

INTERNAL USE ONLY

Ad#



- Registration
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Your Total **Trade Show Display** Experts

User Registration

Please enter your company and contact information below in order to create an account and list an exhibit for sale on ExhibitTrader.com. This information is considered private and not shown to site users. All sellers must first complete their registration prior to submitting their listing for review.

Billing Owner/Company *All fields required*

This will be the party responsible for the 15% consignment fee if the exhibit sells.

Company Name: _____

Billing Address

Street: _____ City: _____

State/Province: _____ Zip/Postal Code: _____ Country: _____

Contact Information

Here you will designate a primary contact for communication regarding the listed ad from ExhibitTrader.com and interested buyers. Contact information is private and not shown to site users. You are able to add secondary contacts as well in case the primary is unavailable.

Primary Contact Information *All fields required*

First Name: _____ Last Name: _____

E-Mail Address: _____

Phone Number: _____ Cell Number: _____

Permission to Text You Yes No Job Title: _____

Secondary Contact Information

First Name: _____ Last Name: _____

E-Mail Address: _____

Phone Number: _____ Cell Number: _____

Permission to Text You Yes No Job Title: _____

*Are you an exhibit company? Yes No

Does the seller offer any of the following services

Graphics	Fabrication
Refurbish/Rebrand	Show services
Experimental Marketing	Freight
Design	Storage

Username and Password

Using the information provided on the previous page all sellers are registered to our on line Seller Portal. In order to log-in to view details about your ad, read buyer messages and make edits to your ad, you will need a username and password to log-in. Please specify below your username and password preference for us to register you into the portal. You can change your password at any time once you log in.

Username: _____ Password: _____

**Minimum 8 characters*

Verification Process

The last step of the registration process is validating your e-mail address provided on the previous page. The verification e-mail is sent immediately after we register you for the online seller portal. Until your e-mail is verified, we can not complete your posting.

The subject line will read "Confirmation Instructions" and is sent from ExhibitTrader.com.

You will see the "Activation Link" inside the e-mail - please click and you are done.

If you do not see the e-mail in your in box within 1 business day, please check your SPAM. If you still do not receive, please contact us at 214-459-3587.

Create a New Ad

Please give detailed information about the item that you want to submit for consignment. You must complete all required fields specified; optional fields are also provided for additional information. You can submit your forms to us at postings@exhibittrader.com. You will be notified within 1 business day if your ad is approved and posted. If your ad is not approved you will be notified of the reasons and what options are available to be approved.

Describe your Exhibit Fields marked with * are mandatory

*What type of display are you selling?

Portable/Modular

Custom

Two Story

*Name of manufacturer/builder: _____

*Original purchase price of exhibit: _____

(Okay to estimate)

Industry used in: _____

*Year exhibit was purchased: _____

*Condition of your exhibit:

Excellent

Above Average

Average

Poor

Approx# of times displays has been used* _____

Location where exhibit is stored

*City: _____

*State/Province: _____ *Zip/Postal Code: _____

Largest exhibit configuration (All dimensions in feet)

Exhibit configuration is the size of booth space your exhibit was built to be used in plus the height of your exhibit. Please see Example.

Length = 20 Feet

Width = 10 Feet

Height = 8 Feet



Largest Configuration Required

*Length: _____ *Width: _____ Height: _____

Additional Configurations (All dimensions in feet)

Many exhibits are built to be used in different configurations. Please list any additional booth space sizes your exhibit can be used in.

Length: _____ Width: _____ Height: _____

Length: _____ Width: _____ Height: _____

What type of drawings are available?

Check all that apply

Construction/Detailed

Set Up/Assembly

CAD/DWG

Renderings

Rigging

Electrical

Other

If you have one or more of these types of drawings available, please send to us a long with your posting form to postings@exhibittrader.com. These often are helpful in the sell of your exhibit.

*Is your exhibit two story? Yes No

If yes then the second story configuration section below is required

Second Story Configuration

Length: _____ Width: _____ Height: _____

Number of stair cases: _____

Do you have certified engineering drawings? Yes No Unknown

*Initial asking price: _____ *Asking price is Firm Negotiable

*Who pays the shipping cost? Buyer Seller Negotiable

Description

Description is not required, but listings that include a description often receive more interest.

*Reason for selling:

Considering new exhibit purchase

Bought another exhibit

Up-sizing/downsizing

Taking up space

High storage fees

Acquired through acquisition

No longer exhibit

Company no longer in business

Other

Components and Features Check all that apply

Additional components include:

Audio

Furniture

Stage/Specialty Lighting

Lockable Storage

Monitor

Food Prep

Computers

Shelving

Refrigeration

Monitor Mounts

Projection

Other _____

Current Features Indicate qty if known in the space provided next to the feature

Conference Room _____

Display Lighting _____

Reception Counter _____

Kiosk _____

Storage Closet _____

Towers _____

Demo Area _____

Stairs _____

Work Station _____

Storage in Counter _____

Stage/Theater _____

Apparel Fixtures _____

What are the primary colors of the exhibit? _____

Materials Check all that apply

Fabric

Metal/Aluminum

Paint

Slatwall

Laminates

Wood

Plastic

Glass

Flooring *Check all that apply*

Is flooring included?	Yes	No
Carpet		Carpet Pad
Computer Decking		Interlocking
Green/Eco Friendly		Raised Platform/Stand
Tile		Vinyl
Wood		Other _____

Green Features

- Constructed of organic/Recycled Materials
- Recyclable Materials

*Is your exhibit listed somewhere else? Yes No

*If yes Where? _____

Price must match or be lower than what your asking price is on other listing

Shipping

What is the approximate shipping weight? _____

Are shipping container(s) included? Yes No Not Applicable

Cases (Qty.): _____

Crates (Qty.): _____

Dollies (Qty.): _____

Rolling Case (Qty.): _____

Skids/Pallets (Qty.): _____

Pad Wrap (loose Qty.) _____

Are shipping dimensions and weights available? Yes No

**If shipping dimensions or manifesto's are available, please send with form to
postings@exhibittrader.com**

*How does property normally ship?

UPS/Fed Ex

LTL Carrier

Van Lines

Other _____

Graphics

What type of graphics are normally used? *Check all that apply*

Vinyl Graphics

Back-lit Graphics

Detachable Graphics

Fabric graphics

Infill Panel Graphics

Hanging Sign

Magnetic Graphics

Standoff Graphics

Tension Fabric Graphics

Other _____

Is Detailed Graphic Information available? (size, types, quantity) Yes No

**If you have detailed graphic information available, please send with form to
postings@exhibittrader.com**

Sending Images of your Exhibit

We will accept all file types for exhibit images; some manipulation or editing may need to be done depending on the file type and size of the image. Please send any and all images of your exhibit to postings@exhibittrader.com along with your form for review. Below are some helpful tips about the best types of photos to send.

Using Good Images

Having good images of your exhibit is the proven most efficient methods of selling your exhibit at your desired price range with a quicker turn around. Images can also be a reason we approve or deny a listing. If we can't tell what it is neither will our buyers. Images of a section of the exhibit or in the case will not suffice.

What Images should I use?

If available, the best images to use are ones of the booth in use at a show or at minimum set up. Several angles are great especially for larger, custom exhibits that contain multiple features such as hanging signs, storage, towers, etc. If you do not have real images and only have renderings of an exhibit, we can still utilize those for your exhibit as well.

Don't have Images?

If the exhibit was used for a show prior to your employment at the company, often looking on your company's social media pages or talking to your marketing department can help gather these images. If that doesn't help, you can talk with your accounting team to see possibly where the exhibit was purchased and make contact with the exhibit provider of renderings or set up images of the exhibit.

We will not accept exhibits with no images.

You have now completed our posting form to list your exhibit for consignment on ExhibitTrader.com. By checking the box below, you agree to the terms and conditions of the consignment agreement found here: <https://exhibittrader.com/Consignment-Agreement/1FhXjslsE3stgVWMZp9InM>

I Agree to the Terms and Conditions of the Consignment Agreement

Initial Asking Price for the Property \$ _____

Type or Sign Name Here

Exhibit Owner (Authorized Signature)

Print Name

Date

Type or Sign Name Here

Responsible Agent on behalf of Exhibit Owner
(Authorized Signature)

Print Name

Date

Please send your Completed Forms to postings@exhibittrader.com.