

DOWNTOWN RALEIGH HOME SHOW

FEBRUARY 23-25, 2018
Raleigh 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.raleighspringshow.com/add-exhibitor-login>
2. Log in with the username: **RHSFebruary** and
password: **RHSFebEX8**
Please note that the password is case sensitive. Contact your show
manager 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. Be sure and reply to any quote requests you receive – try and make appointments with
customers during the show.

The screenshot shows the 'EXHIBITOR LOGIN' page for the Downtown Raleigh Home Show. The page has a header with the show's logo, dates (February 23-25, 2018), and location (Raleigh Convention Center). Below the header is a navigation bar with links: INFORMATION, SHOW FEATURES, EXHIBITOR LIST, LINKING TO EXHIBIT, BLOG & SOCIAL, and BOOTH QUOTE. The main content area is divided into two columns. The left column is titled 'ADD YOUR EXHIBITOR LISTING' and contains a form with fields for Company Name, Address 1, Address 2, City, State/Province, Zip/Postal Code, Phone Number, Booth #, Website, Facebook page, and Twitter page. Below these fields is a section for 'Please enter your link on Better Business Bureau (if applicable)' and a section for 'Upload company logo or product photo'. The right column is titled 'RECEIVE A BOOTH QUOTE' and contains a section for 'SEARCH THE EXHIBITOR LIST' with a search bar and a 'SEARCH' button. Below the search bar is a section for 'GET NOTICED ADVERTISE HERE' with a 'subscribe now' button.

Benefits of creating your company listing

VISIBILITY – Receive a full page on our website (www.DowntownRaleighHomeShow.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.