



At a Glance Things To Help You Make S.T.E.P. Successful For You

- Register for the event; send in your hotel and registration form. Updates will be posted on the website and sent out to members showing who has registered. You are more likely to fill your schedule if companies know you are attending.
- Be ready for your meetings. That means you should have your FINALIZED program AND PRICING ready for your buyers. Pricing should be available July 15 and effective October 15. Information on obsolete products should also be available.
- YOU make your own appointments using the 40-minute time blocks in the Conference Time Planners – EXCEPT for the 15 minute “mini meetings” on Wednesday from 4:45 PM until 6:00 PM. Please use the time blocks as noted – this allows everyone to maintain the same time/schedules.
- Confirm ALL meeting times with a follow up email to the person who scheduled the appointment.
- Use the “mini meetings” for “new” vendors or “new to you” vendors/buyers.
- NMDA member to member meetings ONLY on Tuesday. Other days, meetings can be with members and/or non-members (Wednesday through Friday).
- Meeting Schedules are due in the NMDA office by **June 19, 2019**. Everyone should send them in; this allows us to make sure there are no overlapping appointments.
- Again this year – manufacturers will be provided with a bright green OPEN sign. When they do not have an appointment, they will post this in their glass window. If you finish an appointment early, perhaps you can fit in an additional visit with a manufacturer.
- If you are a manufacturer and do not have appointments scheduled, put your green OPEN sign in your window and leave your door open; you might be surprised at how many “drop in” buyers you will get.
- Ask questions. If you have questions that are not answered on the FAQ sheet, please contact Dana or Nancy at the NMDA office (860.767.7898).