Rates for 2017/18 are known (possibly 2019/20)
- Clearly worded billing and refund policies developed
- Onsite promotional collateral organised
- Create a media release for the TRENZ website (see resources section of the TRENZ website for more details)
- Familiarise yourself with support documents under the resources section of the TRENZ website
- Read website updates and TRENZ Tips in the lead up to TRENZ
- Review the FAQ's section of the TRENZ website

Appointments (in My TRENZ Zone)

- Review Buyers who you would like to meet with (in the My TRENZ Zone)
- Review the document about the appointment process (available in the resource section of the website)
- Contact Buyers who you would like to meet with so that you can both request each other to increase your chances of securing an appointment at this stage
- Complete appointment request process
- Complete your appointment diary via the manual appointment scheduling process

TRENZ Activity Afternoon (in My TRENZ Zone)

- Review activity options
- Complete TRENZ Activity Afternoon online registration form (each staff member should complete their own registration via the My TRENZ Zone)
- Review your TRENZ Activity Afternoon allocation (changes to your activity must be done onsite at TRENZ)
- Ensure you have all required clothing for the activity

Connecting with us

- Download the My TRENZ Mobile App
- Follow TRENZ on Facebook

Notes

Event of:



Premier sponsor:



Supported by:



Managed by:

