

## Define Your Outcomes *Critical Success Factor 1*

Clarity is power! Half of success is simply being crystal clear about what you want to accomplish. The other half is creating workable action plans and executing to achieve your goals. We recommend that you get together with your marketing and sales management team and work through the three-step process outlined below.

### What are your top three reasons for exhibiting?

*(Examples: build market visibility /awareness, maintain visibility/presence, introduce new product/service, sales leads, new customers, cross/upsell existing customers, market research, branding, recruiting, media exposure, customer/prospect meetings, find reps/dealers/distributors, other?)*

1	
2	
3	

### Convert each reason to a S.M.A.R.T. goal

*(Specific, Measurable, Actionable, Realistic, Time bound) (Examples: 1. By closing time, we will capture at least 25 qualified leads, 2. During the show we will meet with our top 10 customers, 3. Within six months of closing, we will have opened five new accounts.)*

1	
2	
3	

### For each goal, create a Written Action Plan

Each plan will detail the specific steps you must take to achieve the goal, who is responsible for accomplishing the goal, and how you will measure the results.

*(cont. page 2)*

# NEW EXHIBITOR ONBOARDING PROGRAM

FIND YOUR WOW

SMART Goal	Responsibility	Actions	Measurement
<p><i>Example:</i>                      By closing, capture 25 qualified leads</p>	<p>John Smith</p>	<ol style="list-style-type: none"> <li>1. Determine qualifying questions.</li> <li>2. Rent and customize the show lead retrieval system or create a hand-held lead form.</li> <li>3. Train exhibit staff on using the lead form and how to ask qualifying questions.</li> </ol>	<p># of leads with # of qualifying questions answered</p>
<p>1</p>			
<p>2</p>			
<p>3</p>			

# NEW EXHIBITOR ONBOARDING PROGRAM

FIND YOUR WOW

For more resources, be sure to visit the online New Exhibitor Onboarding web page at [www.promatshow.com/exhibitors/onboarding.aspx](http://www.promatshow.com/exhibitors/onboarding.aspx). It's your one stop place to access critical knowledge, downloadable tools and resources. Be sure you download and use the FREE exhibit management tools available in the Downloadable Tools section:

- 16 week Tradeshow Planning Tool
- Exhibiting Cost Control Tool
- Exhibiting & Financial Performance Metrics Tool

Finally, if you were not able to attend the New Exhibitor Web-Briefing held on December 19, the replay is now available on the New Exhibitor Onboarding web page. Please be sure to view it to learn about important show information, resources available to you, discover the key elements of the complimentary new exhibitor onboarding program, and learn exhibiting skills critical to your success.

If you have questions, feel free to reach out to Greg Baer at [gbaer@mhi.org](mailto:gbaer@mhi.org).