Vending Design Document

Percy, Amanda, Rob, Iya[*]

May 2017

Abstract:

Zambia is a piece of Con Management Software. This document is a guide to building the Vendor System for the Zambia FFF-branch instance. This is still a work in progress.

---

[*]NELA.Percy@gmail.com

Contents

List of Tables

List of Figures

1 General Design

This is a working guide on how the vending portion of Zambia will be designed/changed. Some of it is already in place, some has yet to be built. This guide should have all the relevant bits in it so that all the stake-holders can have their say, and we are working off of one document.

NOTE: when there is a - or a + next to things, it's because I asked that as a question, or made a supposition, and it was answered (by Amanda) so, for now at least the - is my side of the conversation and the + is her side of the conversation.

2 Database Design

2.1 Perennial

These are the current values that should be migrated to the Zambia values if they are not already set. The latest entries will be considered canonical. The ones of these in CongoDump will be more or less fixed and (currently) take an act of Vendor Coordinator (or other back-end Zambia person) to update.

The ones of these in Bios can be updated by the Vendors. times_at_fff_untracked should also be fixed. Not sure about vendor_type. If their "DBA" name is different from their vendor_business_name then, that can go in the bio field.

The logo submission has yet to be determined, but I figure it's going to be handled along the same lines as the picture that we use for Presenters.

The bulk of the changes are in 41_VendorInfo.sql

2.1.1 id

- **DONE** CongoDump.badgeid

2.1.2 vendor_address

- **DONE** CongoDump.postaddress1 and CongoDump.postaddress2

2.1.3 vendor_business_name

- **DONE** CongoDump.badgename, Bios - badgeid=id, biotype=name

2.1.4 vendor_city

- **DONE** CongoDump.postcity

2.1.5 vendor_contact_email

- **DONE** CongoDump.email

2.1.6 vendor_contact_name

- **DONE** CongoDump.firstname, CongoDump.lastname

2.1.7 vendor_contact_phone

- **DONE** CongoDump.phone

2.1.8 vendor_country

- **DONE** CongoDump.postcountry

2.1.9 vendor_description

- **DONE** Bios - badgeid=id,, biotype=bio

2.1.10 vendor_state

- **DONE** CongoDump.poststate

2.1.11 vendor_website

- **DONE** Bios - badgeid=id, biotype=url

2.1.12 vendor_twitter

- **DONE** Bios - badgeid=id, biotype=twitter

2.1.13 vendor_facebook

- **DONE** Bios - badgeid=id, biotype=facebook

2.1.14 vendor_fetlife

- **DONE** Bios - badgeid=id, biotype=fetlife

2.1.15 vendor_DBA

- **DONE** Bios - badgeid=id, biotype=dba

2.1.16 vendor_zipcode

- **DONE** CongoDump.postzip

2.1.17 vendor_type

- New? possibly a short list of possible with a mapping to the vendor?
- Might also include "community table" as a type? If this isn't a short list of pickable things, we might want to make another table field "vendor/community table" with allowable "V" or "C" as part of the enum.
- Vendor_type should be table, with a selectable (not just pull-down) list, and set by them.

- **DONE** Needs to be created/mapped based on other Types descriptions
  - VendorTypes table vendortypeid, vendortypename, vendortypedesc
  - VendorIs table badgeid, vendortypeid

2.1.18 times_at_fff_untracked

The number of times they vended at the fff that we currently don't have in the database, so that the generated number below can be (more) accurately generated. As we add more instances (as I find them) this should probably get adjusted, so it's not artificially inflated.

- **DONE** VendorTimesAdj created as a standalone table vaguely similar to Interested badgeid, vendortimesadj

2.2 Annual

Most of these have to either be created, or co-opted, since the way that it was being done before is too baroque and complicated. Easy enough to simply make new tables, and reuse little bits, instead of trying to force everything into the other work-flow, as we did on an "emergency" and "emergent" basis, originally.

2.2.1 this event's check

- **DONE** combination of badgeid and conid to avoid multiple entries for an event.

2.2.2 id - varchar(15)

linked to Participants.badgeid
- **DONE** VendorAnnualInfo.badgeid

2.2.3 conid - int(11)

linked to ConInfo.conid
- **DONE** VendorAnnualInfo.conid

2.2.4 created - timestamp

- when applied I think?
- CORRECT
- **DONE** VendorAnnualInfo.vendorwhenapplied

2.2.5 digital_advertising - complex

- y/n or $ or type?
- do they want it? or how much?
- JUST A Y/N
- Actually a drop-down / select (not a mulit-select)
- three tables

- **DONE** a list of the possible default digital advertizing types (BaseDigitalAd)
    - basedigitaladid, basedigitaladname, basedigitaladdesc
- **DONE** a list of digital advertizing for this event, the prices, and the conid (DigitalAd)
    - digitaladid, basedigitaladid, conid, digitaladprice, display_order
- **DONE** a mapping of VendorAnnualInfo.vendoranualid (VendorHasDigitalAd)
    - badgeid, digitaladid, digitaladcount

2.2.6 fff_sponsorship - complex

- y/n or $ or level?
- will they sponsor us?
- JUST A Y/N
- Actually as a level.
- three tables
- **DONE** a list of the possible default digital advertizing types (BaseSponsorLevel)
    - basesponsorlevelid, basesponsorlevelname, basesponsorleveldesc
- **DONE** a list of digital advertizing for this event, the prices, and the conid (SponsorLevel)
    - sponsorlevelid, basesponsorlevelid, conid, sponsorprice, display_order
- **DONE** a mapping of VendorAnnualInfo.vendoranualid (VendorHasSponsorLevel)
    - badgeid, sponsorlevelid, sponsorlevelcount

2.2.7 print_advertising - complex

- y/n or $ or type?
- do they want it?
- JUST A Y/N
- Multi-select (drop down) as a possiblity.
- Bag stuffer
- three tables
- **DONE** a list of the possible default digital advertizing types (BaseDigitalAd)
    - baseprintadid, baseprintadname, baseprintaddesc
- **DONE** a list of digital advertizing for this event, the prices, and the conid (DigitalAd)
    - printadid, baseprintadid, conid, printadprice, display_order
- **DONE** a mapping of VendorAnnualInfo.vendoranualid (VendorHasDigitalAd)
    - badgeid, printadid, printadcount

2.2.8 updated - timestamp

- most recently updated, I believe
- CORRECT
- **DONE** VendorAnnualInfo.vendorupdated

2.2.9 vendor_acknowledgement - varchar(50) (signature)

- Vendor acknowledges . . . something?

- VENDOR ACKNOWLEDGES THEY AGREE TO OUR TERMS AND CONDITIONS - THIS SHOULD BE AGREED TO ANNUALLY
- Possible second page, with what the agreement is.
- **DONE** VendorAnnualInfo.vendoracknowledgement

2.2.10 vendor_additional_notes / additional_information - text

- this might also want to be perennial as well, perhaps?
- ANNUAL ONLY; THIS IS REGARDING REQUESTS (EX: FUR ALLERGY, WALL, ETC)
- **DONE** VendorAnnualInfo.vendornotes

2.2.11 vendor_amenities_foo - ?? (see also VendorFeatures)

- A variety of possible fields? How is this used?
    - 6ft_table
    - corner_endcap
    - extra_badges
    - number_of_chairs
    - shared_electrical 8ft_tables
- RIGHT NOW IT'S SPLIT INTO MULTIPLE LINES WITH MULTI OPTIONS. # OF TABLES, # OF CHAIRS, CORNER/END CAP, ELECTRICAL, EXTRA BADGES
- three tables
- **TODO** need to migrate old information somehow, as well as build the three tables
- **DONE** BaseVendorFeature basevendorfeatureid, basevendorfeaturename, basevendorfeaturedesc
- **DONE** VendorFeature based on VendorFeatures vendorfeatureid, basevendorfeatureid, conid, vendorfeatureprice, display_order
- **DONE** create VendorHasFeature badgeid, vendorfeature, vendorfeaturecount

2.2.12 vendor_contract - varchar(5)

- How is this used?
- THIS IS INITIALS TO STATE THEY READ AND AGREE TO OUR TERMS ALREADY ABOVE
- Probably not used, see above vendoracknowledgement
- **DONE** see VendorAnnualInfo.vendoracknowledgement

2.2.13 vendor_invoiced - Y/N (enum)

- Were they invoiced?
- YUP
- more complex, town invoice, and then us invoice. Details probably involved as to what the invoice is for.
- **DONE** part of Vendor Status

2.2.14 vendor_location - ??

- Where we put them.
- YUP
- This might want to be slightly more complex, building, room, and booth-number
- **TODO** VendorLocation table?
    - badgeid, conid, building, room (tied to rooms?), booth number
    - Might just do as a free form field for this year, and make it more complex for the future.

2.2.15 vendor_payment_adjustment - decimal(8,2)

- Adjustments to the bill
- YUP
- chance for adjustments (like shitty corner)
- **DONE** VendorAnnualInfo.vendorpayadj

2.2.16 vendor_payment_amount - decimal(8,2)

- amount they paid, should match invoiced amounts
- YUP
- differentiated by the above adjustment
- **TODO** not sure how it's generated?
- **DONE** VendorAnnualInfo.vendorpaid

2.2.17 vendor_payment_received - Y/N (enum)

- check box?
- YES
- default "N" or maybe blank?
- Possibly No (blank?), Warwick, and In-full as field entries.
- **DONE** part of Vendor Status

2.2.18 vendor_preferred_space - ?? (see also VendorSpaces)

- Where they would like to be put.
- NO - THIS IS BOOTH SIZE (SINGLE, DOUBLE, ETC)
- What is requested - several options, this is just your preference, no guarentees. (select at most 3)
- four tables
- **DONE** BaseVendorSpace based on VendorSpaces basevendorspaceid, basevendorspacename, basevendorspacedesc
- **DONE** VendorSpace based on VendorSpaces
    - This event's options, based on VendorSpaces
    - vendorspaceid, basevendorspaceid, conid, vendorspaceprice, display_order
- **DONE** VendorPrefSpace badgeid, vendorspace, vendorspacerank (enum 1st, 2nd, 3rd)

- **DONE** VendorHasSpace badgeid, vendorspace, vendorspacecount

2.2.19 vendor_loadin_self_carry - Y/N (enum)

- will they?
- This should be Y/n, right?
- YES
- **DONE** VendorAnnualInfo.vendorselfcarry

2.2.20 vendor_sponsorship_package - ??

- what package they wanted? They actually bought?
- THIS IS THE Y/N ABOVE
- if this is redundant it should be removed. If it is the same as what is in missing, below, then . . . perhaps not so missing after all?
- Redundant with the first one.
- **DONE** with the above. Make sure the data is migrated appropriately.

2.2.21 vendor_status / status - Denied/Approved/Accepted/Approved/Paid (sub-table)

- STATUS
- DENIED, APPROVED, ACCEPTED, APPROVED AND PAID
- Approved is in twice? Should it be 4, Denied, Approved, Accepted, Paid? I'd also add "Proposed" or the like?
- Proposed, Applied, NELA Approval, Warwick Invoiced, Pending Warwick Approval, Warwick Approval, NELA Invoiced, Paid, Accepted, NELA Denied, Warwick Denied, Banned.
- **DONE** probably based on Interested/InterestedTypes VendorStatusTypes - vendortypeid, display order, vendortypename, vendortypedesc – populated. VendorStatus - conid, badgeid, vendorstatustypeid

2.2.22 rejected_reason - text

- KEEP, WOULD BE SUBJECT TO CHANGE UNLESS VENDOR IS BANNER
- **DONE** VendorAnnualInfo.vendordenyreason

2.2.23 Tracking fields similar to participant tracking on what was done.

- **DONE** based on SessionEditHistory/SessionEditCodes/NotesOnParticipants
  - VendorEditHistory: vbadgeid, conid, badgeid, vendoreditcode, vendorstatustypeid, vendorchangets, vendordelta
  - VendorEdit Codes: vendoreditcode. display_order, vendoreditname

2.3 Missing

These are values that I think we need, that don't seem to actually exist anywhere else, and should probably be at least tracked, if not having several layers to them, so that they can be figured into things like costs, and historical data.

2.3.1 vendor_actual_space

- single, double, room, etc. probably based on the same VendorSpaces/VendorHasVendorSpace etc.
- Us modifyable, not them modifiable.
- **DONE** see above under VendorHasSpace

2.4 Generated

These values would not actually be stored anywhere, but generated for various purposes, from other information collected in the database, rather than simple values. The Vendor Invoice Amount should also go along with the Vendor Invoice, which lists all the things they are paying for, and interfaces with our credit-card system.

2.4.1 vendor_invoice_amount - decimal(13,4)

- Money
- YUP
- possibly a geneerated field, as opposed to a stored one, based on the varieties chosen in vendor_amenites, vendor_payment_adjustment, vendor_actual_space and others?

2.4.2 times_at_fff

- currently a freeform field, should probably be generated, with a special number that adds in, for (currently) untracked events.
- SOUNDS GOOD
- Base figure above in perennial

2.5 Structure

These are the proposed new tables or modifications to existing tables that the data will be collected in. Mostly interesting for building purposes, but also for those curious on how things operate under the hood, because, I like sharing that way, as opposed to keeping things secret and cryptic. Yes, I know it's called "code" because we didn't want you to know what it did, but . . .

2.5.1 Vendor Constants

- Most of these (as listed) are already in the CongoDump table.
- Two need their own table:

      – vendor_type possibly a short list of possible with a mapping to the vendor, so might be another table

      – times_at_fff_untracked - int(3)

2.5.2 Vendor Yearly (by Event) Variables

- Most just are, as specified in this table
- Some might be cross-references to the other tables below, or be in the other tables entirely.

2.5.3 Vendor Features

Probably just a tweak to this table, and might need to be a "standard set" and a "this event set" like BaseFeatures and Features does as well as BaseServices and Services does and a repurposing of "SessionHasVendorFeature" to "VendorHasVendorFeature"

2.5.4 Vendor Spaces

Probably just a tweak to this table, and might need to be a "standard set" and a "this event set" like BaseFeatures and Features does as well as BaseServices and Services does and a repurposing of "SessionHasVendorSpace" to "VendorHasVendorSpace"

2.5.5 Vendor Location

Might be it's own table, with conid (linked), badgeid (linked), building, floor, room (possibly linked), and booth_number, and then code around it so blanks just don't get reported (aka, if they are a room vendor, their booth_number might not be listed, but if there are several vendors in a room, it might be.) This might also allow ties to maps, and possibly the redraw of maps.

2.5.6 Vendor Status

Might want to be it's own table as a mapping, so searches, and display_order could be set.

2.5.7 Vendor Sponsorship Package/vendor_sponsor_level

These three would need to be determined.

2.5.8 digital_advertising_level

These three would need to be determined.

2.5.9 print_advertising_level

These three would need to be determined.

2.5.10 More structure in the 41_VendorInfo.sql file

2.6 Still Unknown

These are the variables that exist already in the other usage space, that I still don't have a handle on. More explination would be very useful.

2.6.1 created_by - number

- Not sure what this does?
- I THINK IT"S VENDORS NAME VS. I UPDATED, ETC
- So . . . how should it be expressed/tracked?
- Probably covered by VendorAnnualInfo.vendorupdated tracking (above)

2.6.2 ordering_count - number

- Another random number?
- YES
- Should it be kept? Removed, what is it's state? What is it's purpose?
- timestamp on entry rather than something else, kept in timestamp, otherwise . . . who knows.
- Probably covered by VendorAnnualInfo.vendorwhenapplied

3 Front End

3.1 Available Pages

This should be the comprehensive list of all the pages that either the vendors/community table folk need to interact with or those who manage them (the Div Head) needs to interact with.

3.1.1 Returning Vendor sign-in

By number or email address.
- Update page (subset of new apply page)
- apply page (subset of new apply page)
- **VENDORQA** needs to be vetted.
    - Possibly add the SuperVendor update here.

3.1.2 Returning Community Table sign-in

By number or email address. Might simply be switched on one of the values in the vending type or on it's own value, and just have one place to go? Since we are collecting pretty much the same information for them both? Or should I be separating them out?
- not for this year, but community table a separate page (at least
for winter, since they don't have to apply)
- BIG NOTE: any money exchanged makes you a vendor, Be aware
- **TODO** Currently simply a subset of vendor information.

3.1.3 New Vendor proposal

With a catch to see if they are already in our database, using their email address
- **VENDORQA** final vetting by the vendor folks.

3.1.4 New Community Table proposal

With a catch to see if they are already in our database, using their email address
- not for this year, but community table a separate page (at least

for winter, since they don't have to apply)
- **TODO** Currently simply a subset of vendor information.

3.1.5 Returning Vendor/Community Table informational gathering

This can be the same, although there might, again, be a slight difference bases on vendor/community table differences. Also, we might want to present last? event's information as defaults, so they have to do less typing. Dealing with changes once the state has changed to "invoice generated" might require Vendor Div Head intervention.
- Steps to do this. This will be several "pages" as the Welcome

Page, depending on status.
- **VENDORQA** Proposed (1) / Applied (2) Either Proposed (by someone else) or Applied (basically filling out the form we are giving, or (which isn't set up yet) a returning Vendor, filling out a shorter form, but will all the appropriate event information on it.
    – Waiting on Vendor QA of the words, and the contract.
- **TODO** NELA Approved (3) Once a set of the proposals are in, the jury decides if their proposal is accepted and acceptable, the NELA Approved button for them is clicked, email is sent to them letting them know that they are a NELA approved vendor, and they should log in (with their log in information) to go to the next step. They see the second page when they log in, which has the information about what Warwick is doing differently this year, and a link to pull down the PDF to be filled in, and a way to submit the filled-out PDF.
    – Still needs PDF and Submission form.
- **TODO** Warwick Invoced (4) Once the PDF has been submitted and/or when the next button has been clicked, they are then presented with an invoice for the Warwick fees.
    – Still needs invoice.
- **VENDORQA** Pending Warwick Approval (5) Once the fees have been paid and/or when the next button has been clicked, they are given the message, when they log in, that they are still pending Warwick's approval.
- **VENDORQA** Warwick Approval (6) Once we get Warwick's approval, the button is clicked and they will see the message, something to the effect of "Warwick has approved, this is your current order, do you want to change anything before your invoicing (this is where the various digital, print, and sponsorship options, as well as the amenities can be changed, as well).
- **TODO** NELA Invoiced (7) Once they indicate that their invoice is fine, the invoice is presented. They then can pay it.
    – Still needs invoice.

- **VENDORQA** Paid (8) This is the state they will be in once the invoice is paid. At this point, it can flow directly to the next step, but I have something (somewhat confusing in my notes) to the effect that there wants to be a check ... sent to them? or sent to us? or possibly that we are waiting on a check, or something else, that means that they are waiting in this state.
- **VENDORQA** Accepted (9) Once this button is clicked, then everything comes up roses, they are on our websites, and visible, and all is good in the world.
- **VENDORQA** NELA Denied (10) For those vendors who just didn't make the cut (this event?) usually would happen after (or instead of) the NELA Approved (3) state.
- **VENDORQA** Warwick Denied (11) For those vendors who didn't make Warwick's cut this event (and can they apply again, subsequent events? Are we going to track the reason Warwick rejected them? Will we even know the reason?) usually would happen after (or instead of) the Warwick Approval state.
- **VENDORQA** Banned (12) So we track those who are banned, so if they try to apply, we know. Probably clunky, and ... not sure at what point in the process they should be informed. I'm thinking at about the NELA Denied, right after (or instead of) the NELA Approved state as well.

3.1.6 Returning Vendor informational update

This might not be necessary, based on the above page keeping what is set for this event as set.
- **DONE** included in above Returning set of pages.

3.1.7 Returning Vendor/Community Table Bio update

Page that they can, at will? update their web or book information.
- **DONE** included in above Returning set of pages.

3.1.8 Invoice

Not available until after both they are accepted (by Vendor Div Head), and they hit the "generate invoice" button, which probably should lock changes. Once the invoice is generated, it should be fixed, and also payable. This will (of course) be a comprehensive list of everything they agreed to. The invoice page should continue to be available after they paid, so there is a referece point to the services agreed to/paid for.
- Yes, included in the above
- **DONE** included in above Returning set of pages.

3.1.9 Ad Copy Submissions

For those who have agreed to either digital or print ads, this is a place for them to upload/submit them.
- Probably offline, going directly to the AD folk.
- **TODO** (perhaps, at some point?)

3.1.10 Vendor Jury

The page that all the proposed vendors, with certain bits of information (to be determined, since I've not seen that page yet in our current system) will be on for the Vendor Div Head to move vendors to either "Accepted" or "Denied". Probably includes some vendor notes and the like, including "Denied Reasons" Also probably where any price adjustments happen to the invoice. Maybe a grouping by Vendor Type, and leaving the ones already moved on from this in a different colour, so that those already accepted, and their type, will be shown for balance reasons.

- **VENDORQA** in pieces
    - first report - which allows for changing the Vendor State is done.
    - set of tunable reports
    - voting page, much like other voting pages?

3.1.11 Vendor Placement

After the invoice is paid? Or perhaps slightly different, if there is those that have invoice exceptions allowing for the placement of vendors. Probably should have the invoice amount paid, and invoice amount expected on this page, to verify that they are, indeed, all paid up. Also the vendor type should show up here, as well, so that similars can either be grouped together, or spread apart, as per the decision of the Div Head. May also contain previous placements, or links to previous maps or something useful along those lines. Including the current svg of the map.

- **TODO**

3.1.12 Administer Vendor Options

Page that has the Amenities and Spaces for this event, pulled from the standard pool. To be updated by the Vendor Coordinator on an event by event basis.

- **VENDORQA**

3.1.13 Adminsiter Ad/Sponsor Options

Page that has the Sponsor Levels, Digital Ads and Print Ads for this event, pulled from the standard pool. To be updated either by the Vendor Div Head or the Publications Div Head on an event by event basis.

- **VENDORQA**
    - Page is done, need the base information so that the event information can be selected.

3.1.14 Administer Vendor

Where any changes are made to the vendor information (both that they can change and that they can't) for creation/update by Vendor Div Head.

- **TODO**

3.1.15 Vendor Welcome Letter

Generate the (physical) welcome letter to the vendors
- **TODO**

3.1.16 Vendor Email

Generate (and send) various all-vendor communications
- **TODO**

3.1.17 Vendor Badges

Generate the Vendor Badges for printing purposes.
- No!
- **TODO** even if we won't use them.

3.1.18 Vendor Tents

Generate all the vendor "tents" to put on their tables, to mark their place.
- Business Name (and DBA?) and Booth #
- **TODO**

3.1.19 Check-in/Check-out lists

All of the vendors expected, so they can be ticked off the list when they get there, and, so that when they return whatever they have to return at the end of the night (tax forms, possibly?) can be ticked off again.
- Dock forms (room vendors vs otherwise) Each one Business Name and Booth number. (several copies)
- Master List for check in. Second for Check out. RI vendor marked specially.
- **TODO**

3.2 Flow

3.2.1 Set Amenities

Go to the VendorSetupSpaceFeature.php page, and set the appropriate amenities/prices/et al for this event.

3.2.2 Set Spaces

Go to the VendorSetupSpaceFeature.php page, and set the appropriate spaces/prices/et al for this event.

3.2.3 Set Sponsorship levels

Go to the PubsSetupAds.php page, and set the appropriate sponsor levels available/prices/et al for this event.

3.2.4 Set Digital Ad possiblities

Go to the PubsSetupAds.php page, and set the appropriate digital ads available/prices/et al for this event.

3.2.5 Set Printed Ad possibilities

Go to the PubsSetupAds.php page, and set the appropriate print ads available/prices/et al for this event.

3.2.6 Task List

Task List element with the call for vendors is created, with the appropriate link.

3.2.7 Task List

Task List element with the call for community tables is created, with the appropriate link.

3.2.8 Email

Possible email from Vendor Div Head goes out reminding vendors/community tables when the call will open and close.

3.2.9 Phase Change

At the appropriate time, the Con Chair or Zambia bitch open the call for vendors.

3.2.10 Email

Vendor Div Head generates and sends email letting the vendors/community tables know that the call is open.

3.2.11 Vendors/Community Table folk apply

They use either the returning or the new pages, select the appropriate features, sponsorships, and ads that they want, and make sure everything is as expected.

3.2.12 (If Rolling Acceptance) Jury

If there is a rolling acceptantce of vendors and/or community tables, while the vendor call/community table call is open acceptances can roll out and then things can go forward. Otherwise . . .

3.2.13 Phase Change

At the appropriate time, the Con Chair or Zambia bitch close the call for vendors.

3.2.14 Jury

The (rest of (if rolling acceptance is happening)) vendors and community tables get acceptance, which probably is an individual email from the Div Head, with any specific to them in information included, and an invitation for them to pay their invoice.

3.2.15 Invoice

Vendors then (hopefully, magically, smoothly) pay their agreed-to invoices.

3.2.16 Ad Copy

All paid for advertizing copy is generated by the vendors or community tables is submitted.

3.2.17 Placement

Div Head (and anyone else that can be roped into helping) schedules the vendors to be put in the appropriate locations on the day of the event.

3.2.18 Email

Final email goes out, with any instruction reminders and if there is a manditory vendor meeting, or the like.

3.2.19 Welcome Letter

Welcome lettters generated and printed, possibly stuffed in an envelope or folder of some sort. This might include some form of their (electronically) signed contract, and maybe invoice highlights. Definitely includes their placement information, and information on how load-in and load-out works, etc.

3.2.20 Badges

Badges, the appropriate number for each vendor and community table, are printed, and possibly stuffed as above.

3.2.21 Wrist bands

Are possibly stuffed as above.

3.2.22 Check-in/check-out lists printed

So they are available on the day-of.

4 Things to add, from the new:

4.1 Logo to be uploaded

4.2 PDF to be updated

4.3 Invoice to be updated

5 Conclusion

This should cover all the bits and pieces. If I missed any, let me know so this document can be updated, and the system can be tested. Hopfully all will work, and this can go forth as The New Way. Until we change it, again, in 2-3 years **grin**.