

# **Trade Shows & Conferences Training 2018**

# **Event Types**

## ✓ Sponsorships

- Monetary only
  - Recognition
  - Logo
  - Other (literature, bag insert, ad)
- Tabletop
  - Recognition
  - Logo
- Talk
  - Recognition
  - Logo
  - Tabletop

## ✓ Exhibits

- Tabletop
- 10 x 10 space
- 10 x 20 space
- 20 x 20 space
- Talk (case by case)



# Why Exhibit?

- √ Generate leads!
- ✓Interact face-to-face with scientists from across the U.S. and around the world.
- ✓ Target highly influential decision makers and opinion leaders.
- ✓ Introduce new products and services.
- ✓ Build visibility and brand awareness.
- √ Strengthen existing customer relationships
- ✓ Provide technical support if needed





# Customers/Opportunities

- ✓ Scientists
- ✓ Research Associates
- ✓ Lab Technicians
- ✓ Lab Managers
- ✓ Purchasing Agents
- √ 3<sup>rd</sup> Party Vendors
- ✓ News Media
- ✓ Distributors
- ✓ Collaborators
- ✓ Potential OEM customers (Original Equipment Manufacturer)



## Distribution

## Domestic Distribution (non-exclusive)

- ✓ VWR International
- ✓ Genesee Scientific
- ✓ Thermo Fisher Scientific
- ✓ Cedarlane
- ✓ Research Products International (RPI)
- ✓ Thomas Scientific

## 3<sup>rd</sup> Party Vendors

- ✓ Quartzy
- ✓ Amazon
- ✓ LabScoop

#### **International Distribution**

√ > 70 distributors



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## Promote Products & Services





## Introduce New Products & Services

#### 2018 New Released Products

- ✓ Quick-DNA/RNA Viral MagBead
- ✓ Quick-DNA/RNA Pathogen MagBead
- ✓ Quick-DNA/RNA Microprep Plus
- ✓ ZymoPURE II Plasmid Midiprep Kit
- ✓ ZymoPURE II Plasmid Maxiprep Kit
- ✓ ZymoPURE II Plasmid Gigaprep Kit
- ✓ ZymoBIOMICS Microbial Community Standard II
- ✓ Select-a-Size DNA Clean & Concentrator MagBead Kit
- ✓ Strep-Spin Protein Miniprep Kit
- ✓ Quick-cfDNA/cfRNA Serum & Plasma Kit
- ✓ MBP-Spin Protein Miniprep Kit
- ✓ Quick-16S Library Kit

2018 Beta-Test

✓ HostZERO DNA Extraction Kit (soon)



# **Show Marketing Overview**

Online: **Printed: BEFORE SHOW** Emails, Social Media, Ads, PR Ads, Flyers, Bag Inserts Print email receive gift **Trade Show DURING SHOW** (Timers or Bottle Openers) **Emails: AFTER SHOW** Thank you

Follow-up with special notes and requests





# Tools



# Literature

- ✓ Catalog
- ✓ Newsletters
- **™** ✓ Brochures
  - ✓ Data Sheets





## **Promotional Items**

- ✓ Pens
- ✓ Timers
- ✓ Yellow Bags
- ✓ Tumblers
- ✓ Kanteens
- √ T-Shirts
- NEW
- ✓ Bottle Openers





# Sample Kits

| DNA PURIFICATION                                   |          |        |  |  |  |
|--|----------|--------|--|--|--|
| DNA Clean-up                                       |          |        |  |  |  |
| Zymoclean Gel DNA Recovery Kit                     | 10 Preps | D4001S |  |  |  |
| DNA Clean & Concentrator-5 Kit                     | 10 Preps | D4003S |  |  |  |
| Genomic DNA Clean & Concentrator Kit               | 5 Preps  | D4010S |  |  |  |
| Select-a-Size DNA Clean & Concentrator MagBead Kit | 1 ml     | D4084S |  |  |  |
| OneStep PCR Inhibitor Removal Kit                  | 5 Preps  | D6030S |  |  |  |
| DNA Extraction/Purifica                            | tion     |        |  |  |  |
| Zyppy Plasmid Miniprep Kit                         | 10 Preps | D4036S |  |  |  |
| Quick-DNA Miniprep Plus Kit                        | 10 Preps | D4068S |  |  |  |
| ZymoPURE Plasmid Miniprep Kit                      | 10 Preps | D4200S |  |  |  |
| ZymoPURE II Plasmid Midiprep Kit                   | 2 Preps  | D4200S |  |  |  |
| ZymoPURE II Plasmid Maxiprep Kit                   | 2 Preps  | D4202S |  |  |  |
| ZymoBIOMICS DNA Miniprep                           | 5 Preps  | D4300S |  |  |  |

| RNA PURIFICATION                 |            |           |  |  |  |
|----------------------------------|------------|-----------|--|--|--|
| RNA Clean & Concentrator-5       | 5 Preps    | R1015S    |  |  |  |
| DNA/RNA Shield                   | 8 ml       | R1100-8-S |  |  |  |
| Quick-RNA MiniPrep Kit           | 10 Preps   | R1054S    |  |  |  |
| Direct-zol™ RNA MiniPrep Plus    | 10 Preps   | R2070S    |  |  |  |
| <b>EPIGENETICS</b>               |            |           |  |  |  |
| EZ DNA Methylation-Direct Kit    | 10 Rxns    | D5020S    |  |  |  |
| EZ DNA Methylation-Lightning Kit | 10 Rxns    | D5030S    |  |  |  |
| Mix & Go! COMPETENT CELLS        |            |           |  |  |  |
| Zymo 5α (upon request)           | 4 x 100 µl | T3007S    |  |  |  |







# Sales Pitch/Tag Lines

| Cat No. | Product Description                                | Tag Line  |
|---------|--|---|
| D4200S  | ZymoPURE Kits                                      | Vaccine/transfection grade plasmid DNA in ≤ 20 minutes  |
| D4036S  | Zyppy Plasmid Miniprep Kit                         | Pellet-free, high-quality plasmid DNA in only 8 minutes   |
| D4001S  | Zymoclean Gel DNA Recovery Kit                     | Highly efficient DNA purification from agarose gels.  |
| D4003S  | DNA Clean & Concentrator-5                         | Clean-up PCR and other enzymatic reactions in as little as 2 minutes                              |
| D4010S  | Genomic DNA Clean & Concentrator                   | Purify high molecular weight DNA from enzymatic reactions and dilute samples.                     |
| D4084S  | Select-a-Size DNA Clean & Concentrator MagBead Kit | Simple size selection for your DNA sample   |
| D4068S  | Quick-DNA Miniprep Plus Kit                        | Streamlined DNA isolation from any cells, tissues, and biological fluids (Proteinase K included). |
| D6030S  | OneStep PCR Inhibitor Removal Kit                  | Removal of potent PCR inhibitors in one step  |
| D4300S  | ZymoBIOMICS®DNA Miniprep Kit                       | Inhibitor-free microbial DNA from any sample validated for microbiomic and metagenomic analyses   |

NEW

| Cat No.   | Product Description          | Tag Line   |
|-----------|------------------------------|--|
| R2070S    | Direct-zol RNA MiniPrep Plus | Total RNA and small/miRNA from TRIzol without phase separation |
| R1054S    | Quick-RNA MiniPrep           | Total RNA and small/miRNA from cells and soft tissue           |
| R1015S    | RNA Clean & Concentrator-5   | RNA clean-up from any reaction                                 |
| R1100-8-S | DNA/RNA Shield               | DNA/RNA transport medium for any sample                        |

| Cat No. Product Description |                                  | rag Line  |
|-----------------------------|----------------------------------|---|
| D5020S                      | EZ DNA Methylation-Direct Kit    | Bisulfite conversion directly from blood, tissue, and cells without prior DNA purification.           |
| D5030S                      | EZ DNA Methylation-Lightning Kit | The fastest, most efficient method for complete bisulfite conversion of DNA for methylation analysis. |

# Packing List Docs

- ✓ Literature
  - ✓ Catalog
  - ✓ Peanut Newsletters
  - ✓ Brochures
  - ✓ Data Sheets
  - ✓ Other Literature
- **✓ Booth Accessories**
- √ Giveaways (SWAG)
- √ Sample Kits





|                   | 1                          |
|-------------------|----------------------------|
|                   | OMPANY/CONTACT INFORMATION |
| Show Name:        | Allendance:                |
| Exhibits<br>Date: | Localit<br>II:             |
| Pack Date:        | Ship<br>Dade:              |
| Accress:          |                            |
| Tecam:            |                            |

|        |        | CAIALOG  |   |   |
|--------|--------|--|---|---|
|        | B2001  | Aging is an epigenetically driven process                          |   |   |
|        |        | PEANUTS NEWSLETTERS  |   |   |
|        | B3001- | Epigenetics Special Edition (Vol. 12 Issue 2 2017)                 |   |   |
| $\top$ | B3002- | RNA Purification (Vol. 13 baue 1 2016)                             | П | Г |
| $\top$ | R3003- | Microbiomics (Vol. 14 Issue 03 2017)                               | П | Г |
|        |        | BROCHURES  |   |   |
| Т      | B1001- | Quick-DNA: DNA from any sample                                     | П | П |
|        | B1002- | Create Something Extraordinary, Plasmid Purification<br>Reinvented | Г |   |
| $\top$ | B1003- | More Ilban Meets the Eye. Next Generation RNA<br>Extraction.       |   | Г |

#### Packing List

| B7004- | Zymo-Spin Technology: The centriluge that<br>revolutionized nucleic<br>acid clean-up |  |
|--------|--|--|
| B1005- | Epigenelics Made Simple  |  |
| B2008- | Explore Epigenomics with Next-Gen sequencing services                                |  |
| B)007- | A Complete Microbiomics Solution from Collection to<br>Conclusion                    |  |
| B1008- | E. coli & Yeard  |  |
| B2010- | DNAMNA Sheld - Collect, Preserve, Discover.  |  |
| B1011- | Most Popular Products from Zymo Research   |  |
|        | Automation   |  |
| B)013- | Quantity Aging Precisely For Human and Mouse   |  |

| DAIA ORCEIO |                |  |  |  |  |
|-------------|----------------|--|--|--|--|
|             | -US 1102       | UNAMAR From Any Sample                     |  |  |  |
|             | -051303<br>-01 | свау илеличе возвол гот ггтс сатрях        |  |  |  |
|             | -01            | CRICKING CHILITING UNA BITC FORA PRICOVERY |  |  |  |
|             | -01            | UNAVINA CHBR-UP BRO SIZE SERGIOR           |  |  |  |
|             | -01            | Zymodiuwius wicrobia Community Standard II |  |  |  |



## **Booth Instructions**

## Set-up & Dismantle









## **Small Shows**



# Set-up

## Shipping (FedEx)

✓ Boxes will be shipped to either <u>venue</u> or your <u>hotel</u>.



✓ A carry-on might be used for local or very small shows.

## Set-up

- ✓ If the boxes received at the show considerable damage, please take pictures of the damage.
- ✓ Tables and chairs are provided
- Unpack all items and keep empty boxes folded under the table or ask organizers to help you hide them.
- ✓ Setup tablecloths, magazine racks, literature, sample kits, and general supplies.
- ✓ Classify products (DNA, RNA, Epigenetics) for easy access.
- ✓ Hide personal belongings under the table.



✓ After setup, please take pictures of the table















## Dismantle

- ✓ IMPORTANT!!! If you used paper leads forms, do not pack them with the shipment, bring them with you.
- ✓ Refrain from dismantling the booth before the scheduled time.
- ✓ Pack materials back into boxes in an organized and careful manner.
- ✓ To help minimize damage...please do not rush!

## Shipping (FedEx)

- ✓ Affix the provided pre-printed FedEx Ground label.
- ✓ Pickup will be scheduled in advance in most instances.
- √ FedEx Account #: 216137493







# Large Shows



# Set-up

## Shipping (Senderex)

✓ Shipments will go to advance warehouse. Where it will be deliver to show site.







## Set-up

- ✓ If the shipment received, shows considerable damage, please take pictures of the damage.
- We setup glass displays, magazine racks, literature, sample kits, and general supplies



- Installation of the backdrop hardware, floor, counters (Tablox) are outsourced to Skyline an Exhibitor Appointed Contractor (EAC)
- ✓ Hide personal belongings
- ✓ After setup, take pictures of the booth and/or any apparent damage



- ✓ Place "Empty" labels on crates and pallets that we need back after the show.
- ✓ Glass display video: <a href="https://youtu.be/2muD9A-Z94M">https://youtu.be/2muD9A-Z94M</a>















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10 x 20



10 x 10





10 x 20



10 x 20





20 x 20



## Dismantle



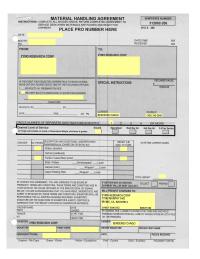
- Return of empty crates can take a long time. Bring snacks or if time allows grab dinner before dismantling. Be aware that after a certain time, they will not let you back into the exhibit hall.
- We dismantle the glass displays, magazine racks, literature, sample kits, and general supplies.



- ✓ The Exhibitor Appointed Contractor (EAC) will also dismantle the backdrop hardware, floor, counters (Tablox).
- ✓ Hide personal belongings.
- ✓ To help minimize damage...please do not rush!
- ✓ Pack materials back into boxes and crates in an organized and careful manner.

#### Shipping (Senderex)

- ✓ Affix the provided Senderex return labels on top of previous ones.
- ✓ Team captain (and EAC) will fill out and submit a Material Handling Agreement Form provided by the show contractor (Freeman, Brede, GES.). One form per shipping delivery destination.
- ✓ If needed, request pallet and shrink wrap labor from the show contractor or ask the I&D EAC (Skyline) to help with this.
- ✓ FedEx Account #: 216137493





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Shipping transport to the venue's shipping

transport to the venue's shipping dock then from the shipping dock to the next event or customer location



material handling

move items from the dock, to the exhibit, back to the dock after the show



# **General Rules**



## **Shows & Teams Selections**

## Shows are selected by...

- ✓ History
- ✓ Lead scientists
- ✓ Marketing goals

#### Teams Selection

✓ Tech support participation is a pre-requisite.



- ✓ Knowledge of most popular products is a pre-requisite.
- ✓ Small university shows: Usually represented by Research Associates. In many instances, an experienced person will train a new person. There is usually a call for volunteers. Ideally, we would try to have everyone do 1-3 shows per year, depending on people's availability. On certain occasions, you might get ask to do a show on your own.
- ✓ Large conferences or Sponsorships: Usually represented by Scientists and Research Associates. Selection in based on product focus and average knowledge of products and/or services.
- ✓ Everyone is encouraged to participate, but it is not mandatory.



# Planning Stage



- ✓ Submit your show preferences during the "call for volunteers". No limit.
- If you are selected, check your schedule and make sure that the show doesn't conflict with any major meetings or lab work.
- Receive your supervisor's approval. Prior to going to the event, email Janet (<u>iren@zymoresearch.com</u>) and Angela (<u>akim@zymoresearch.com</u>) the dates and name of the event you are attending. Please mention if the event extends to Saturday and/or Sunday.
- Toduct training is available. Please contact Steven Wong for training at <a href="mailto:swong@zymoresearch.com">swong@zymoresearch.com</a>
  - ✓ Exchange contact information with your team.
  - ✓ The tradeshow coordinator (Sandy) will book the trip or assign a person to assist with the booking.
  - ▼ Travel Form: <a href="https://zymoresearch.wufoo.com/forms/travel-form/">https://zymoresearch.wufoo.com/forms/travel-form/</a>
    - ✓ Setup automatic email replies (Out of Office) while you are out of the office



#### Before the Show

- ✓ Study the literature. Know where to find information.
- ✓ Attend pre-show meeting
  - ✓ Team captain will be assigned
  - Show details, product focus, and responsibilities will be discussed

## During the Show

- ✓ Arrive to the booth early to set-up necessary items (lights, displays, sample kits)
- ✓ Keep booth stocked, clean & organized.
- ✓ Do not leave the booth unattended... EVER!
- ✓ Plan your breaks
- Preferably do not eat openly at the booth. Hide food or drinks.
- ✓ Visit the exhibit floor
- ✓ Do not obviously take pictures of other exhibits



✓ Take pictures of our visitors at the booth





## During the Show cont.

- ✓ Professional behavior is expected at all times
- ✓ Greet as many visitors as possible. Be cheerful and polite.
- ✓ Listen to visitors! Understand needs prior to offering solutions
- ✓ Qualify visitors
- ✓ Help each other, especially new team members.
- ✓ Make notes of special requests.
- ✓ Remember to keep good engagement level while collecting information.
- ✓ IMPORTANT!!! Collect as many names (leads) as possible
- ✓ Treasure our sample kits and give only to qualified leads



- ✓ Please refrain from offering or promising full size products
- ✓ Avoid blocking behaviors
  - ✓ **Do not**: stand with your back to the hallway, take or make phone calls, check your email, talk to neighbors or colleagues, for extended periods of time. You should look approachable and available at all times
- ✓ Watch what you say as some business related subjects are confidential
- ✓ At the end of each show day, turn lights off and hide valuable items







## In case shipment doesn't show up

- ✓ Do not panic
- NEW
- ✓ Use marketing emergency kit
  - ✓ Link: <a href="https://www.zymoresearch.com/tradeshow">https://www.zymoresearch.com/tradeshow</a>
  - ✓ Find a place to print literature
  - ✓ Borrow laptop to display our website
- ✓ Contact the marketing department if you are missing anything at the booth, run out of items, or have any questions. Even if it is the weekend.

## **Complimentary Tasks**

- ✓ At university shows
  - ✓ Visit labs in the area after the show
  - ✓ Talk to researchers, scientists, or lab managers
  - ✓ Post fliers on bulletin boards, break rooms, mail rooms, etc.



## Back at Zymo

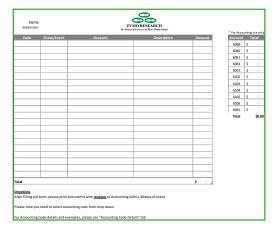
✓ Forward paper lead forms to Tradeshow Coordinator (Sandy).



- ✓ Fill out the internal survey for future reference.
  - √https://zymoresearch.wufoo.com/forms/trade-show-survey/
- ✓ Help follow up with leads if necessary
- ✓ Attend post-show meeting



- - ✓ Print and submit with receipts to Accounting within 30 days of event
  - ✓ (i.e. luggage fees, parking fees, itemized food receipts, taxi, uber, mileage, etc.)







# Accounting Codes Guide

|      | Tradeshow Related Accounting Codes |   |  |  |  |
|------|------------------------------------|---|--|--|--|
| Code | Classification                     | Description   |  |  |  |
| 6064 | Customer Promotions                | Candy for shows   |  |  |  |
| 6080 | Sponsorships                       | For giving monetary support to receive recognition and marketing opportunities (no physical presence)   |  |  |  |
| 6100 | Registration Fees- Trade Shows     | For empty booth space fees and sponsorships that include a talk or tabletop.  |  |  |  |
| 6101 | Meals- Trade Shows                 | For tradeshow related meals   |  |  |  |
| 6102 | Freight- Trade Shows               | For tradeshow related shipping, freight, material handling fees   |  |  |  |
| 6103 | Airfare- Trade Shows               | For tradeshow and sponsorships related flights  |  |  |  |
| 6104 | Hotel- Trade Shows                 | For tradeshow and sponsorships related hotels   |  |  |  |
| 6105 | Transportation- Trade Shows        | For tradeshow and sponsorships related car rentals, taxi, uber, train, metro fees, parking fees, miles (if using your own car)  |  |  |  |
| 6106 | Booth Advertising- Trade Shows     | For booth graphics, attendees mailing lists, commercial posters, scientific poster submissions and printing, pullup banners, printed ads, bag inserts, tablecloths, literature printing |  |  |  |
| 6107 | Booth I & D Fee                    | For instalation and dismantle fees (EAC-Skyline)  |  |  |  |
| 6108 | Booth Supply                       | Business card holders, glass displays, tabletop literature holders, magazine floor racks, staples, clipboards, labels, drapes, candy bowls, furniture and hardware                      |  |  |  |
| 6109 | Booth Accessories Cost             | Electricity, table rentals, chair rentals, leads retrieval system rentals, hardware rental, extra badges  |  |  |  |
|      |                                    | General Business Travel Accounting Codes (Non-tradeshow)  |  |  |  |
| 6068 | Training & Education               | Fees related to signing up to a class, buying books, signing up to get certifications, registration to attend a conference for educational purposes                                     |  |  |  |
| 6040 | Meals & Entertainment (50%)        | Meals fees while on a 6068 event or hosting a business or interviewee meal(s)   |  |  |  |
| 6051 | Business Travel                    | Travel fees while on a 6068 event (i.e. flights, hotels, transportation, miles, parking, luggage fees, etc) or visiting other businesses  |  |  |  |
|      |                                    | R&D Accounting Codes  |  |  |  |
| 6055 | R&D Supplies                       |   |  |  |  |
| 6056 | R&D Maint. Services                |   |  |  |  |
| 6056 | R&D Outside Services               |   |  |  |  |

# FAQ's



#### What is considered confidential?

- Lab experiments details
- ✓ Who we OEM to
- Sales reports
- Buffer recipes
- √ If you are not sure...say nothing

#### Who are our competitors?













### Do we offer any discounts?

- ✓ We offer bulk discounts and promotions
- We offer 20% off discount if sample kit version of a product doesn't exists (TRADESHOW20)
  - Certain universities have stockrooms with discounted pricing

#### Do we offer educator discounts?

✓ 20% off and free ground shipping (**TEACHING20**)



#### What should I wear at the show?

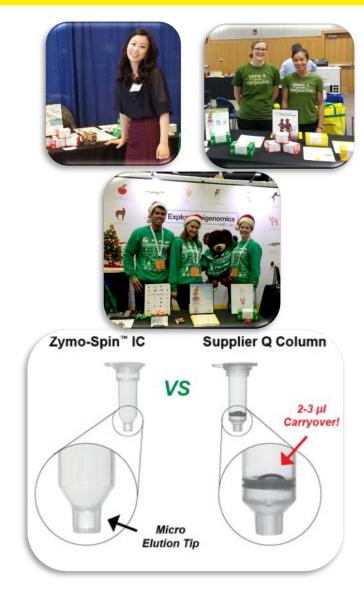
✓ Business casual, Zymo T-Shirt, or themed outfit.

### How do I qualify people?

- ✓ Ask them simple questions like...
  - ✓ Do work with DNA or RNA in the lab?
  - √ Have you heard about Zymo?
  - ✓ What kind of work do you do?
  - ✓ Do you do molecular biology work?

### How is Zymo better than Qiagen?

- ✓ Innovative, high-quality products & services
- ✓ Unique column designs. No buffer carryover, 45° angle that ensures no void volume. Low elution volumes - micro elution tip and compact silica matrix
- ✓ Simple, streamlined & consistent workflows
- ✓ Better value (10-20% less)
- ✓ Scientist tech support





# Lead Retrieval System & How to Collect Leads



## Guide to Lead Collection

✓ Get free Wi-Fi if available



- ✓ When scanning with iPads, confirm that there is an email associated with the badge. Do not assume it is included.
  - ✓ Ask if the email is correct or ask for the preferred email to use.
  - ✓ If the email is missing, ask for one.



- ✓ Collect leads from every show, even if:
  - ✓ You do not have a Lead Retrieval System or paper forms. Use a note pad if necessary.
  - ✓ The visitor received the information that they wanted at the booth.
- ✓ Collect first name, last name, email and interest/request.
- ✓ Write notes that make sense afterwards. Write action phrases like "send sample", "send info" or "working with X sample please recommend kit". Do not just write the name of a kit ("Direct-zol") or source ("virus").
- ✓ Initial all your notes.
- Review the list of available sample kits before the show. Beta kits are not the same as sample kits and are available only for a limited time.
- ✓ When entering notes, beware of auto-correct feature on the Lead Retrieval System.





# Lead Capture System (iCapture)



### Questionnaire/Qualifiers

- ✓ Contact Info
- ✓ Organization Type
- ✓ Job Function
- ✓ Analytes of Interest
- ✓ Area of Research
- Purchase Time Frame
- ✓ Send Info
- ✓ Send Sample Kit
- ✓ Took Sample Kit





# Lead Capture System (iCapture)





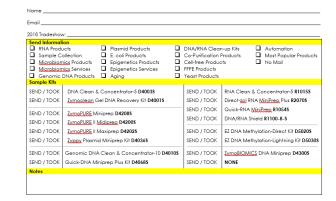
**Badge Scanning** 



**Business Cards Scanning** 



**Qualify Leads** 



Paper Lead Forms Backup

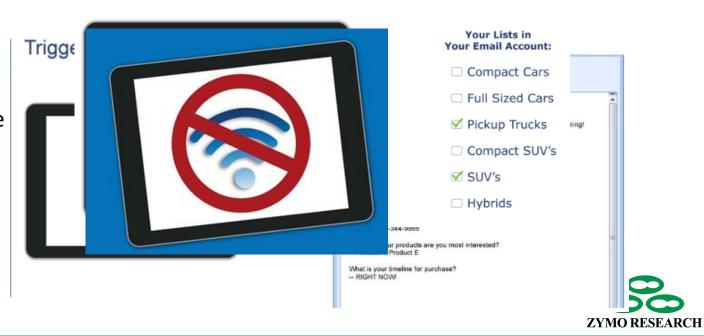




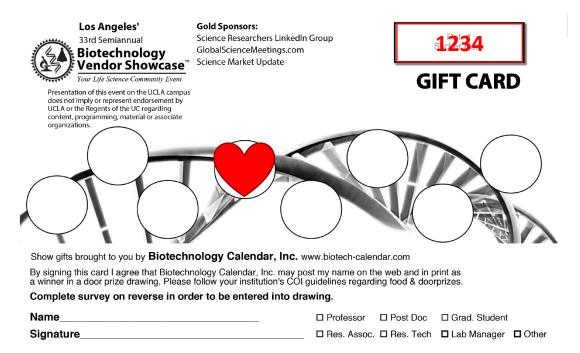
# Lead Capture System (iCapture)



- ✓ Auto reply emails
- ✓ Push notifications
- ✓ Data forwarding to Sale
- ✓ Pick-a-winner
- ✓ List segmentation
- ✓ No internet required

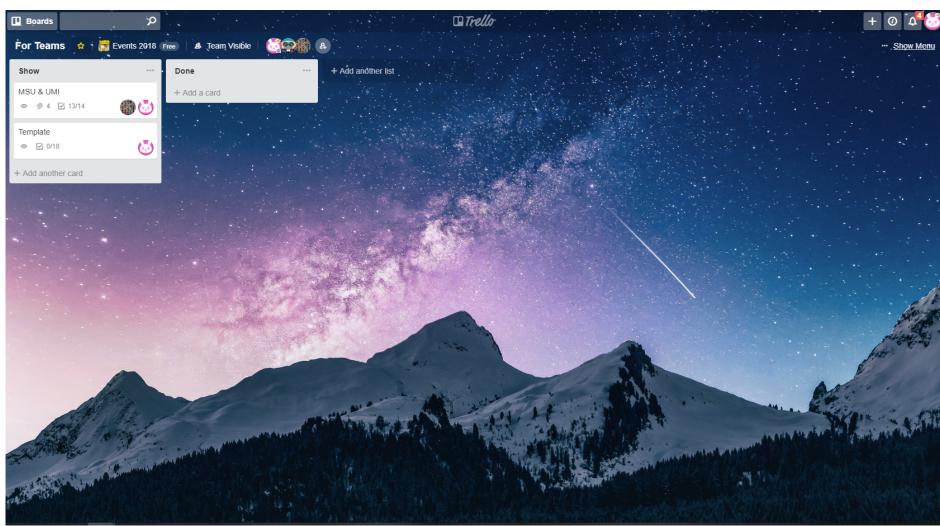


# Biotechnology Calendar





# Trello 📭







## Trello works seamlessly wherever you are.









Mobile







## **Desktop**







# Thank you!







The Beauty of Science is to Make Things Simple®





