

DEALER SHOW PREPARATION CHECKLIST



CHECKLIST / TIMELINE / GUIDELINE

A little preparation before the show...

- Register all attendees for credentials, www.Insdistributionevents.com – Register ASAP!
- Book your travel
 - ✓ *Book flights* as soon as possible, no later than 60 days out
 - ✓ *Book hotel rooms* as soon as possible, no later than 45 days out
- Check your inventory 45 days out
- Request a list of all early buy offerings from your sales person 45 days out
- Request last year purchases from your sales person 30 days out
 - ✓ *Review prior year purchases to identify high volume items*
- Request a copy of last years show order from your sales person 30 days out
- Run your own purchase history 30 days out
- Identify all high volume items 21 days out
- Make a list of Gold Sponsor Vendors
 - ✓ *Place your orders to increase your chances to win a Free Trip* 10 days out
- Begin entering your preshow order 10 days out
 - ✓ *Pre-order shop supplies, staple items, safety equipment to allow more time to look at new products.*
 - ✓ *Make sure to order cash back items (increase your margins!)*
- Complete your preshow order 5 days out
- Print your boarding pass 1 day out

ALL HOTEL AND AIR TRAVEL arrangements are the responsibility of the dealer.

DID YOU BOOK YOUR HOTEL AND AIRLINE ARRANGEMENTS?

Need assistance? Contact your sales representative or customer service at:

US:

800.243.9303 or 800.432.7652.

Canada:

800.959.5926 or 800.663.7483

Show information:

www.Insdistributionevents.com

...Allows for a more complete experience at the show.

PRE-WRITE AS MUCH AS POSSIBLE - examples of Marine & RV product categories

- | | | |
|---|--|---|
| <input type="radio"/> A/C's | <input type="radio"/> Fenders | <input type="radio"/> Resins & Epoxies |
| <input type="radio"/> AK-1's | <input type="radio"/> FiberGlass Repair | <input type="radio"/> Rope |
| <input type="radio"/> Anchors | <input type="radio"/> Fuel Filters | <input type="radio"/> Sandpaper |
| <input type="radio"/> Appliances | <input type="radio"/> Fuel Tanks & Accessories | <input type="radio"/> Seating |
| <input type="radio"/> Awnings | <input type="radio"/> Furniture - RV and Pontoon | <input type="radio"/> Service Parts |
| <input type="radio"/> Battery Boxes & Switches | <input type="radio"/> Generators | <input type="radio"/> Shore Power |
| <input type="radio"/> Bilge Pumps | <input type="radio"/> Hardware | <input type="radio"/> Sierra Supply |
| <input type="radio"/> Boat Covers & Bimini Tops | <input type="radio"/> Hose | <input type="radio"/> Spark Plugs |
| <input type="radio"/> Campware | <input type="radio"/> Instruments | <input type="radio"/> Steering & Controls |
| <input type="radio"/> Carriers & Covers | <input type="radio"/> Oils & Lubricants | <input type="radio"/> Steps & Tiedowns |
| <input type="radio"/> Cleaners & Waxes | <input type="radio"/> Paints & Supplies | <input type="radio"/> Trailering and Towing |
| <input type="radio"/> Dock & Anchor Lines | <input type="radio"/> Power Protection | <input type="radio"/> Vents & Hardware |
| <input type="radio"/> Electronics | <input type="radio"/> Propellers - Early Order | <input type="radio"/> Watersports |
| <input type="radio"/> Fasteners | <input type="radio"/> Plumbing | <input type="radio"/> Wire & Connectors |

PREPARE IN ADVANCE!

Come join us for the largest Marine and RV shows in the nation.

Register at www.Insdistributionevents.com today!