

[PERSONAL EDITION] EVENT MANAGEMENT

PERSONAL EDITION | exhibit force

EVENT MANAGEMENT



Managing a growing number of events across a broad geographic range means that you need to share information quickly, efficiently and effectively with all project team members through one central point of access. With ExhibitForce, you can:

- Plan Strategically From initial planning and scheduling through implementation, ExhibitForce lets you see the big picture, while focusing on the critical event details. Proven value comes from improved visibility and control.
- + Execute Productively Gain control, save time, reduce redundancies and increase productivity while collaborating on the vital tasks within your organization.
- + Report Consistently Fully customizable reports can be tailored to meet your distinct needs.
- + Measure Effectively Prove bottom line results with robust, dynamic measurement tools. Return On Investment, Return On Objectives and Key Performance Indicators are a click away.

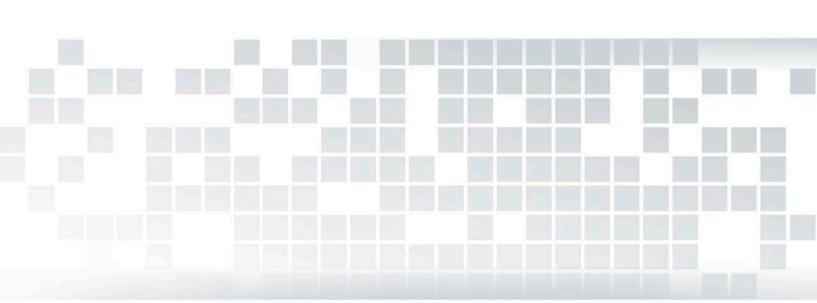


KEY FEATURES & BENEFITS

- Save time by quickly tapping into all event-related information
- + Reduce task and man hour redundancies
- Organize tradeshow schedules, graphics, properties and records
- + Meet a multitude of deadlines by event
- + Develop a disaster recovery backup system
- + Communicate show schedules and information
- Collaborate with team members 24/7 from the show floor, office or on the road
- + Check on inventory availability and location
- + Manage the total cost of an event
- Access historical information on events including layout, costs and show details
- Support established best practices and processes in event management
- Jump-start new employees by providing workflow-based event information
- Deliver high-impression online marketing programs to all users

WHAT'S INCLUDED	
Collaborate 24 / 7 / 365	-
Real-Time Inventory	V
Survey and Campaigns	v
Dynamic Budget and Expenses with Categories	V
Comprehensive Custom Reports	v
Tasks with Ability to Sync with Microsoft Outlook	~
Ajax Technology Automatically Saves New Entries	V
Updated Inventory Layout for Easy Selection	V
Expanded Task Functionality	¥
Improved Upload Events Functionality	V
Improved Resource Functionality	V
File Approval Process	V
Improved Home Page Interface	V
"+" Expandable / Collapsible Info Capability	~
Expanded Search Options	V
Summary Tab Displays All Event Information at a Glance	V
Timelog Tab Tracks Task Time	V
Timeline Tab Displays Event Milestones	V
Blog Tab Helps Keep Track of All Notes	







10550 S. SAM HOUSTON PARKWAY WEST, SUITE B HOUSTON, TEXAS 77071 877.609.6111

www.exhibitforce.com