

Using the Partnership Conference Web Portal



Construction/Industrial Supply Distribution Network

Login

STEP #1: If you have not yet registered to access the Partnership Conference registration portal, please [CLICK HERE](#).



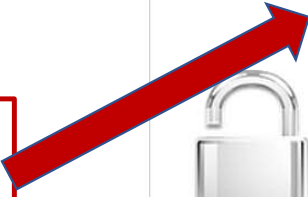
E-Mail Address:

Password:

[Forgotten Password](#)

Login

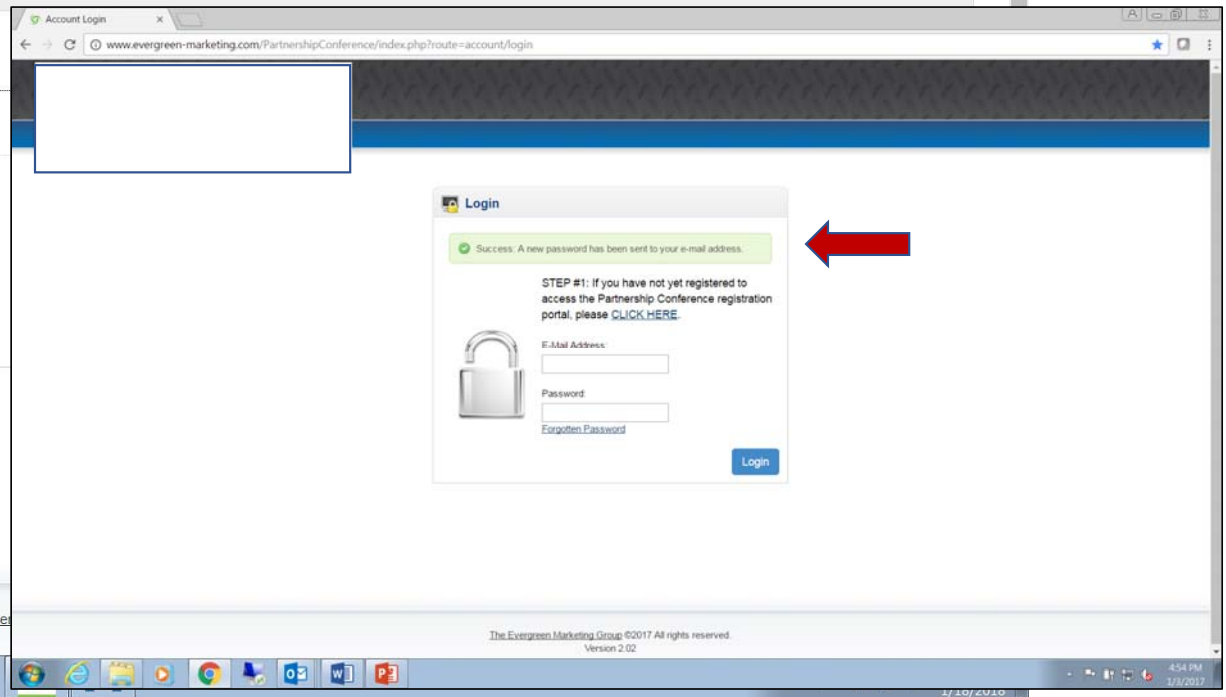
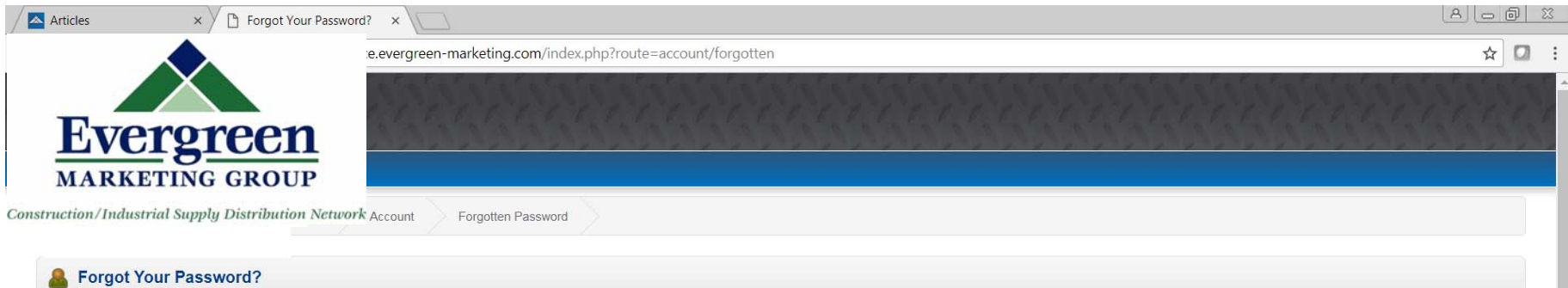
If you have never registered on the conference portal, follow the instructions in Step #1



Anyone who has registered for the conference using the portal in the past couple years (2018/2019/2020/2021) already has an account on the portal.

You just need to enter their email address and password (Note: This may not be the same as their EMG website password).

If you have forgotten your password, just click Forgotten Password. The portal will email you a temporary password to the email address in our records.





Construction/Industrial Supply Distribution Network

Warning: You must be set up as an Evergreen Key Contact in order to create an account on the Partnership Conference Portal.

Register Account

If you already have an account with us, please login at the [login page](#).

YOUR E-MAIL ADDRESS

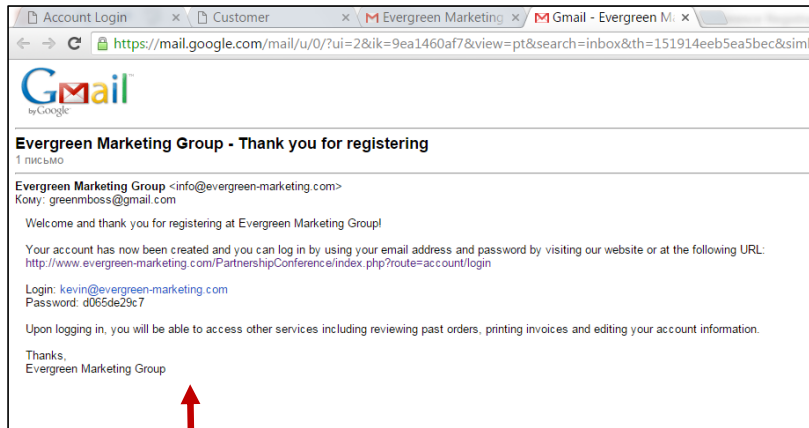
* E-Mail:
Please enter Key Contact E-Mail,
the system will send you an e-
mail with your account
information and instructions

Continue

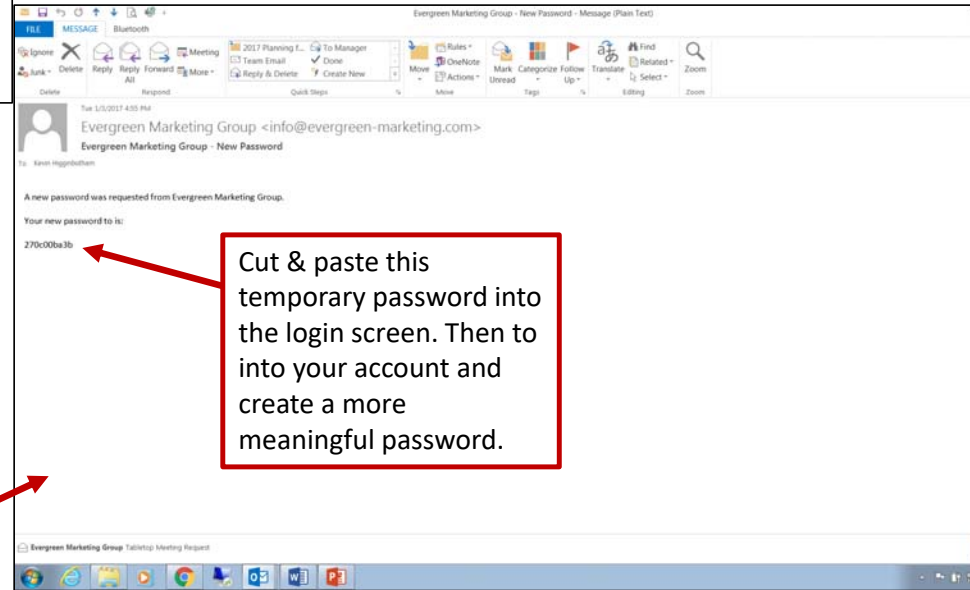
User must be a designated Key Contact to set up an account on the portal. This is for your protection.

If you wish to delegate conference registration tasks to someone who is not a Key Contact, you can do one of two things:

- 1) Provide that person with your KC credentials
- 2) Contact Charly at Charly@evergreen-marketing.com and she will set up that person as a temporary KC for your company.



Email user receives when setting up a new account.



Cut & paste this temporary password into the login screen. Then to into your account and create a more meaningful password.

Email received when user forgets password and requests new one.



Construction/Industrial Supply Distribution Network

Partnership Conference Registration Portal

Welcome to the Evergreen Partnership Conference Registration Portal. You can handle almost everything related to getting ready for the Annual Partnership Conference from this portal. Below is a brief description of what you will find behind each of the key tab sections located on the navigation bar at the top of the portal.

WHAT'S NEW FOR 2021?

In 2021, the Table Top Meetings and Product Showcase will be combined. Every Preferred Supplier is required to purchase at least one (1) 10x10 booth where table top meetings will be held. Preferred Suppliers may purchase more than one booth and show products as well.

REGISTRATION

The Registration tab is where you will enter the names of the conference attendees who will be representing your company. The portal will keep track of who you or others in your company have officially registered and whether or not they have paid their registration fee. Preferred Suppliers will also find information on how to become a Conference Sponsor.

Please note: Preferred Suppliers wishing to become sponsors should select their sponsorship level first so you get credit for any complimentary registrations.

DOCUMENTATION

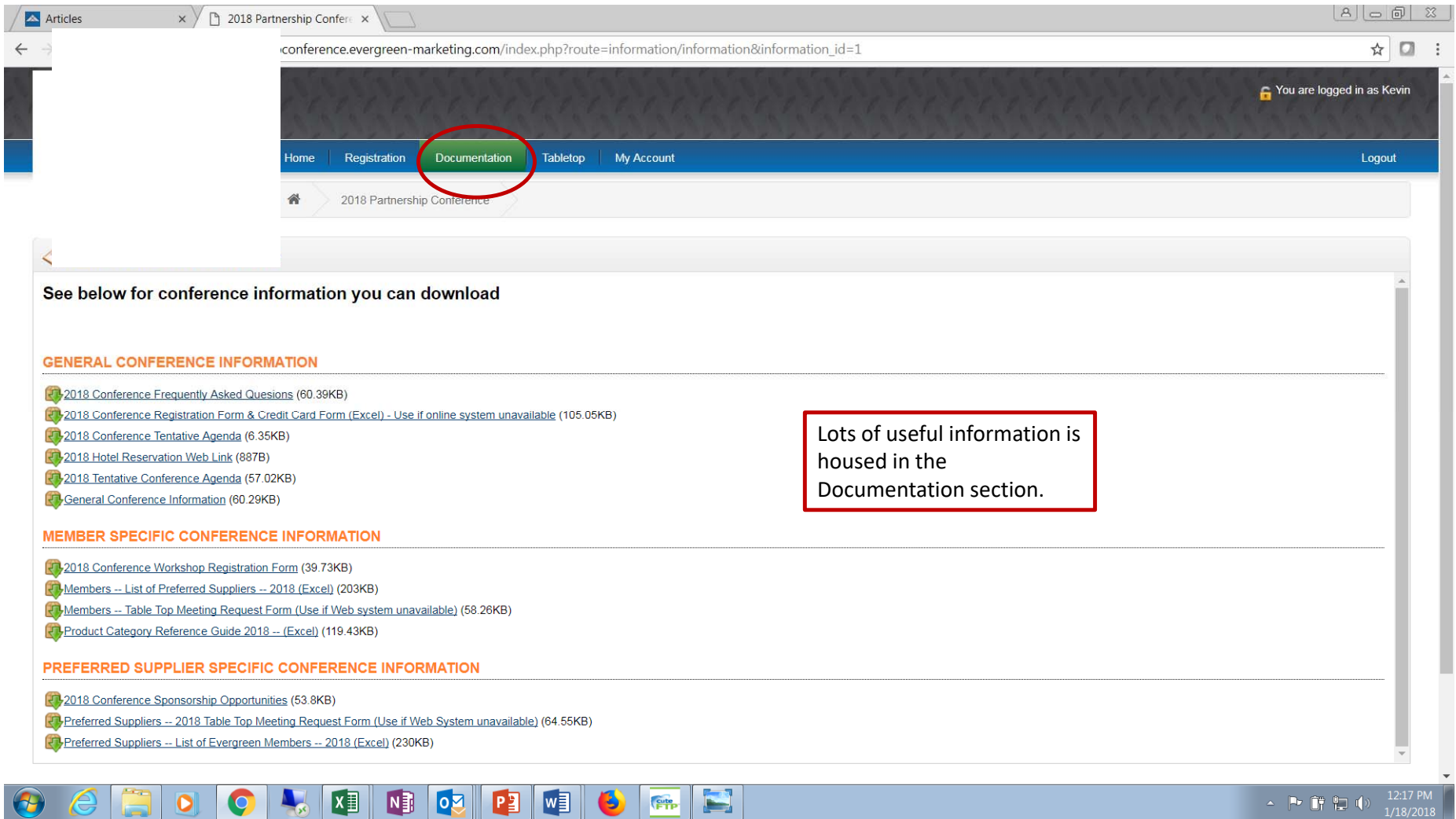
Behind the Documentation tab are various materials you may wish to download regarding the conference. The kind of information found behind the Documentation tab includes the overall conference agenda, general information about the conference, Frequently Asked Questions, Member and Preferred Supplier lists, etc.

TABLETOP

This is where you will go to make your table top appointment requests. Be sure to provide us a complete set of requests so we are able to provide you the best possible appointment schedule.

MY ACCOUNT

This is where you can go to change your password and review what you have on order for the conference. Orders will include individual attendee registrations and Sponsorships.



Being a conference sponsor demonstrates your support for Evergreen and increases your company's visibility at the annual Partnership Conference. Select the sponsorship level that provides you with the most bang for your buck.

Platinum and Gold Sponsors receive priority in table top appointment scheduling.

- Platinum **\$8,200.00**
 - Priority in scheduling Table Top Appointments
 - Special Table recognition during the table top sessions
 - Recognition in Conference Agenda Guide
 - Recognition during General Session
 - Logo displayed at Registration and all meal functions
 - 4 complimentary conference registrations (\$1,940 value)
 - 1/2 page ad in Evergreen Update newsletter (\$905 value)
 - Recognition on Evergreen website for one full year

- Gold **\$6,200.00**
 - Priority in scheduling Table Top Appointments
 - Special Table recognition during table top sessions
 - Recognition in Conference Agenda Guide
 - Recognition during General Session
 - Logo displayed at Registration and all meal functions
 - 2 complimentary conference registrations (\$970 value)
 - 1/4 page ad in Evergreen Update newsletter (\$510 value)

- Silver **\$3,600.00**
 - Recognition in Conference Agenda Guide
 - Recognition during General Session
 - Logo displayed at Registration and all meal functions
 - 1 complimentary conference registration (\$485 value)

- Bronze **\$1,600.00**
 - Recognition in Conference Agenda Guide
 - Recognition during General Session
 - Logo displayed during meal or break

[Add to Cart](#) [Remove](#)

It is important that Preferred Suppliers who want to sponsor the conference complete the sponsorship process first before registering attendees.

This allows the system to know the number of complimentary registrations you should receive with your sponsorship level.

Platinum & Gold sponsors receive priority in appointment scheduling.

- Recognition during General Session
- Logo displayed at Registration and all meal functions
- 2 complimentary conference registrations (\$970 value)
- 1/4 page ad in Evergreen Update newsletter (\$510 value)

- Silver \$3,600.00
 - Recognition in Conference Agenda Guide
 - Recognition during General Session
 - Logo displayed at Registration and all meal functions
 - 1 complimentary conference registration (\$485 value)
- Bronze \$1,600.00
 - Recognition in Conference Agenda Guide
 - Recognition during General Session
 - Logo displayed during meal or break

Add to Cart Remove

- 1) Select your sponsorship level.
- 2) Click "Add to Cart"
- 3) Enter the names, job titles, email, and cell phone of your complimentary attendees

If you aren't certain who will attend, you may wish to wait and do your Sponsorship later. Just be sure to get it done before the March 7 deadline.

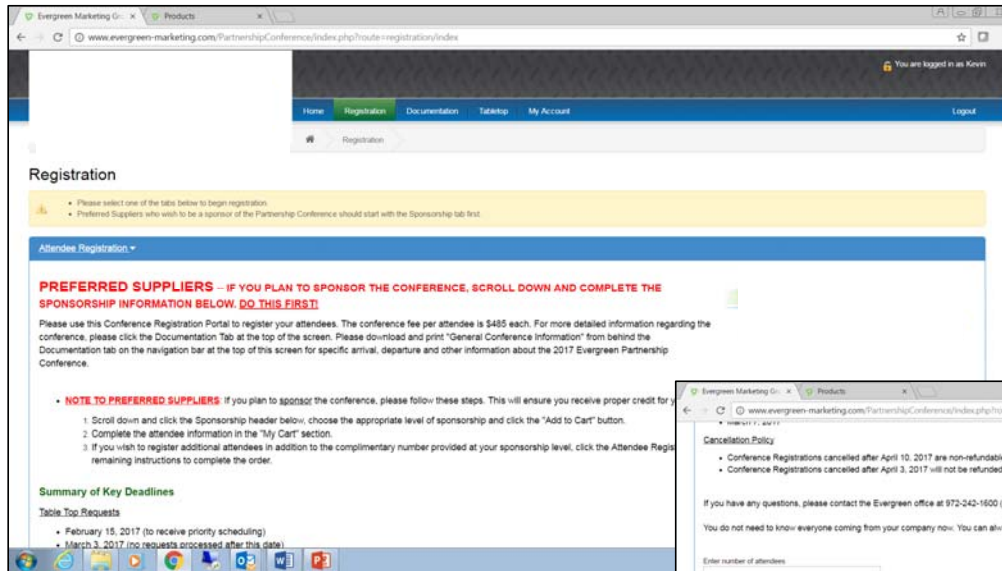
My Cart

Please fill the attendee list below:

First Name	Last Name	Job Title	Email	Cell Phone
Attendee #1 First Name	Attendee #1 Last Name	Attendee #1 Job Title	Attendee #1 Email	Attendee #1 Cell Phone
Attendee #2 First Name	Attendee #2 Last Name	Attendee #2 Job Title	Attendee #2 Email	Attendee #2 Cell Phone

Sponsorship - Gold	x 1	\$6,200.00
-----------------------	-----	------------

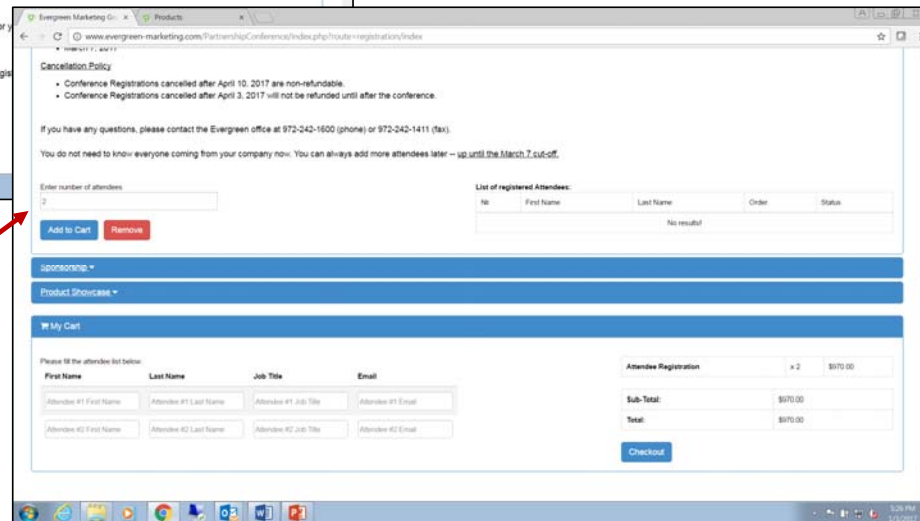
Checkout



Registering Attendees

If you are sponsoring the conference and wish to add more attendees beyond those that are complimentary, click the Registration tab after you have completed the sponsorship process.

If you don't wish to sponsor, go directly to the Registration tab, enter the number of attendees, click "Add to Cart" and provide the requested information.





Registration

Checkout

Checkout

Step 1: Payment Method ▾

Please select the preferred payment method to use on this order.

Credit Card / Debit Card (paytrace.com)



Add Comments About Your Order

Step 2: Confirm Order



Type here to search



Browser tabs: VN Admin v3.0 | Edit Part, Customer, Evergreen Marketing Gr...

Address bar: www.evergreen-marketing.com/PartnershipConference/index.php?route=registration/index

Navigation: Home, Registration, Documentation, Tabletop, My Account, Logout

Registration

Registration Instructions:

- Please select one of the tabs below to begin registration.
- Preferred Suppliers who wish to be a sponsor of the Partnership Conference should start with the Sponsorship tab first.

Registration Tabs:

- Attendee Registration
- Sponsorship
- Product Showcase

My Cart

Product Showcase - Request a second Showcase	x 1	\$1,100.00
Sub-Total:		\$1,100.00
Total:		\$1,100.00

Checkout

(A red arrow points to the Checkout button.)

The Evergreen Marketing Group ©2017 All rights reserved.
Version 2.02

System tray: 11:59 AM, 1/7/2017

Browser tabs: VN Admin v3.0 | Edit Part | Customer | Checkout

Address bar: www.evergreen-marketing.com/PartnershipConference/index.php?route=checkout/checkout

Header: You are logged in as Nerds Admin

Navigation: Home | Registration | Documentation | Tabletop | My Account | Logout

Breadcrumbs: Registration > Checkout

Checkout

Step 1: Payment Method ▾

Step 2: Confirm Order ▾

Product Name	Quantity	Price	Total
Product Showcase - Request a second Showcase	1	\$1,100.00	\$1,100.00
Sub-Total:			\$1,100.00
Total:			\$1,100.00

Credit Card Details

Card Owner

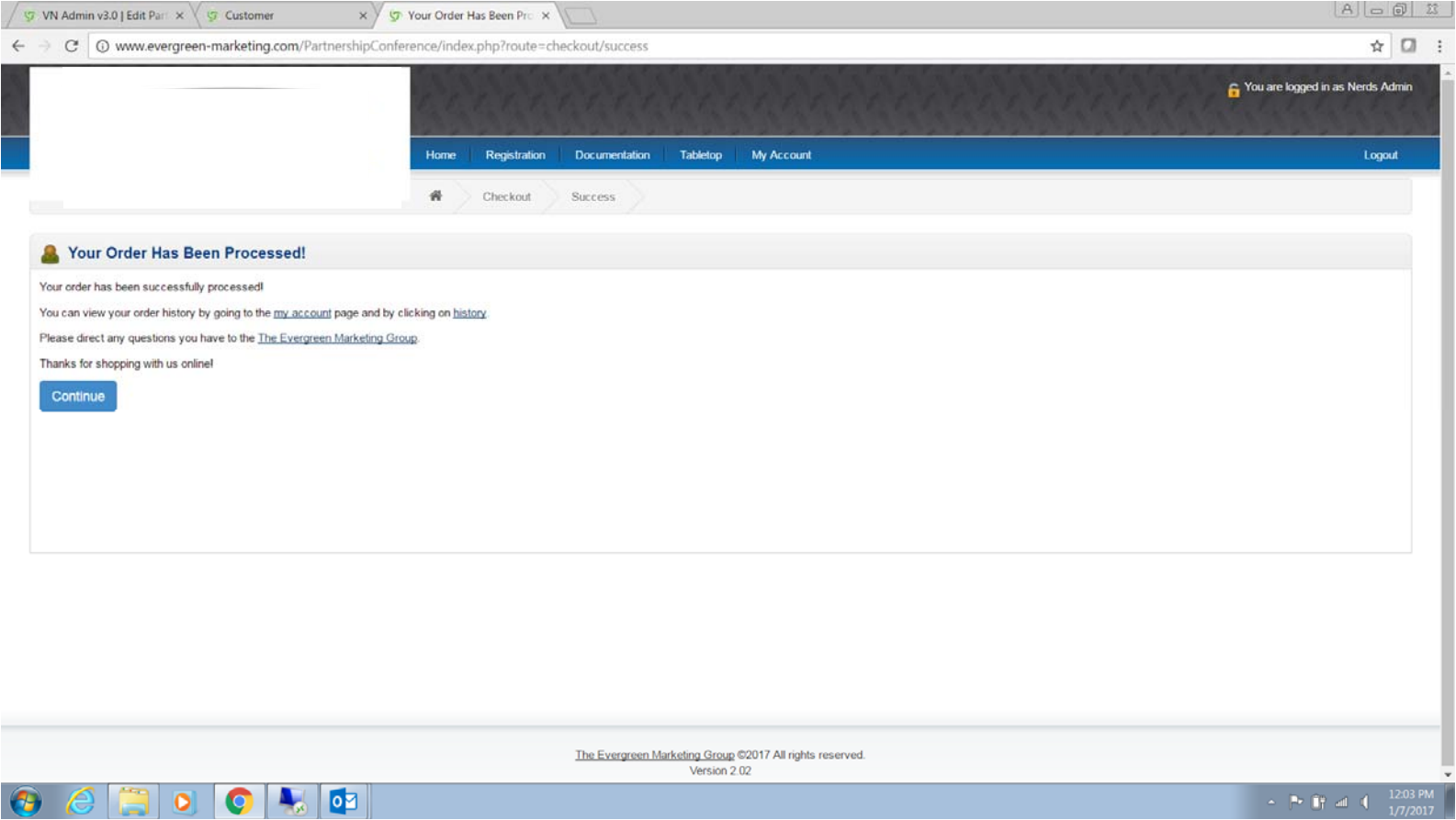
Card Number

Card Expiry Date

Card Security Code (CVV2)

Confirm Order

Taskbar: 11:57 AM 1/7/2017



Tabletop

www.evergreen-marketing.com/PartnershipConference/index.php?route=tabletop/index

You are logged in as Kevin

Home Registration Documentation **Tabletop** My Account Logout

Tabletop

Tabletop

Partnership Conference Table Top Appointment Requests

Please scroll down and use the online form below to submit your table top requests. Preferred Suppliers and Members are asked to indicate whether they "Must/Want to Meet," are "Willing to Meet" or "Don't Want to Meet" with each company.

The default selection of "Willing to Meet" will already have been selected for each company. Therefore, you will only need to change the selection for those companies you wish to change to a different status. You will be asked to provide a reason for changing a company's status to "Must/Want to Meet" or "Don't want to Meet." This reason will be communicated to the other party.

HOW TO CHANGE A COMPANY'S MEETING REQUEST STATUS

STEP #1: Click the **BLUE** pencil icon to the right of the company.

STEP #2: Change the status and select the appropriate reason code if prompted.

STEP #3: You MUST click the **GREEN** floppy disc icon on the right to complete the process.

FINAL STEP: Once you have finished, you MUST click "Submit the Request" button at the bottom of the page. You will receive a success message and an email with a summary of your selections will be sent to you. If you need to make a change after the fact, you will need to call the EMG Office.

GOOD THINGS TO KNOW

- Both Members and Preferred Suppliers have the opportunity to select up to 15 companies they Don't Want to Meet with during table top sessions. Selecting "Don't Want to Meet" from either side trumps the other company's request.
- The date/time you turn in your meeting requests determines where you are in line and will impact your schedule because time slots will fill up. The earlier you turn in requests the more likely you will get a meeting with those you must/want to meet with.
- Platinum and Gold Conference Sponsors will be moved to the front of the line if they turn in their requests and indicate their sponsorship level by 2/17/2017. Platinum and Gold Sponsors will be scheduled in the order received. Platinum first then Gold.

4:31 PM
1/6/2017

- **PLEASE NOTE:** meetings will not be scheduled when both companies select "willing to meet." we will not fill your schedules with companies you do not request or with companies that don't request you.
- For Members and Preferred Suppliers who return their requests within the deadline, we will attempt to schedule in the following priority:

1 st Priority	• Platinum and Gold Sponsor Requests (in that order by receipt date)
2 nd Priority	• Both sides select "High Priority"
3 rd Priority	• Preferred Supplier selects "High Priority" and Member selects "Must/Want to Meet"
4 th Priority	• Member selects "High Priority" and Preferred Supplier selects "Must/Want to Meet"
5 th Priority	• Both sides select "Must/Want to Meet"
6 th Priority	• Preferred Supplier selects "Must/Want to Meet" and Member selects "Willing to Meet"
7 th Priority	• Member selects "Must/Want to Meet" and Preferred Supplier selects "Willing to Meet"

← Scheduling Priority









- **BEST PRACTICE:** Once you have made your selections, reach out to the key contacts of the companies you designated as "Must/Want to Meet" by email and tell them why you want to meet. Encourage them to also designate your company as "High Priority" or "Must/Want to Meet." This will make the meeting more likely to be scheduled, and it will give you both a chance to be fully prepared should the meeting get scheduled.

Company	Request	Reason
ACME Caster Co.	Willing to meet with them	
ACME United dba First Aid Only	Willing to meet with them	

Tabletop x Customer x Tabletop x

www.evergreen-marketing.com/PartnershipConference/index.php?route=tabletop/index

- For Members and Preferred Suppliers who return their requests within the deadline, we will attempt to schedule in the following priority:
 - 1st Priority = Member requests Back-to-Back Meeting
 - 2nd Priority = Platinum and Gold Level Sponsors (in that order according to date of receipt)
 - 3rd Priority = Both Member and Preferred Supplier select "Must/Want to Meet"
 - 4th Priority = Preferred Supplier selects "Must/Want to Meet" and Member selects "Willing to Meet"
 - 5th Priority = Preferred Supplier selects "Willing to Meet" and Member selects "Must/Want to Meet"
- BEST PRACTICE:** Once you have made your selections, reach out to the key contacts of the companies you "Must/Want to Meet" with by email and tell them why you want to meet. Encourage them to also designate your company as "Must/Want to Meet." This will make the meeting more likely to be scheduled and it will give you both a chance to be fully prepared should the meeting get scheduled.

Company	Request	Reason
Acme Construction Supply Co., Inc. Available Requests: <ul style="list-style-type: none">"Must/Want to Meet with them" 40"Back-to-back Meeting Requested" 3"Willing to meet with them" 55"Don't want to meet with them" 15	<input type="radio"/> Must/Want to Meet with them <input checked="" type="radio"/> Willing to meet with them <input type="radio"/> Don't want to meet with them	
Acme Tools	Willing to meet with them	
Acme Tools -- Group #2	Willing to meet with them	
Action Bolt & Tool	Willing to meet with them	
A-Jax Fasteners & Tools	Willing to meet with them	
Albany Steel & Brass Corp.	Willing to meet with them	
American Fasteners Corporation	Willing to meet with them	
American Producers Supply Co., Inc.	Willing to meet with them	

The system limits the number of request types. This will countdown as you make your requests to help you keep track.

There are no back-to-back meetings available for 2022.

"Willing to meet with them" is the default request type.

Click the blue pencil icon to change the default request type.

4:42 PM 1/6/2017

Tabletop x Customer x Tabletop x

www.evergreen-marketing.com/PartnershipConference/index.php?route=tabletop/index

- For Members and Preferred Suppliers who return their requests within the deadline, we will attempt to schedule in the following priority:
 - 1st Priority = Member requests Back-to-Back Meeting
 - 2nd Priority = Platinum and Gold Level Sponsors (in that order according to date of receipt)
 - 3rd Priority = Both Member and Preferred Supplier select "Must/Want to Meet"
 - 4th Priority = Preferred Supplier selects "Must/Want to Meet" and Member selects "Willing to Meet"
 - 5th Priority = Preferred Supplier selects "Willing to Meet" and Member selects "Must/Want to Meet"
- BEST PRACTICE:** Once you have made your selections, reach out to the key contacts of the companies you "Must/Want to Meet" with by email and tell them why you want to meet. Encourage them to also designate your company as "Must/Want to Meet." This will make the meeting more likely to be scheduled and it will give you both a chance to be fully prepared should the meeting get scheduled.

Company	Request	Reason
Acme Construction Supply Co., Inc. Available Requests: "Must/Want to Meet with them" 40 "Back-to-back Meeting Requested" 3 "Willing to meet with them" 55 "Don't want to meet with them" 15	<input checked="" type="radio"/> Must/Want to Meet with them <input type="radio"/> Willing to meet with them <input type="radio"/> Don't want to meet with them	<input type="radio"/> Want to start doing business <input type="radio"/> Want to discuss an issue or concern <input type="radio"/> Want to expand the business I am currently doing <input type="radio"/> Enter own comment: <input type="text"/>
Acme Tools	Willing to meet with them	<input type="text"/>
Acme Tools -- Group #2	Willing to meet with them	<input type="text"/>
Action Bolt & Tool	Willing to meet with them	<input type="text"/>
A-Jax Fasteners & Tools	Willing to meet with them	<input type="text"/>
Albany Steel & Brass Corp.	Willing to meet with them	<input type="text"/>
American Fasteners Corporation	Willing to meet with them	<input type="text"/>







Preferred Suppliers can change the default request type to "High Priority," "Must/Want to Meet with them" or "Don't want to meet with them"

You will be prompted to provide a reason. Note: the other party will see this reason.

Tabletop x Customer x Tabletop x

www.evergreen-marketing.com/PartnershipConference/index.php?route=tabletop/index

- For Members and Preferred Suppliers who return their requests within the deadline, we will attempt to schedule in the following priority:
 - 1st Priority = Member requests Back-to-Back Meeting
 - 2nd Priority = Platinum and Gold Level Sponsors (in that order according to date of receipt)
 - 3rd Priority = Both Member and Preferred Supplier select "Must/Want to Meet"
 - 4th Priority = Preferred Supplier selects "Must/Want to Meet" and Member selects "Willing to Meet"
 - 5th Priority = Preferred Supplier selects "Willing to Meet" and Member selects "Must/Want to Meet"
- BEST PRACTICE:** Once you have made your selections, reach out to the key contacts of the companies you "Must/Want to Meet" with by email and tell them why you want to meet. Encourage them to also designate your company as "Must/Want to Meet." This will make the meeting more likely to be scheduled and it will give you both a chance to be fully prepared should the meeting get scheduled.

Company	Request	Reason
Acme Construction Supply Co., Inc. Available Requests: "Must/Want to Meet with them" 40 "Back-to-back Meeting Requested" 3 "Willing to meet with them" 55 "Don't want to meet with them" 15	<input checked="" type="radio"/> Must/Want to Meet with them <input type="radio"/> Willing to meet with them <input type="radio"/> Don't want to meet with them	<input type="radio"/> Want to start doing business <input type="radio"/> Want to discuss an issue or concern <input type="radio"/> Want to expand the business I am currently doing <input checked="" type="radio"/> Enter own comment: I want to discuss selling our new line of safety products.
Acme Tools	Willing to meet with them	
Acme Tools -- Group #2	Willing to meet with them	
Action Bolt & Tool	Willing to meet with them	
A-Jax Fasteners & Tools	Willing to meet with them	
Albany Steel & Brass Corp.	Willing to meet with them	
American Fasteners Corporation	Willing to meet with them	

4:49 PM 1/6/2017

Once you have entered your reason for the meeting, you MUST click the floppy disc icon for this request to be entered into the database.

Then, move on to the next Member you wish to change the request type and repeat.

Tabletop x Customer x Tabletop x

www.evergreen-marketing.com/PartnershipConference/index.php?route=tabletop/index

Titan Construction Supply, Inc.	Willing to meet with them	
Tool & Anchor Supply, Inc	Willing to meet with them	
Tool Mart, Inc.	Willing to meet with them	
Tools & Accessories Corporation	Willing to meet with them	
Total Tool Supply, Inc.	Willing to meet with them	
United Supply and Sales Co., Inc.	Willing to meet with them	
United Tool & Fastener	Willing to meet with them	
Weinstock Bros. Corp.	Willing to meet with them	
Whitehead Hardware Co. - Div. of Miller Hardware	Willing to meet with them	
Whitton Supply Co.	Willing to meet with them	

Once you are done, review your requests and then click the "Submit the request" button.

You will receive an email listing your requests. If you need to make change after the fact, you will have to contact the EMG office.

Carefully review your selections before clicking the "Submit the Request" button. Once you click submit, you cannot make any changes. If you need to make a change after the fact, please call the Evergreen office.

Submit the request

The Evergreen Marketing Group ©2017 All rights reserved.
Version 2.02

4:53 PM
1/6/2017

- you must/want to meet with.
- Platinum and Gold Conference Sponsors will be moved to the front of the line if they turn in their requests and indicate their sponsorship level by 2/17/2017. Platinum and Gold Sponsors will be scheduled in the order received, Platinum first then Gold.
 - All requests turned in after the 2/17/2017 deadline will be processed on a first-in, first-out basis. You are strongly encouraged to complete the online appointment request form as soon as possible -- don't wait until the deadline! **No requests will be processed after 3/3/2017.**
 - Tables will be assigned to Preferred Suppliers and Members will move. Meeting length is 15 minutes each with a 2-minute transition between each meeting.
 - Members may select up to three Preferred Suppliers they would like to have back-to-back meetings with for 30 minutes. These requests will be handled first-in, first-out.
 - We will NOT automatically pre-schedule appointments with the companies you are participating with in Planning for Profit. If you wish to meet with your Planning for Profit partners, be sure to designate them as Must/Want to Meet.
 - We are not automatically scheduling Members to meet with Training & Education. If you want a meeting, please request it.
 - Meetings will **not** be scheduled when both companies select "Willing to Meet."
 - For Members and Preferred Suppliers who return their requests within the deadline, we will attempt to schedule in the following priority:
 - 1st Priority = Member requests Back-to-Back Meeting
 - 2nd Priority = Platinum and Gold Level Sponsors (in that order according to date of receipt)
 - 3rd Priority = Both Member and Preferred Supplier select "Must/Want to Meet"
 - 4th Priority = Preferred Supplier selects "Must/Want to Meet" and Member selects "Willing to Meet"
 - 5th Priority = Preferred Supplier selects "Willing to Meet" and Member selects "Must/Want to Meet"
 - **BEST PRACTICE:** Once you have made your selections, reach out to the key contacts of the companies you "Must/Want to Meet" with by email and tell them why you want to meet. Encourage them to also designate your company as "Must/Want to Meet." This will make the meeting more likely to be scheduled and it will give you both a chance to be fully prepared should the meeting get scheduled.

Thanks, Tabletop Meeting Request was submitted. The receipt was sent to your email box.



Tabletop Meeting Request - Message (HTML)

FILE MESSAGE Bluetooth

Ignore Delete Reply Reply All Forward More - Meeting 2017 Planning f... To Manager Team Email Done Reply & Delete Create New Move OneNote Mark Unread Categorize Follow Up Translate Find Related Select Zoom

Delete Respond Quick Steps Move Actions Tags Follow Up Editing Zoom


Fri 1/6/2017 4:58 PM

Evergreen Marketing Group <info@evergreen-marketing.com>

Tabletop Meeting Request

To: Kevin Higginbotham

If there are problems with how this message is displayed, click here to view it in a web browser.



The list that follows is a list of your appointment requests. A final version of your schedule will be sent to you when complete.

To view your Tabletop Meeting Request click on the link below:

http://www.evergreen-marketing.com/PartnershipConference/index.php?route=tabletop/index/info&tabletop_id=522

Tabletop Meeting Request Details		
Tabletop ID: 522	Author: Kevin Higginbotham The Evergreen Marketing Group	
Date Added: 01/06/2017	Email: kevin@evergreen-marketing.com	
Company	Request	Reason
Aervoe Industries, Inc.	Willing to meet with them	
Apex Tool Group	Willing to meet with them	
Arconic Fastening Systems and Rings	Willing to meet with them	

Evergreen Marketing Group Evergreen Marketing Group - New Password

5:00 PM 1/6/2017

Example of email you will receive with a summary of the requests you submitted.

Tabletop x Customer x Tabletop x Tabletop x

www.evergreen-marketing.com/PartnershipConference/index.php?route=tabletop/index

- All requests turned in after the 2/17/2017 deadline will be processed on a first-in, first-out basis. You are strongly encouraged to complete the online appointment request form as soon as possible -- don't wait until the deadline! **No requests will be processed after 3/3/2017.**
- Tables will be assigned to Preferred Suppliers and Members will move. Meeting length is 15 minutes each with a 2-minute transition between each meeting.
- Members may select up to three Preferred Suppliers they would like to have back-to-back meetings with for 30 minutes. These requests will be handled first-in, first-out.
- We will NOT automatically pre-schedule appointments with the companies you are participating with in Planning for Profit. If you wish to meet with your Planning for Profit partners, be sure to designate them as Must/Want to Meet.
- We are not automatically scheduling Members to meet with Training & Education. If you want a meeting, please request it.
- Meetings will **not** be scheduled when both companies select "Willing to Meet."
- For Members and Preferred Suppliers who return their requests within the deadline, we will attempt to schedule in the following priority:
 - 1st Priority = Member requests Back-to-Back Meeting
 - 2nd Priority = Platinum and Gold Level Sponsors (in that order according to date of receipt)
 - 3rd Priority = Both Member and Preferred Supplier select "Must/Want to Meet"
 - 4th Priority = Preferred Supplier selects "Must/Want to Meet" and Member selects "Willing to Meet"
 - 5th Priority = Preferred Supplier selects "Willing to Meet" and Member selects "Must/Want to Meet"
- **BEST PRACTICE:** Once you have made your selections, reach out to the key contacts of the companies you "Must/Want to Meet" with by email and tell them why you want to meet. Encourage them to also designate your company as "Must/Want to Meet." This will make the meeting more likely to be scheduled and it will give you both a chance to be fully prepared should the meeting get scheduled.

Company	Request	Reason
Table Top Appointment Requests not available! Table Top Appointment Requests have already been submitted by your company. To view your 2017 Table Top Appointment requests, click the link(s) below: 01/06/2017		

The Evergreen Marketing Group ©2017 All rights reserved.
Version 2.02

5:02 PM
1/6/2017

Any requests not completed by 2/8/2022 will be processed as all "Willing to Meet"

You may log in and review your requests at any time.

Tabletop x Tabletop settings x Tabletop x My Account x

www.evergreen-marketing.com/PartnershipConference/index.php?route=account/account

You are logged in as Kevin

Home Registration Documentation Tabletop **My Account** Logout

Account

My Account

MY ACCOUNT

- [Edit your account information](#)
- [Change your password](#)

MY ORDERS

- [View your order history](#)

NEWSLETTER

- [Subscribe / unsubscribe to newsletter](#)

The Evergreen Marketing Group ©2017 All rights reserved.
Version 2.02

5:05 PM
1/6/2017

My Account area

Click here to change your password.

Click here to view your orders.

Tabletop x Customer x Order History x Tabletop x My Account x

www.evergreen-marketing.com/PartnershipConference/index.php?route=account/order

You are logged in as Alan

Home Registration Documentation Tabletop My Account Logout

Account Order History

Order History

Order ID:	Status:	Date Added:	Products:	Customer:	Total:	
#356	Processed	02/01/2016	1	Alan Soutar		
#266	Processed	03/02/2015	1	Alan Soutar		

Showing 1 to 2 of 2 (1 Pages)

The Evergreen Marketing Group ©2017 All rights reserved.
Version 2.02

5:18 PM
1/6/2017

User can the click the eye to see details of their orders.

Tabletop x Customer x Order Information x Tabletop x My Account

www.evergreen-marketing.com/PartnershipConference/index.php?route=account/order/info&order_id=356

ORDER INFORMATION

Order ID: #356
 Date Added: 02/01/2016
 Customer: Alan Soutar
 Payment Method: Check
 Status: Processed

Order Details

Product Name	Quantity	Price	Total
Attendee Registration	8		
		Sub-Total	
		Total	

ATTENDEES

First Name	Last Name	Job Title	Email
Alan	Soutar	President	asoutar@swbell.net
Steve	Stepro	Purchasing	steve@toolmarthou.com
Roy	Longoria	Purchasing Manager	roy_tm@swbell.net
Justin	Vogt	Accounting Manager	justin.vogt@toolmarthou.com
Frank	Machock	Sales Manager	frank@toolmarthou.com
Greg	Bradburn	Branch Manager	gbradburn@toolmartha.com
Chris	Dierschke	Manager / Austin Tool	chris@austintoolco.com
Terry	Bell	Sales Manager	terry@austintoolco.com

ORDER HISTORY

Date Added	Status	Comment

5:20 PM 1/6/2017

Customer x Order History x

www.evergreen-marketing.com/PartnershipConference/index.php?route=account/order

You are logged in as Chris

Home Registration Documentation Tabletop My Account Logout

Account Order History

Order History

Order ID	Status	Date Added	Products	Customer	Total	
#192	Pending	02/16/2015	1	Chris Mackzum		
#188	Pending	02/17/2015	1	Chris Mackzum		
#187	Pending	02/17/2015	1	Chris Mackzum		

Showing 1 to 3 of 3 (1 Pages)

The Evergreen Marketing Group ©2016 All rights reserved.
Version 2.02

9:53 AM
1/12/2016

Best Practices

Meeting Requests

- **Give us enough to work with!** Provide as many “Must/Want to Meet” requests as you possibly can. We’ve had companies submit too few “Must/Want to Meet” requests and then are disappointed when they don’t get much of a schedule. Use the new feature to designate up to six partners as “High Priority.”
- **Don’t Wait!** When you turn in requests will impact the number of meetings you get.
- **Reach out** to those who you must/want to meet with. Tell them why you want to meet and ask them to also pick you. When both parties designate each other as “Must/Want to Meet” the likelihood of this meeting getting scheduled goes way up.

Table Top Schedules

- If you don’t get a meeting with a particular company, reach out to them and schedule one during a break, etc. There is a two-hour block of time on Wednesday morning (10:00-Noon) to allow you to schedule meetings with companies that didn’t make your dance card.)
- Follow up in advance with those you do get a meeting with and outline what you want to discuss to allow everyone to be prepared.

Post Conference

- Write up a summary of your meetings and action items. Share with everyone involved.
- Don’t forget your local independent and direct sales reps.

QUESTIONS?

Call us at 1-800-859-8733