



Welcome

Welcome to the IP Custom Event Planning Program. IP has revolutionized the asset management and event planning web portal to maximize efforts to plan under one portal. The information now is shared between all 400 event managers, sales staff and administrators.



create an event

Create your event online with everything you need from Hardware to Graphics

[learn more...](#)



budgets

Easy Budgeting tool for all your tradeshows and you can download them to Excel

[learn more...](#)



events

See all events by month & year plus download them to Excel

[learn more...](#)



resources

Find a Tradeshow, Hotel, Flight, Car Rental and much more!

[learn more...](#)



inventory

Exhibits, Graphics, Accessories, Literature, Promotional with real time availability

[learn more...](#)



faq's

Answers to relevant Tradeshow & Exhibit questions

[learn more...](#)



lead management

View lead data, lead reports and lead surveys for each event

[learn more...](#)



staffing

Staffing allows sales reps to be notified of scheduled booth attendance and times

[learn more...](#)



CREATE NEW EVENT

[Start Now!](#)



Start experiencing the power of ExhibitForce!



1 Create an Event.

It's as easy as a few clicks to create a new event. Simply type in the required show name, event date, and location to get started.



2 Select Items

Shop online by selecting items directly from your inventory. Options will include various categories of exhibits, graphics, literature, promotional collateral and all other items entered in an inventory.



3 Enter Event Info

Easy fill-in-the-blank questions about you and your event. Simply type in the requested info and make sure to look for the blanks with green arrows as those are required fields.

Try our helpful event tools!



Events Calendar

View your show schedule on a month by month basis.



Budgeting Tool

Easy Budgeting tool for all your tradeshows and you can download them to Excel.



Event Calculators

Use our assortment of event calculators to help figure out what value you are getting out of your shows.

March

23

2006



Customer Service



If you have any questions or comments or you just need help entering an event - Please contact our Customer Service Department at

Online Exhibit and Event Management

Organizes all aspects of your trade shows and events.

- Events
- Inventory
- Budgets
- Resources
- Staffing

Events

Hewlett-Packard

[Home](#) > [View Events](#)

2006	Orders	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
		4	6	2	1	4	6	0	3	1	0	0	0	27

Options

Show Events: All Events
 RED Events
 BLUE Events
 Tentative Events

Use Date Range
 From: Jan 1 2006
 To: Dec 31 2006

Event Key

- Tentative Events:** Events colored in GREY have only been proposed, and are not actually on the event schedule. To activate these events - click on the event name and follow the online instructions.
- Events (RED):** Events colored in RED indicate the need for additional information before shipment.
- Events (BLUE):** Events colored in BLUE indicate all information is current and Event has been prepared to ship.

All Events from 1/1/2006 - 12/31/2006



Show Dates	Order#	Event Name	Location	Size	Division	Rep	Att	Note	URL	Copy
January 2006										
Jan. 1 - Jan. 5	1238	Hp World	Boston, MA	20 x 30	Diversity	Bob Michael				
Jan. 29 - Jan. 24	1310	eCollege 1st Event	Albuquerque, NM	20 x 20		Julie				
Jan. 30 - Feb. 2	1305	American Meteorological Society	Atlanta, GA	10 x 10	Business Process Solutions	Tammy Adams				
Jan. 31 - Feb. 1	1304	ESRI Federal User Conference	Washington, DC	10 x 20	Education & Development	Tammy Adams				
February 2006										
Feb. 5 - Feb. 10	1221	Nurse Manager Boot Camp	The Woodlands, TX	x		Deborah				
Feb. 9 - Feb. 12	1324	Kentucky national guard association		10 x 10		David Ladurni				
Feb. 10 - Feb. 12	1320	IBMSS 2006	SAN DIEGO, CA	20 x 20		Peter Otooie				
Feb. 14 - Feb. 14	1341	Valentine Day Show	Denver, CO	10 x 10		Owen				
Feb. 23 - Feb. 27	1344	Full Career Fair 2006	Houston, TX	x		Owen				
Feb. 27 - Feb. 28	1338	HDR Recruiting Alaska	Anchorage,	10 x 10		Steve Torneten				

Online Exhibit and Event Management

Events information at your fingertips.

- Year at a glance shows all scheduled events
- Color-coded events reflect status
- Ability to attach files, notes, URL addresses, etc.

Event Summary

Event Info |
 Budget |
 Staffing |
 Lead Data |
 Lead Reports |
 Lead Survey

Home > View Events > Event Summary

Hp World (1/1/2006 - 1/5/2006)

ORDER#: 1238

Attach Files |
 Print

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Item Information

Click To Enlarge	Qty	Description
Portable Exhibit Program		
	1	6' Tabletop Change Everything Green (6' Tabletop) #PT1-2
Cases		
	1	Rollup Case (Rollup Case) #RC-1 Rollup case by Nomadic.
Literature		
	1	HP Deskjet 5850 (Brochures) HP Deskjet 5850 gives high-quality wireless printing. You can share your printer easily, achieve professional photo quality, get fast print speeds, set up your printer quickly and enjoy versatile paper handling capabilities.
Equipment		
	11	zc5000 series (HP Pavilion Notebook PC) #M4 Easily portable features and functionality.

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Contact Information

Company: HPC **Submitted:** 2/10/2006 10:44:05 AM
Contact Name: Bob Michael **Billing Name:** Bob Michael
Contact Phone: 555-555-1212 **Billing Address:**
Contact Email: dennis.meyer@msstfulfillment.com Rose Sentry
3000 Hanover St.
Palo Alto, CA 94304-1185

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Event Information

Name of Show: Hp World **Booth Space:** 10 x 20
Decorator: 4 **Booth #:** 1234
Installation & Dismantle By: Show Contractor **Decorator Phone:** 281-555-5555
Show Services Ordered By: Exhibitor
Cost Center No.: 4372-Marketing Group

Arrival Date: 1/1/2006
Move-In Date(s): 1/1/2006
Event Date(s): 1/1/2006 - 1/5/2006
Move-Out Date: 1/5/2006
Pick Up Date: 1/5/2006

Online Exhibit and Event Management

View all information relative to a specific events.

- Required inventory for event
- Contact, event and shipping information
- Ability to attached related documents

Online Exhibit and Event Management

View estimated costs and real costs relative to a specific event for:

- Booth space
- Exhibit
- Shipping
- Show services
- Promotions
- Personnel

The screenshot displays the Skyline software interface for viewing a budget. At the top, the Skyline logo is visible, along with navigation links for Home, Contact Us, Help, and Logout. Below the logo is a menu bar with options: Events, Inventory, Event Tools, Resources, FAQ, Staffing, and Store. The main heading is 'View Budget', with a breadcrumb trail: Home > Budgets > View Budget. A toolbar contains icons for Event Info, Budget, Staffing, Lead Data, Lead Reports, and Lead Survey.

The 'Budget Worksheet' section shows the following details:

- Event Name:** Hp World
- Show Date(s):** 1/1/2006 - 1/5/2006
- Show City:** Boston
- State:** MA
- Internal Reference:** [Empty field]

Summary statistics on the right side of the worksheet:

- Total Estimate:** \$36,600.00
- Total Cost:** \$12,700.00
- Variance:** (\$23,900.00)

An 'Update' button is located below the variance information.

	Estimate	Cost	Variance
BOOTH SPACE			
Space Rental	2,500	0.00	-2,500.00
Other	0.00	0.00	0.00
Subtotal:	\$2,500.00	\$0.00	-2,500.00
EXHIBIT			
Design	2,000	1,500	-500.00
Fabrication	20,000	0.00	-20,000.00
Graphic Design	10,000	0.00	-10,000.00
Graphic Production	0.00	10,000	+ 10,000.00
Carpet	0.00	0.00	0.00
Computer Equipment	1,500	1,200	-300.00
Audio/Visual	0.00	0.00	0.00
Accessories	0.00	0.00	0.00
Other	0.00	0.00	0.00
Subtotal:	\$33,500.00	\$12,700.00	-20,800.00
SHIPPING			
Outbound	0.00	0.00	0.00
Inbound	0.00	0.00	0.00

Budgets

Hewlett-Packard

[Home](#) > [View Budgets](#)

Options

Show Orders: From: Jan 1 2006 To: Dec 31 2006



Budgets from 1/1/2006 - 12/31/2006

Show Dates	Budget Name	Division	Location	Estimate	Cost	Variance
January 2006						
Jan. 1 - Jan. 5	Hp World	Education & Development	Boston, MA	\$36,600.00	\$12,700.00	(\$23,900.00)
Jan. 20 - Jan. 24	eCollege 1st Event	Education & Development	Orlando, FL	\$0.00	\$0.00	\$0.00
Jan. 30 - Feb. 2	American Meteorological Society	Education & Development	Atlanta, GA	\$0.00	\$0.00	\$0.00
Jan. 31 - Feb. 1	ESRI Federal User Conference	Education & Development	Washington, DC	\$27,375.00	\$0.00	(\$27,375.00)
February 2006						
Feb. 5 - Feb. 10	Nurse Manager Boot Camp	Education & Development	Albuquerque, NM	\$0.00	\$0.00	\$0.00
Feb. 9 - Feb. 12	Kentucky national guard association	Education & Development	Loueville, KY	\$0.00	\$0.00	\$0.00
Feb. 10 - Feb. 12	HIMSS 2006	Education & Development	SAN DIEGO, CA	\$0.00	\$0.00	\$0.00
Feb. 14 - Feb. 14	Valentine Day Show	Education & Development	Denver, CO	\$0.00	\$0.00	\$0.00
Feb. 23 - Feb. 27	Fall Career Fair 2006	Education & Development	Houston, TX	\$0.00	\$0.00	\$0.00
Feb. 27 - Feb. 28	HBR Recruiting Alaska	Education & Development	Anchorage,	\$0.00	\$0.00	\$0.00
March 2006						

Online Exhibit and Event Management

Estimated vs. real costs

- View all events and their estimated vs. real costs
- Ability to download to Excel spreadsheet