

**RepTime – Company Name & Market Info** *PLEASE WRITE CLEARLY & LEGIBLY*

<b>Company Name</b>		<b>Trade Show</b>	
<b>Main Contact</b>	<b># of Users</b>	<b>Location</b>	
<b>Comments</b>			

**MUST READ:** The following pre-show checklist is based on preparations **beginning four weeks prior to Trade Show**. This list **must** be completed and returned to RepTime Support **at least 3-5 business days** before your trade show begins to receive prompt support from RepTime Technicians. Thank you for your cooperation.

**START WITH: Preparing for Trade Show**

- Notify RepTime** that you are attending a market **at least 14 days prior** to market start date
- Ensure all catalog information is correct**, and has been **imported** into the RepTime database on your server computer **no later than 3 days before market begins**
- Ensure each user has login credentials** set in Salesperson Maintenance within the Main Office Version  
The username is the Salesperson code and the login password is the handheld password field.

 Completed by: \_\_\_\_\_ (Full Name) Initial: \_\_\_\_\_ Date: \_\_\_\_\_

**MAKE SURE TO: Set up your Hardware**

- Have all handheld devices organized and pair each with its own scanner (if scanners are to be used)**
  - We recommend labeling handhelds and scanners to pair them efficiently and keep together.
  - If using the Opticon OPN scanners; print and tape the **Reconnect to Last Device** barcode on the handheld device, or in the showroom space for quick re-pairing
- Verify the RepTime app is updated to the latest version, which can be found on the Google Play Store**
- Check Wi-Fi connections on all handheld devices, verify service is working correctly**
- Sync all handheld devices to the server (in order to retrieve the most current data)**

 Completed by: \_\_\_\_\_ (Full Name) Initial: \_\_\_\_\_ Date: \_\_\_\_\_

**DON'T FORGET: Test your Hardware \*Must be done prior to show\***

- Write test orders** from beginning to end, on **all devices**, and submit them to the server.  
**IMPORTANT:** Check to ensure the **server is receiving orders and credit cards**
- Test scanners (if applicable) by scanning items/barcodes, verifying items are being entered into the order correctly.

 Completed by: \_\_\_\_\_ (Full Name) Initial: \_\_\_\_\_ Date: \_\_\_\_\_

**PRINTING ORDERS Requires you to setup your Devices**

- If you will be printing orders** during trade show, you must install the Printers Manufacturer service plug-in on each handheld device or verify you have installed and configured Google Cloud Print Services.
- Print a test order** from *each* device to make sure they can print.

 Completed by: \_\_\_\_\_ (Full Name) Initial: \_\_\_\_\_ Date: \_\_\_\_\_

**READY FOR SHOW: Complete this form and Send to Us for Support**

**This form has been completed by the following person:**

Please return to RepTime Office via email at [support@reptime.com](mailto:support@reptime.com) or fax at **(214) 572-7311**, and follow up with a phone call to us at **(214) 746-3681** to confirm receipt of this form. Thank you.

 Finalized/Approved by: \_\_\_\_\_ (Full Name) Sign: \_\_\_\_\_

*"Every day do something that will inch you closer to a successful trade show. Results will be rewarding!!"*