



MEMBERS ONLY Management of EXPOs

MEMBERS ONLY manages the entire scope of exhibitor registrations:

- Exhibitors are assigned a priority. Exhibitors with the lowest priority can choose their booths first; those with higher priorities have to wait.
- Exhibitors can select booths in person during a prior expo or during a meeting. MEMBERS ONLY supports assigning booth selection times to exhibitors. Exhibitors can select booths in writing during a period set aside for their priority range. MEMBERS ONLY lets you send out materials to exhibitors based on a priority range, with due dates for that range. Finally, exhibitors can register on-line during the time allotted to their priority range.
- Exhibitors may register for more than one booth on a single registration. Exhibitors may also have more than one registration.
- Exhibitors may want to list other companies in their booths in addition to themselves. MEMBERS ONLY supports the listing and management of these additional companies, called cross-references, and supports additional charges for them.
- Exhibitors may require additional support that needs to be charged in addition to their space. This additional support, called package in MEMBERS ONLY, can be charged either as an increase in the rate charged to the exhibitor or as a fixed price item.
- Exhibitors can send a number of employees to the expo. The number of employees that can be sent without a charge is calculated from the amount of booth space being purchased.
- A narrative comment and a list of items presented is maintained by MEMBERS ONLY for the production of the directory. Also, the module can maintain agent/distributor information and a list of languages spoken at the booth.



EXPO and Accounting

The Expo module of MEMBERS ONLY is fully integrated with the AR module. MEMBERS ONLY will create the charges, print the **invoices** and reminder invoices, and link the financial information to the General Ledger via the MEMBERS ONLY G/L LINK. MEMBERS ONLY will track the payments made regarding the exhibitor registrations and the balances due. For any cancellations MEMBERS ONLY will allow a part of the payment to be kept as a cancellation fee and manages the **refund** of any remaining amount.

These reports in the Members Only AR module can be restricted to the order entry journal:

- Aged Receivables - via AR module
- Cash Receipts - via AR module
- Financial Activity by G/L Account- via AR module
- Expo Revenue Report



MEMBERS ONLY Reporting for EXPOs

A large number of outputs are generated by MEMBERS ONLY to help manage and gauge the expo.

- The **Priority Mailing Merge** file is used to send the expo information to exhibitors based on their priority.
- The **Roster** presents a list of exhibitors, the amount of space purchased, and the corresponding financial information.
- The **Proof** report consists of a page for each exhibitor, listing the exhibitor's address and contact information, the booth(s) purchased, the narrative comment, languages spoken, and products exhibited. Each page is then sent to the exhibitor for verification.
- The **Sales by Exhibitor Type** report is a summary breakdown of exhibitors by type.
- The **Rate Analysis** report shows a summary breakdown by rate charged.
- The **Data Analysis** report checks all the data entered and reports anything unusual, such as overridden fees, exhibitors that have neither paid nor canceled after their due date, etc.
- The **Exhibit Space** Report compares exhibitors from one expo to another. This report lets you see how one show compares to another.