



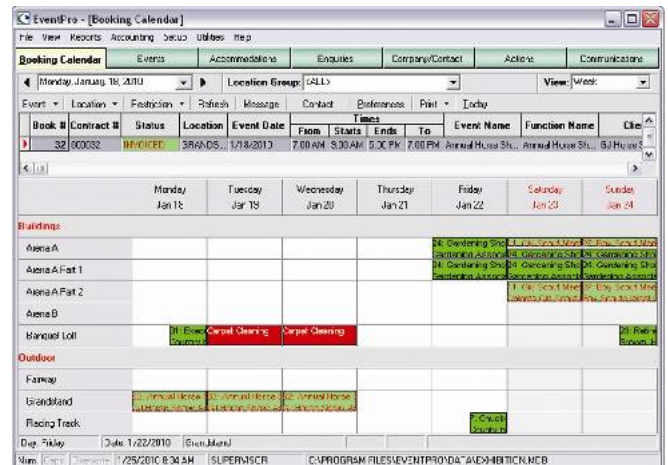
# EVENT MANAGEMENT SOFTWARE FOR FAIRS AND EXHIBITIONS

EventPro understands that managing an Exhibition Center has many challenges and demands. Planning year-round events such as summer fairs, rodeos, tradeshow and conferences requires a simple but organised approach.

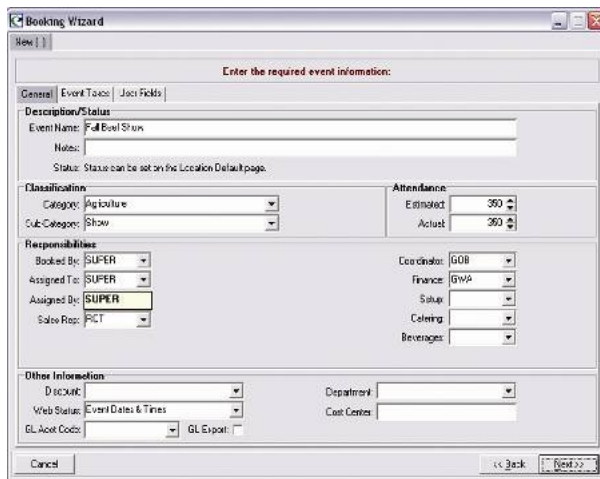
EventPro Software assists you with planning events and simplifies your tasks by preventing double-bookings, the over-commitment of staff and resources and by providing detailed reports. Get EventPro today and manage your events successfully!

## Booking Calendar

EventPro's superior graphical Booking Calendar offers Day, Week, Month and Year views. Select your preference and switch views with a simple click. The user-definable, color-coded statuses are used to show which rooms are booked and the instant clarification of their statuses. A quick reference of event names, times and statuses are shown at the top of the booking grid or in a pop-up box when the mouse cursor rests over the cell of a booked event.



Booking Calendar – Week View



Booking Wizard – Event Information

## Booking Wizard

Eliminate errors! EventPro's Booking Wizard guides the user through the booking process step-by-step, screen-by-screen, to ensure nothing is forgotten. It provides a smooth transition from entering event and customer information to entering event details. When confirming the creation of a new event, the Booking Wizard's booking conflict control automatically checks date and room availability to prevent double bookings. It's easy to learn and simple to use.

EventPro® Software

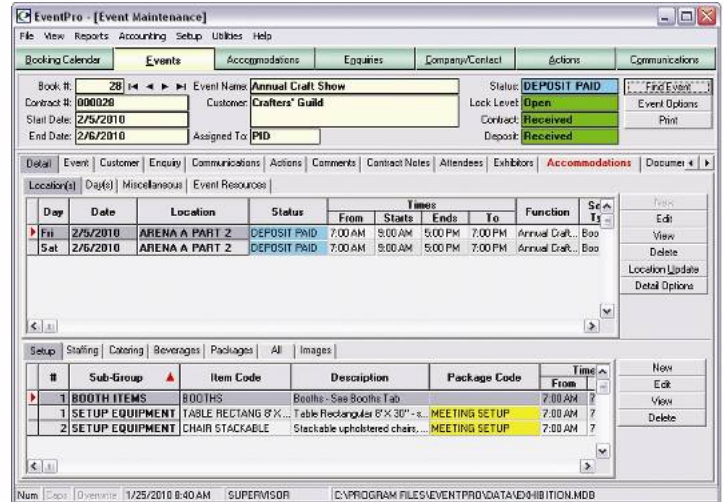
Take a **Tour**  
Go to [www.eventprosoftware.co.uk](http://www.eventprosoftware.co.uk)  
Take a self-guided **Tour**

## Event Details

EventPro's Event Detail Screen offers individual file tabs for Setup Materials (including A/V), Staffing, Catering and Packages as well as Letters, Images (floor plans and/or photos) and Reminders.

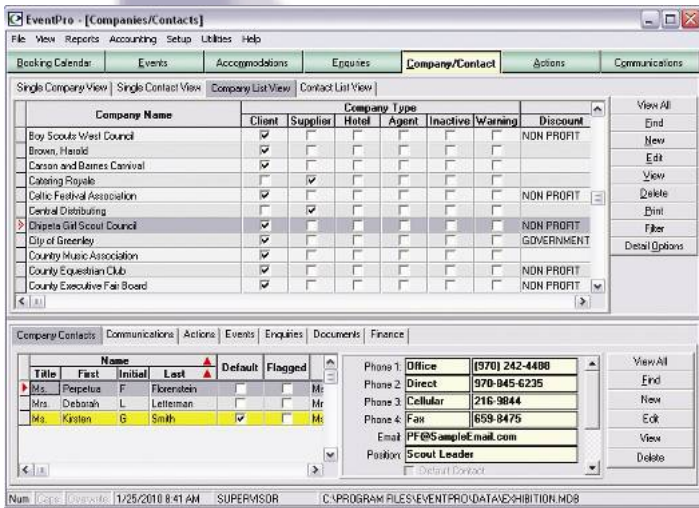
EventPro has the versatility to handle unique situations with ease. Customise this screen by removing any tabs that are not required. For example, if your facility does not offer catering you can easily remove that tab.

The convenient "Copy" function saves time on data entry and helps eliminate possible errors. It couldn't be simpler to add details to an event and with only a click of the mouse, the user is back in the Booking Calendar and ready to begin a new booking.



Event Maintenance – Event Details

## Contact Management

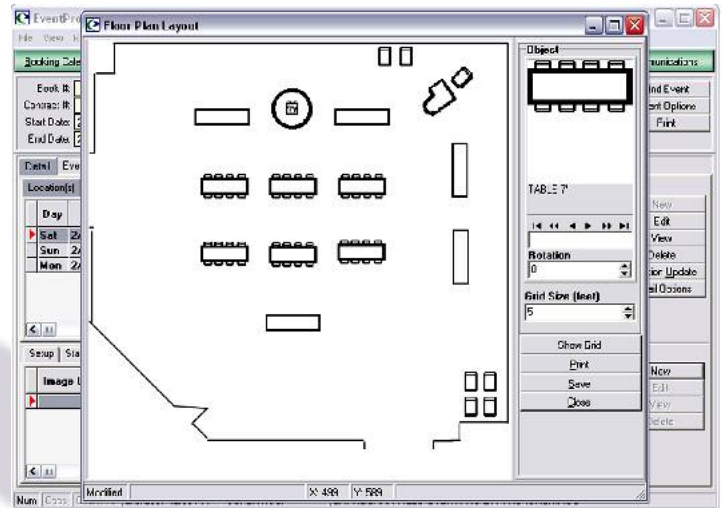


Companies and Contacts

Empower your event staff! With EventPro, they can provide the highest level of service possible. Keep a complete list of client details and an unlimited amount of contact information.

Define companies, log and organise communications and actions (tasks and reminders) and add an unlimited number of contacts to each company. Access the built-in Word Processor to create letters for a selected customer or use the "filtering" option to isolate a particular group of customers.

## Floor Plans



Floor Plan Image Tool

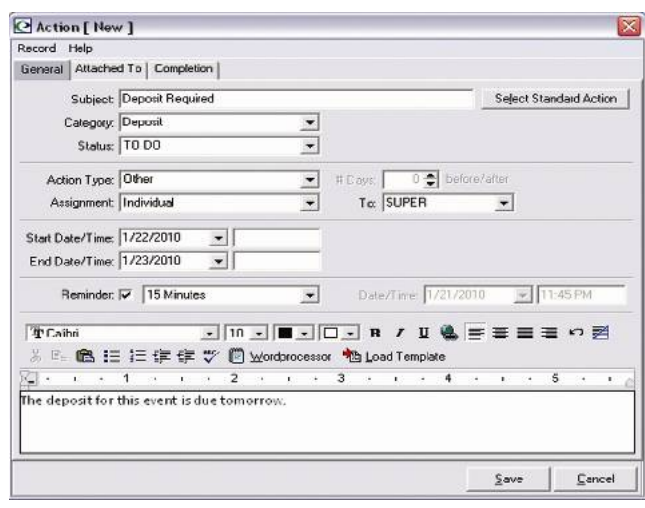
EventPro's Image Tool is included with the basic program at no charge; utilise it to eliminate tedious, hand-drawn pictures. Simply drag and drop images (tables, podiums, etc.) where you want them in the room.

The floor plan layout can then be distributed to personnel to ensure efficient and accurate event set up. You can add photographs of rooms set up for different events and use these images to demonstrate the various capabilities of your facility.

## Actions

Meeting deadlines and staying on task is an important part of managing an event. EventPro's Actions tabs are designed specifically for that purpose.

A list of "to-dos" can be printed at any time. Reminder messages can be sent to others and to the originator. Salespeople never have to let a contact date go by again. EventPro also creates actions to remind the user of payment and lease return Due Dates.



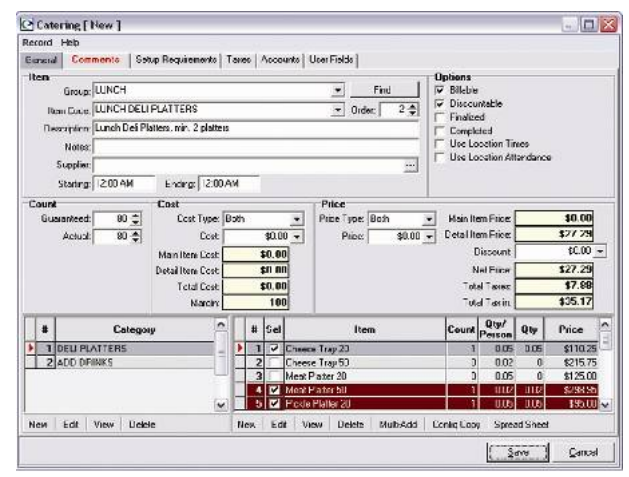
Actions – Deposit Required

## Catering

EventPro's easy-to-use, efficient catering features are designed to help you plan everything from a small "tea" to a full course meal. You can even add new items for a "one time only" usage. With a few simple mouse clicks, you can select the items you need quickly and easily!

EventPro gives you the ability to organise and customise catering information in a way that best suits your facility. The flexible features simplify data entry and ensure minimal alterations in the event of price changes.

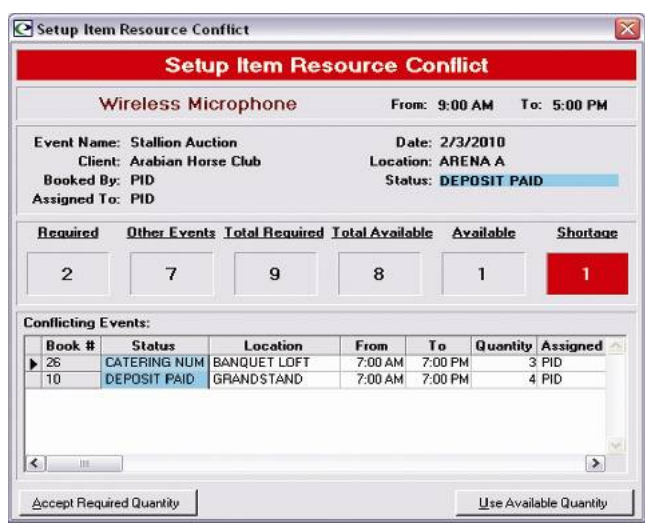
For ultimate convenience, EventPro gives you the option to Print, Fax or Email the catering order. The email option is especially helpful if you are outsourcing the order.



Catering Configurations

## Resource/Inventory Management

Never again have your setup personnel suffer the stress of realising that more equipment is needed than is available. This feature can be used to monitor all setup material including A/V, tables, chairs...anything! EventPro will also warn the user that there are insufficient resources available as well as what other events the material is booked to. This feature can also be used to monitor staffing resources.



Inventory Conflict Control

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 Go to [www.eventprosoftware.co.uk](http://www.eventprosoftware.co.uk)  
**Request a Free Trial**

## OPTIONAL MODULES

**Enquiry Module** - Track potential clients interested in your facility. A great resource for sales associates: record the estimated value of the event, the probability of a booking and set a status to the lead (e.g. "Won", "Hot", "New").

**Attendee Module** - Store all attendee information in one convenient place. Record everything from communications, actions and financial information to special requirements, guests, registration details and seating arrangements.

**Booth Module** - Rent out booths to exhibitors for an event at your facility (e.g. tradeshow and career fairs) and organise and maintain booths details

**Accommodation Module** - List accommodations with specific room types and rates, make reservations and quickly apply them to attendees

**EPMobile Module** - Check booked events on the calendar, make booking requests, find events and search for available space all from your mobile device



Now your clients can request their events online. EventPro's web integration EPWeb Module allows unlimited users to view your facility and request an available room for their event.

- Web Based Calendar Display
- Online Booking Requests
- Online Resource Requests (A/V, Setup, Catering)
- Search By Multiple Criteria
- Import Data – EventPro/EPWeb Collaboration

## Reporting

No more searching through endless amounts of paper when using EventPro. Reports are easy to find; EventPro automatically organises the information you enter into a variety of reports available for viewing, editing and customising at any time. It comes with over 100 professionally designed reports, as well as a Report Designer. With these features, you have the options of using EventPro's reports as they are, modifying them to suit your needs or creating your own.

Whether it's Event Reports, Setup Reports, Financial Reports or Accounting Reports, EventPro's unique "filtering" feature allows the user to isolate the exact information to be used for the report. The possibilities are endless and you'll always have the information you're looking for available right at your fingertips.

## Access/SQL

EventPro comes in Standard and Enterprise Edition which use Microsoft Access or SQL Server Database respectively. This allows for enhanced data integrity. Unlock the power of your Windows computer with full 32-bit performance.

EventPro Software (Standard) 105 - 95 Innovation Blvd. Shakelton, VIC 3784 230 Phone: 086-875-0727 Fax: 086-875-0738		Setup Sheet Show and Sale	
<b>Exhibition Park</b> Event Name: Show and Sale Event Status: CONFIRMED Client Name: Arabian Horse Club Client Code: COMSTARAB Purchase Order: Address: 2531 D Road Grand Junction CO 81528		Booking No.: 00 Contract No.: 64112 Sales Rep.: Mathews, Dave Contact: Goodale, Ralph Phone1: (970) 485-7357 x727 Phone2: 970-259-1543 Cellular: 215-9547 Fax: 215-9454 Email: Ralph@epweb.com	
<b>Thursday, November 01, 2007</b>			
<b>Location: Practice Arena</b>			
From - To	Function	People	Status
11:00 AM - 5:00 PM	Show and Sale	200	CONFIRMED
11:00 AM - 5:00 PM	Setup		
<b>Equipment &amp; Arena Equipment</b>			
From - To	Description	Quantity	Cost Total Tax
9:00 AM - 11:00 AM	Grooming of the Area	1	\$6.00 \$6.00
<b>Audic Visual</b>			
From - To	Description	Quantity	Cost Total Tax
9:00 AM - 6:00 PM	PA System - Aneas	1	\$10.00 \$10.00
<b>Out Door Equipment</b>			
From - To	Description	Quantity	Cost Total Tax
9:00 AM - 6:00 PM	Portable Stalls 12 x 12	4	\$6.00 \$24.00
11:00 AM - 6:00 PM	Truss Cans	10	\$1.00 \$10.00
<b>Friday, November 02, 2007</b>			
<b>Location: Practice Arena</b>			
From - To	Function	People	Status
11:00 AM - 3:00 PM	Show and Sale	200	CONFIRMED
11:00 AM - 3:00 PM	Setup		
<b>Equipment &amp; Arena Equipment</b>			
From - To	Description	Quantity	Cost Total Tax
9:00 AM - 11:00 AM	Grooming of the Area	1	\$6.00 \$6.00
<b>Audic Visual</b>			
From - To	Description	Quantity	Cost Total Tax
9:00 AM - 6:00 PM	PA System - Aneas	1	\$10.00 \$10.00
<b>Out Door Equipment</b>			
From - To	Description	Quantity	Cost Total Tax
9:00 AM - 6:00 PM	Portable Stalls 12 x 12	4	\$6.00 \$24.00
11:00 AM - 6:00 PM	Truss Cans	10	\$1.00 \$10.00
Date/Time: 10/18/2007 1:23 PM Booking #: 60 Page #: 1			

Report – Setup Sheet

## FREE ONLINE DEMONSTRATION

If you are currently using a competitors product consider switching to EventPro. With EventPro's Competitive Upgrade Program, you can realise significant savings!

***Switch to EventPro***

## WHAT CURRENT USERS OF EVENTPRO SOFTWARE ARE SAYING:

*"EventPro is so user friendly that you can almost teach yourself how to use the program."*

- Debbie Jones

*"Our experience with EventPro has brought us together as a team because everyone can see the benefits of having ONE system manage our whole business. Thank you to everyone at EventPro for creating and supporting a fantastic product!"*

- Paula Sandusky

*"I am impressed with your product and amazed by your support staff. Everyone I have dealt with concerning EventPro have been great – from sales staff to every support team member I have worked with."*

- Monica Hinkle

*"I am constantly amazed at how a program can be so effective and be so much less expensive than the others that do the same or less."*

- Michael Sapp

# Request a Free Trial

Go to [www.eventprosoftware.co.uk](http://www.eventprosoftware.co.uk)

# Request a Free Trial

 **EventPro<sup>®</sup> Software**  
Event Management Software

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[Sales.uk@EventPro.net](mailto:Sales.uk@EventPro.net) 0871 218 0912