

BIGGER BUSINESS BIGGER OPPORTUNITIES



BIGGER RESULTS

APPOINTMENT GUIDE



ABA MARKETPLACE 2007 ★ JAN 27 - FEB 1 ★ GRAPEVINE, TX

QUALITY APPOINTMENT GUIDE

Access your Marketplace passport at www.buses.org/marketplace

RESEARCH YOUR PROSPECTS

Select Research databases stamp.

Select Buyer or Seller database.

Select desired criteria.

- For a list of all companies attending, press SUBMIT with no criteria chosen.

Click SUBMIT. You now have several options:

- Click PRINT for print out of search results. Option: Name your print out.
- Click on the NAME OF THE COMPANY to display the company's profile.
- Click the VIEW ALL PROFILES button to display detailed information on all companies matching your search criteria.
- Click NEW SEARCH at the bottom of the Search Page.

Profile Printing/Exporting Options:

- Print Profiles directly from the database.
- Open Profile in MS-Word. This will enable you to make notes directly on the profile sheet(s).

TIPS ON RESEARCHING PROSPECTS:

- Start with your ideal group.
- Broaden or narrow your search criteria to develop your prospect list.
- Remember the 80/20 rule: 80% of your visitors come from 20% of your feeder areas.
- Review the website of companies that interest you to get more information on their current tour product.

- Select multiple criteria by holding the Ctrl key down while clicking.
- Companies must meet all criteria in order to be displayed.
- Incomplete profiles may affect search results.

REQUEST YOUR APPOINTMENTS

- Use ADD REQUEST and REQUEST MAXIMUM buttons to build your request list.
- To request an appointment with an individual company, select a company and click ADD REQUEST.
- Select multiple companies by holding the Ctrl key down while clicking selected companies.
- To request an appointment with all the companies in the Available Companies List screen, click REQUEST MAXIMUM.
- The computer will allow you to choose up to the maximum number of requests. It will not allow a delegate to duplicate requests.
- Prioritize your requests. The first/top request in the list should be your highest priority, and the last/bottom request in the list your lowest priority. Use the buttons located on the right hand side of the page to change the priority level of each request.
- If you want to delete an appointment request, highlight the Company and click DELETE. If you want to delete all appointment requests, click DELETE ALL.

Save your Appointment Requests often to avoid losing your work.

- Once you have completed entering and reordering your appointment requests, click SUBMIT REQUESTS.
- BUYERS: You can select up to 3 breaks per session.
- Click PRINT to print a copy of your appointment requests for this session.
- Click EDIT REQUEST to make changes to your requests.
- Click SAVE AND EXIT to exit the system.

TIPS ON REQUESTING APPOINTMENTS:

- Buyers should make requests for all three appointment sessions. Sellers will make requests for their session only.
- Use the list of companies who have requested your organization to make mutual requests (Requested By Button).
- Multiple appointment-taking delegates from the same company should not duplicate each other's requests.
- Appointments are not scheduled based on the order the appointment requests are received. They are scheduled based on the date your Marketplace registration was sent to ABA.

You can edit your requests as many times as you wish prior to the Appointment Request Deadline of December 13, 2006.

INNOVATIVE TOOLS AND RESOURCES FOR APPOINTMENTS

VIEW APPOINTMENT SCHEDULE

COLUMN KEY:

Number	Number of the appointment
Time	Time of the appointment
Name	Name of the scheduled delegate and company
Booth	Buyer booth number (Seller schedule only)

REQUEST TYPE:

Mutual	Appointment generated from a Mutual request (Both Buyer and Seller requested each other)
Seller	Seller requested appointment
Buyer	Buyer requested appointment

Appointment requests made but not scheduled happened for one or more of the following reasons:

- You did not request that company, so you were not scheduled a mutual appointment;
- You did not list them as a high priority, so your request was not scheduled;
- Your appointment code was not high enough to schedule this request;
- There was not a mutual time slot open; or
- Either the company has cancelled or one of their delegates has cancelled.

MAKE ADDITIONAL CONTACTS/APPOINTMENTS

- Mating and Networking Session
- State/Provincial Caucus Meetings
- Networking Opportunities

MANUAL APPOINTMENT SCHEDULING

ABA's appointment scheduling software allows you the ability to add appointments into your schedule. Use the ABA Message Center/Schedule Management tab in your Marketplace Passport to view your open appointment slots and the companies that are open at that same time. Send an appointment request to one or more companies to try and fill that appointment. The recipient will be able to accept or reject your request. Use the help button for step by step directions.

PENDING REQUESTS

The pending request button allows you to view companies who have manually requested an appointment with you or who want to cancel an existing appointment. Pending requests will always appear in **Red**. All pending requests must be accepted or rejected by you before they are finalized.

PRINT/EXPORT APPOINTMENT SCHEDULE OPTIONS

- **Print Requests Made But Not Scheduled**
- **Print Requests Received But Not Scheduled**
- **Print Schedule in Summary**
- **Print Schedule in Detail**
- **Export Appointments to Word with Profile Info**
- **Export Appointments to Excel**

APPOINTMENT SESSIONS

DMO SELLERS

Mating Session, Monday:	9:10am – 9:30am
Appointment Session I, Monday:	9:30am – 1:00pm
Appointment Session II, Monday:	3:00pm – 5:34pm

LODGING SELLERS

Mating Session, Tuesday:	9:10am – 9:30am
Appointment Session I, Tuesday:	9:30am – 12:32pm
Appointment Session II, Thursday:	9:10am – 12:12pm

ATTRACTION/LRO/OTHER SELLERS

Mating Session, Tuesday:	2:25pm – 2:45pm
Appointment Session I, Tuesday:	2:45pm – 5:47pm
Appointment Session II, Wednesday:	9:10am – 12:12pm
Appointment Session III, Thursday:	2:15pm – 5:17pm

MARKETPLACE SPONSORS

LEVEL 3

Atlantic City CVA

Atlantic City, NJ

Sponsorship: Wednesday Operator Box Lunch

Greater Birmingham CVB

Birmingham, AL

Sponsorship: Operator-to-Operator Reception

Branson/Lakes Area Chamber of Commerce & CVB

Branson, MO

Sponsorship: Tuesday All-Delegate Lunch

Busch Gardens Europe

Williamsburg, VA

Sponsorship: Monday Operator Breakfast

Carnival Cruise Lines

Miami, FL

Sponsorship: Marketplace Today Ad

Visit Charlotte

Charlotte, NC

Sponsorship: Thursday All-Delegate Lunch

Choice Hotels International

Silver Spring, MD

Sponsorship: Floor Lounge

Dallas CVB

Dallas, TX

Sponsorship: Sunday Evening Event

Days Inn Worldwide

Parsippany, NJ

Sponsorship: Floor Lounge

Destinations of New York State

Sponsorship: Hospitality Suite – New York Auction

Disney Theatrical Productions, Ltd.

New York, NY

Sponsorship: Official Program

Fort Worth CVB

Fort Worth, TX

Sponsorship: Monday Evening Event

Foxwoods Resort Casino

Mashantucket, CT

Sponsorship: Floor Lounge

Gaylord Texan Resort

Grapevine, TX

Sponsorship: Saturday Evening Event

Grapevine CVB

Grapevine, TX

Sponsorship: Big Texas Adventure

Group Sales Box Office

New York, NY

Sponsorship: Monday All-Delegate Lunch

Hard Rock International

Orlando, FL

Sponsorship: Foundation Afterglow

Howard Johnson International

Parsippany, NJ

Sponsorship: Floor Lounge

InterContinental Hotels Group

Atlanta, GA

Sponsorship: Floor Lounge

Las Vegas CVA

Las Vegas, NV

Sponsorship: Delegate Registration Bags

Marriott International

Washington, DC

Sponsorship: Official Program

Minnesota Travel Industry

Sponsorship: Floor Lounge

Mohegan Sun

Uncasville, CT

Sponsorship: Tuesday Hospitality Suite

Motor Coach Industries

Schaumburg, IL

Sponsorship: ABA Board of Directors Dinner

New Jersey Office of Travel & Tourism

Sponsorship: Floor Lounge

New York State Division of Tourism

Sponsorship: Resource Central

Outer Banks Visitors Bureau

Manteo, NC

Sponsorship: Operator Appointment Booklet

Pennsylvania Association of CVB's

Sponsorship: Wednesday Operator Breakfast

Pennsylvania Travel Industry

Sponsorship: Wednesday Operator Breakfast

Philadelphia CVB

Philadelphia, PA

Sponsorship: Education Brochure

Prime Outlets

Baltimore, MD

Sponsorship: Tuesday Operator Breakfast

Ramada Worldwide

Parsippany, NJ

Sponsorship: Floor Lounge

Seneca Niagara Casino & Hotel

Niagara Falls, NY

Sponsorship: Operator Appointment Booklet

Team Texas A Coalition of the Seven

Regions of Texas

Sponsorship: Wednesday Evening Event

Travelodge

Parsippany, NJ

Sponsorship: Floor Lounge

Virginia Beach CVB

Virginia Beach, VA

Sponsorship: Thursday Evening Event

Virginia Tourism Corporation

Sponsorship: Thursday Evening Event

Washington, DC CTC

Washington, DC

Sponsorship: Thursday Operator Breakfast

Circle Wisconsin

Sponsorship: Floor Lounge

Wisconsin Department of Tourism

Sponsorship: Floor Lounge

Wyndham Hotel Group Inc.

Parsippany, NJ

Sponsorship: Floor Lounge

LEVEL 2

Adirondack/Lake George New York Area

Sponsorship: Operator Profile Binders

Alaska Travel Industry Association

Sponsorship: Education Speaker

American Girl Place Inc.

Chicago, IL

Sponsorship: Education Speaker

Baltimore Area CVA

Baltimore, MD

Sponsorship: Operator Gift

Boyd's Bear Country

Gettysburg, PA

Sponsorship: Operator Gift

Team Canada

Sponsorship: Message & E-mail Center

Visit Charlotte

Charlotte, NC

Sponsorship: Operator Water Stations

Chicago CTB

Chicago, IL

Sponsorship: Operator Gift

Country Music Hall of Fame and Museum

Nashville, TN

Sponsorship: Operator Gift

Destinations2Discover.com

Brunswick, GA

Sponsorship: Education Speaker

Gateway Gettysburg

Gettysburg, PA

Sponsorship: Education Speaker

Georgia Tourism

Sponsorship: Delegate Education Refreshments

Golden Corral Corporation

Manor, TX

Sponsorship: Appointment Clock

Greater Houston CVB

Houston, TX

Sponsorship: Education Speaker

Northern Indiana Tourism Development Commission

Sponsorship: Operator Shipping Boxes

Tour Indiana

Sponsorship: Education Speaker

Live Nation

Houston, TX

Sponsorship: Education Speaker

Louisville CVB

Louisville, KY

Sponsorship: Operator Gift

Maryland Office of Tourism

Sponsorship: Program At-A-Glance Card

Pennsylvania Dutch CVB

Lancaster, PA

Sponsorship: Operator Gift

Seneca Niagara Casino & Hotel

Niagara Falls, NY

Sponsorship: Delegate Name Badge Holders

Theatre Direct/Broadway.com

New York, NY

Sponsorship: Education Speaker

LEVEL 1

Arabian Nights Dinner Attraction

Kissimmee, FL

Sponsorship: Operator Gift

The Carolina Opry

Myrtle Beach, SC

Sponsorship: Ecumenical Service

Coakley & Williams Hotel Management Co.

Greenbelt, MD

Sponsorship: Education Pads and Pens

Delaware Tourism Office

Sponsorship: Operator Gift

'50s At The Hop Show

Branson, MO

Sponsorship: Operator Gift

www.grouptourplanner.com

Sponsorship: Operator Gift

Norfolk CVB

Norfolk, VA

Sponsorship: All-Delegate Supplies

Prime Outlets

Baltimore, MD

Sponsorship: Operator Chair Back Covers

Ryan's Restaurant Group Inc.

Greer, SC

Sponsorship: All-Delegate Gift