

# How-to set up your company's Exhibitor Listing

MARCH 2-4, 2018

Richmond Raceway Complex

How-to create your listing – as easy as 1-2-3-4!

- Enter your company info online at: http://www.richmondhomeandgarden.com/add-exhibitor-login
- Log in with the username: RHGSMarch and password: RHGSMarEX8
  Please note that the password is case sensitive. Con

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.

### Benefits of creating your company listing

VISIBILITY - Receive a full page on our website (www.RichmondHomeAndGarden.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.

# RichmondHomeAndGarden.com

RICHMOND HOME +GARDEN SHOWN	MARCH 2-4, 2018 MICHMOND FMAEWAY COMPLEX RICHMOND, W
	INFORMATION - SHOW FEATURES - EXHIBITOR LIST - LOOKING TO EXHIBIT - BLOG & SOCIAL Q. BOOTH QUOTE
1.888.248.9751 f ♥ © ⊠ in	
EXHIBITOR LISTINGS	
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ADD YOUR EXHIBITOR LISTING	OUOTE
Exhibitors have the option to provide detailed listings. Remember to promote any	
show specials, new products, and services you provide - consider including a	Like to exhibit in a home show? Get a booth quote!
show discount (for example, mention the 'Home Show' and receive 10% off) to	
help track your success!	BOOTH QUOTE
Company Name	SEARCH THE EXHIBITOR LIST
Address 1	
Address 2	1 Do The Case
City	EXHIBITOR LIST
State/Province	GET NOTICED
Zp:Postal Code	Advertise here
Phone Number	
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