



# EventPro®

## Fairs & Exhibition Centers

### Event Management Software

Welcome to EventPro, now even more powerful yet still easy to use.  
If you want professional results, take a close look at EventPro.  
The Complete Solution in Event Management...

	Monday Jan 23	Tuesday Jan 24	Wednesday Jan 25	Thursday Jan 26	Friday Jan 27	Saturday Jan 28	Sunday Jan 29
Community Building	Cub Scout Round Boy Scouts of Am	Cub Scout Round Boy Scouts of Am	Susan G Country M		Administration Mee Orchard Lions Club	Administration Mee Orchard Lions Club	
Grandstand Arena							
Grandstand Complex			Meeting @ Chipeta C		Maintenance	Maintenance	Maintenance
Jockey Club	Farmers Market 29 Bloom Flea Market	Farmers Market 29 Bloom Flea Market			Maintenance	Maintenance	Maintenance
Grandstand Lobby			Meeting @ Chipeta C		Maintenance	Maintenance	Maintenance
Practice Arena					Beginners Riding L County Equestrian	Swine Show and Baker Auction Ser	Swine Show and Baker Auction Ser
Covered Arena						Advanced Riding L County Equestrian	

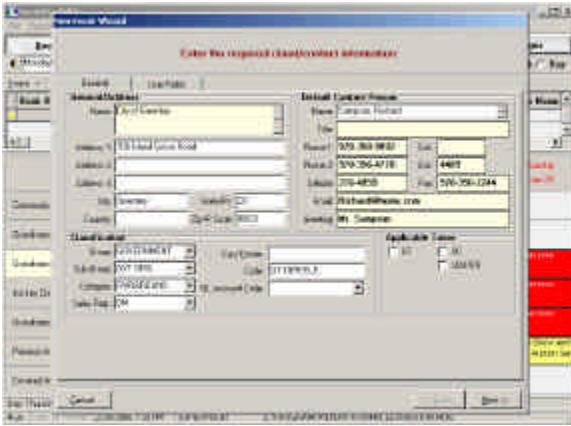
### **Know at a Glance!**

EventPro's calendar allows you to view events by Day, Week, Month, or Year! The user-definable, color-coded statuses are used to show which rooms are booked and the status of each. A quick reference of event names, times and statuses are displayed when you touch a cell with your mouse.

- Single day, single location events
- Multiple day, multiple location events
- Pattern/Repetitive bookings

### **Eliminate Double Booking!**

Make your booking right on the calendar. EventPro's "booking wizard" will guide you.

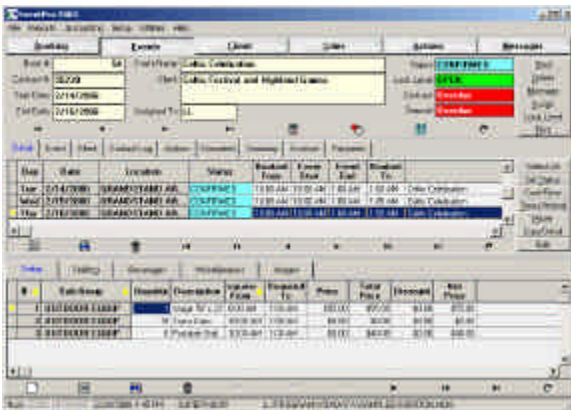
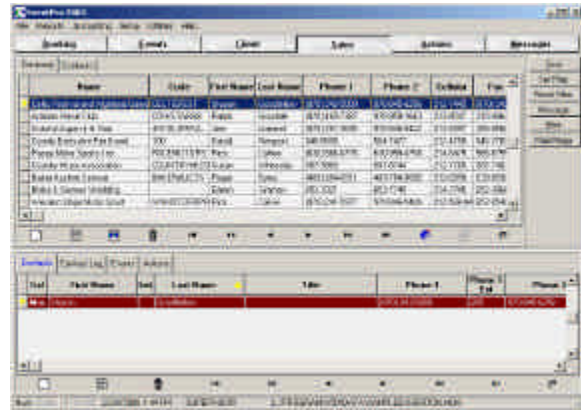


## **Booking Wizard**

Eliminate errors! EventPro is the only event management software with a “wizard” to guide the user through the booking process step-by-step, screen-by-screen to ensure that nothing is forgotten. Move smoothly from event information to customer information and room rates. Easily make single or repetitive bookings. It is easy to learn and simple to use.

## **Contact Management**

Empower your salespeople to provide the highest level of service possible! Keep complete client information including unlimited contact persons. EventPro’s contact management module has separate file tabs for “Contact Log” (history of contacts), “Notes” and “Actions” (reminders). 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.



## **Event Details**

Simply the best! EventPro's Event Detail Screen offers individual file tabs for Setup Materials (including A/V), Staffing, Catering, and Images (floor plans and/or photos). You can customize this screen by removing any tabs that are not required, e.g. if your facility does not offer catering or staffing, you can easily remove those tabs. Our convenient "Copy" function saves endless amounts of data entry time and the possibility of errors. Adding detail items to an event couldn't be simpler. Yet EventPro has the versatility to

handle unique situations with ease. A simple click of the mouse will put the user back into the Booking Calendar to begin a new booking.

YOUR EDUCATIONAL FACILITY 123 Any Street Any City, CA, 90036 Phone: 123-456-7890 Fax: 123-898-7654		Location Utilization Summary								
<b>Exhibition Park</b> Status: CONFIRMED Date: from 10/14/2001 to 10/19/2001 Available Days: 5 Available Hours: 48										
Location	# Meetings	# People	# Hours	# Meetings per Day	# People per Day	# Hours per Day	# People per Meeting	# Hours per Meeting	Utilization	
<b>Grandstand &amp; Arenas</b>										
Community Building	3	105	21.0	0.5	17.5	3.5	35.0	7.0	44 %	
Covered Arena	4	350	68.0	0.7	58.3	11.3	87.5	17.0	142 %	
Grandstand Arena	4	2105	38.0	0.7	350.8	6.3	526.3	9.5	79 %	
Grandstand Lobby	2	72	22.0	0.3	12.0	3.7	36.0	11.0	46 %	
Jockey Club	1	35	5.0	0.2	5.8	0.8	35.0	5.0	10 %	
Practice Arena	2	130	34.0	0.3	21.7	5.7	65.0	17.0	71 %	
<b>Group Totals:</b>	16	2797	188.0	2.7	466.2	31.3	174.8	11.8	65 %	
<b>Grand Totals:</b>	16	2797	188.0	2.7	466.2	31.3	174.8	11.8	65 %	
Date/Time: 10/05/2001 3:43 PM <span style="float: right;">Page #: 1</span>										
YOUR EDUCATIONAL FACILITY: 123 Any Street, Any City, CA, 90036 Phone: 123-456-7890 Fax: 123-898-7654										

## Reporting

No more searching through endless reams of paper. Design the report that provides the required information...and nothing else! 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. Current, historical and future information is available right at your fingertips. EventPro's database is offered in Access and Microsoft SQL.

YOUR EDUCATIONAL FACILITY 123 Any Street Any City, CA, 90036 Phone: 123-456-7890 Fax: 123-898-7654		Setup Sheet County Rodeo						
<b>Event Name:</b> County Rodeo <b>Event Status:</b> CONFIRMED <b>Customer Name:</b> County Executive Fair Board <b>Customer Code:</b> <b>Purchase Order:</b> <b>Address:</b> 548 9th Street West Des Moines, IA, 84597		<b>Booking No.:</b> 14 <b>Contract No.:</b> 5482 <b>Sales Rep.:</b> Stevenson, Duncan <b>Contact:</b> Newport, David <b>Phone:</b> 546-8598 <b>Alt. Phone:</b> 564-7477 <b>Fax:</b> 546-7789 <b>Email:</b> David@home.com						
<b>Event Comments</b> 10:30 a.m. Barrel racing 12:00 p.m. Heat 1 Horse race 12:30 p.m. Heat 2 Horse race 1:00 p.m. Heat 3 Horse race 1:45 p.m. Final horse race 2:30 p.m. Chuck wagon races 5:00 p.m. Cattle roping competition 6:30 p.m. Bull riding competition 8:00 p.m. 1 Hour Intermission 9:00 p.m. Country Music Association on Stage 11:00 p.m. W/rap up.								
<b>Monday, October 15, 2001</b>								
<b>Location: Grandstand Arena</b>								
<b>From - To</b>	<b>Function</b>	<b>People</b>	<b>Status</b>					
6:00 AM - 11:00 PM	County Rodeo	2000	CONFIRMED					
10:00 AM - 11:00 PM	Rodeo							
<b>Equestrian &amp; Arena Equipment</b>								
<b>From</b>	<b>To</b>	<b>Description</b>	<b>Quantity</b>	<b>Price</b>	<b>Total</b>	<b>Tax</b>		
7:00 AM	11:00 PM	4 Gates	4	\$20.00	\$80.00	1		
		Setup 2 Gates on both the North and South fence.						
7:00 AM	11:00 PM	Release Chute	2	\$5.00	\$10.00	1		
<b>Audio Visual</b>								
<b>From</b>	<b>To</b>	<b>Description</b>	<b>Quantity</b>	<b>Price</b>	<b>Total</b>	<b>Tax</b>		
8:00 AM	11:00 PM	PA System - Arenas please complete sound testing before 8:00 am.	1	\$40.00	\$40.00			
<b>Setup Staff</b>								
<b>From</b>	<b>To</b>	<b>Description</b>	<b>Location</b>	<b>Hours</b>	<b>Quantity</b>	<b>Price</b>	<b>Total</b>	<b>Tax</b>
8:00 AM	10:00 AM	Setup Staff	Grandstand Arena	2	5	\$8.00	\$80.00	1
<b>Technical Staff</b>								
<b>From</b>	<b>To</b>	<b>Description</b>	<b>Location</b>	<b>Hours</b>	<b>Quantity</b>	<b>Price</b>	<b>Total</b>	<b>Tax</b>
6:00 AM	7:00 AM	Audio Visual Staff	Grandstand Arena	1	2	\$12.00	\$24.00	1
<b>Equestrian &amp; Arena Equipment:</b> \$80.00 <b>Audio Visual:</b> \$40.00 <b>Setup Sub Total:</b> \$120.00 <b>Setup Staff:</b> \$80.00 <b>Technical Staff:</b> \$24.00 <b>Labor Sub Total:</b> \$104.00 <b>Sub Total:</b> \$234.00 <b>SERVICE CHARGE:</b> \$10.40 <b>STATE TAX:</b> \$11.64 <b>Total:</b> \$256.04								

EventPro also includes a built-in report writer so that users can learn to create custom reports or modify existing reports.

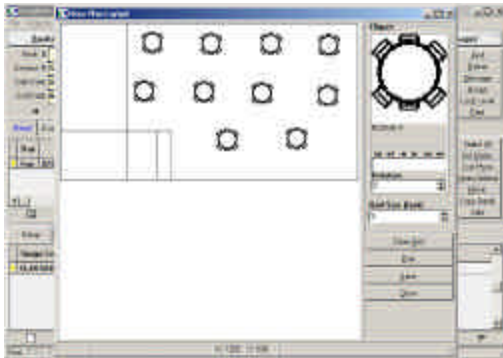
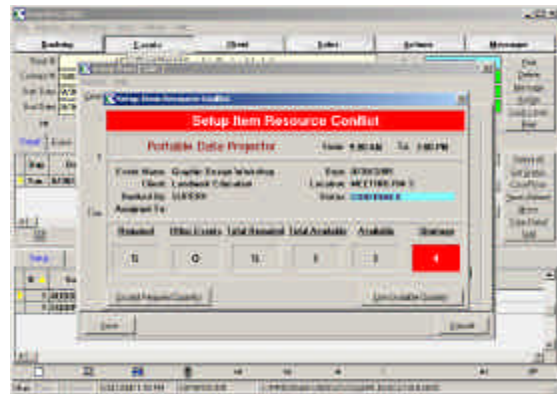
## Word Processing



Keep all pertinent information in one file. EventPro keeps all correspondence with the rest of a client's event information. EventPro's built-in Word Processor is ideal for creating form letters, leases and contracts. Choose your font, select your type size and special effects and add in the required "merge" fields. EventPro will produce a professional document that can be automatically personalized for a particular client with the click of a mouse button. The completed document can be printed, faxed or sent as an e-mail attachment.

## Resource / Inventory Management

Never again have your setup staff experience the stress of realizing that more equipment is rented out than is in inventory. This feature can be used to monitor all setup material including A/V, tables and 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.



## Floor Plans

Eliminate tedious, hand-drawn pictures with EventPro's Image Tool. Scanned in floor plans can be manipulated in the system to place objects (tables, chairs, podiums, etc.) in the correct configuration for setup staff. The Image Tool is **INCLUDED** with the basic program and not sold as an "add-on" as it is with many other event packages.

### **Other Features include:**

- **Actions Reminders** – EventPro can auto create reminders for payments and lease return due dates or anything else you need to remember in the future;
- **Room Rates** - Complete flexibility for each room/location. Setup individual rates by the hour, day, half day, weekday, evening, customer group or specific days;
- **Security** – Control which modules and screens your users can access as well as view and edit rights;
- **Internal Messaging** - Send messages through email or internally through EventPro. The program will maintain a log of all such communication. Internal alerts are automatically sent to the selected departments or individuals when certain changes are made to the event detail;
- **Web Integration** – EPWeb is an add-on module that allows your calendar of events to be displayed on the Internet (Intranet) and accepts booking requests.

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**Fax: (306) 975-3739**

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