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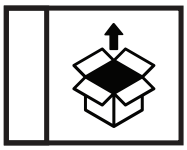
GO

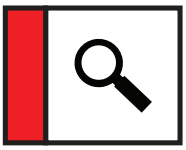
EXHIBIT MANAGEMENT PROGRAM

INVENTORY MANAGEMENT

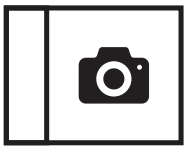
Your trade show is done but where do you store your trade show booth? More importantly, who manages the exhibit assets to insure a successful show? Finding the right exhibit storage partner is the key to protecting your investment and keeping your trade show display ready for the next show. Ion Exhibits provides organized, on-site storage solutions that are climate controlled. Your trade show booth elements are staged and checked-in so you know the condition of each item every time.



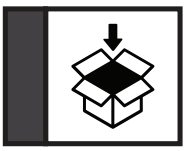
STAGING - Full staging of all configurations.



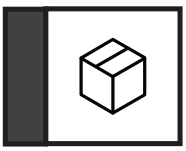
INSPECTION - Inventory of condition on all assets.



PHOTOS - Photography taken of exhibit, packaging & give-aways.

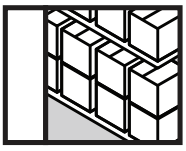


RE-PACKAGING - Consolidate exhibit materials onto crates and skids.



LABEL AND MEASURE CREATE DIMENSIONS - Record measurements of all crates, assign crate numbers and label with client names.

WEIGHT CONFIRMED - Actual weight vs. dimensional weight.



STORAGE - Load all crates into our organized, climate controlled storage facility.

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EXHIBIT MANAGEMENT PROGRAM

STORAGE & EXHIBIT MANAGEMENT

Concerned that details might fall through the cracks? Ion leverages innovative ExhibitForce as its cloud-based project & inventory management system. ExhibitForce features include 24/7 portal access to exhibit & show material inventory, event details & show service orders.

DESIGNATE - Designate a storage spot in the warehouse for client assets.

STORAGE - Organized, clean and temperature controlled warehouse.

EXHIBIT FORCE TRAINING - One-on-one training on how to view inventory and place orders through the ExhibitForce portal.

UPLOAD CRATES - Upload crate locations to ExhibitForce.

DIGITAL INVENTORY UPLOAD - Upload exhibit configurations, graphics and additional assets into ExhibitForce.

GIVEAWAYS - Upload giveaways into ExhibitForce with perishable quantities. Quantities are changed as giveaways are ordered and an email is automatically sent when the quantity becomes low.

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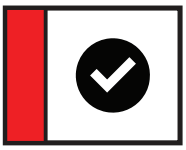
EXHIBIT MANAGEMENT PROGRAM

OUTBOUND PREP OF ASSETS

Sometimes your trade show booth items will need repair. When you need to have booth elements or graphics repaired or replaced, you want to know before you are on the show floor. Trust the experts at Ion Exhibits to regularly inspect your booth properties before they arrive at your show and handle any cleaning and repair work quickly.



ORDER ENTRY - Order is placed through the ExhibitForce portal.

INTERNAL RECEIPT - Order is received and internal work orders are created to schedule the preparation of an exhibit for an upcoming show.

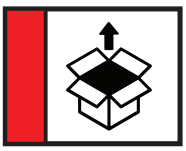
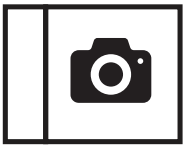
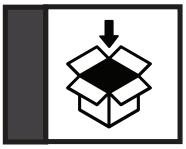


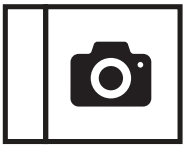
EXHIBIT STAGING - Exhibit is staged in full - prior to shipping - in order to ensure all assets are present and are in show ready condition.



STAGING PHOTOS - Exhibit is photographed in detail from multiple angles along with specific elements that may need extra attention during the show.



PACK DOWN - Exhibit is packed with care to ensure it arrives in good condition to the show.



PACKAGING PHOTOS - Photos are taken of all packed hardware components layer-by-layer.

SHIPMENT TO SHOW - Exhibit is shipped to show, tracked with confirmation of acceptance.

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EXHIBIT MANAGEMENT PROGRAM

SHOW I&D AND ASSET RETURN

Coordinating your trade shows can be overwhelming. Sometimes the importance of shipping can be missed. If shipping is not properly handled deadlines can be missed, trade show items can be lost or damaged, effecting your entire show. With Ion Exhibits, you can be sure your trade show booth is packaged and shipped to arrive on time without damage.

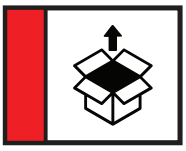


EXHIBIT INSTALL - Exhibit installation at show utilizing our specially trained nationwide partners and sister company, Positive Exhibit Services, an Exhibitor Appointed Contractor for McCormick Place and Donald E. Stephens Convention Center.

SHOW - Our expertise ensures that all expectations have been exceeded by the time the show opens.

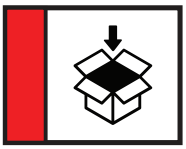
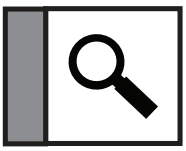


EXHIBIT DISMANTLE - Dismantle and pack down of exhibit at show.

RETURN SHIPMENT - Exhibit assets are shipped and returned to Ion. Each crate is tracked with confirmation upon delivery.



INSPECTION - Visual inspection of exhibit upon return to storage.

RERACK - Exhibit crates return to storage.

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