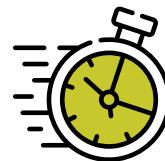


# Premium Implementation Services

**Faster onboarding. Smarter setup.**

## Cadmium

Our hands-on implementation service gets your Cadmium Eventscribe module up and running, quickly and correctly. We configure each module to match your event's specific needs, helping you reduce setup time and avoid common pitfalls.



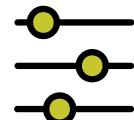
## Personalized consultation

We work closely with you to understand your event objectives. We carefully review your needs and goals to provide tailored recommendations for your tech setup.

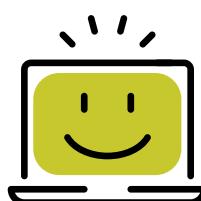


## Comprehensive Eventscribe product setup and onboarding

We build your product with customized settings for optimal performance, aligning best practices with your event goals.



**You manage the event.  
We'll handle the tech.**





# EXPO HARVESTER

## Expo Harvester Configuration:

- Set up the online interactive floor plan:
  - Final designed floorplan to be provided by client in PDF format; maxed out floorplans not accepted.
- Add client custom branding and client-specific language where applicable.
- Set up rental process/form and required data fields, including company name, and contact information (final contractual terms and conditions to be provided by client).
- Set up rental confirmation email template.
- Set up financial rate plans/booth pricing for up to 5 types.
- Ensure the client's payment gateway is configured.
- Create invoice template.
- Enter GL codes associated with exhibitor purchases, if applicable.
- Create up to 10 exhibitor tasks and align tasks with the client's exhibitor deadline dates, including but not limited to:
  - Company logo and description
  - Links to housing and exhibitor registration portals
  - Link to the Exhibitor Service Kit
  - Event schedule, exhibit hours, and deadlines
  - COI task
  - Exhibitor Marketing Toolkit
  - Hotel information
    - SB will provide Top 10 best practices for task templates.
- Create up to 4 custom tasks based on client-provided content; the client to provide task details, and SB will configure within Cadmium.
- Set up exhibitor email templates (max: 10 templates).
- Configure all Expo Harvester settings for exhibits only.

## Testing and Quality Assurance

- Conduct end-to-end testing of the Expo Harvester module for exhibits only.
- Validate merchant processor with \$1 sale and refund.
- Review and validate form fields, data capture, and exhibitor portal navigation.
- Adjust configurations based on client feedback prior to launch.

## Training

- Provide client staff with 1-hour Zoom training on using Expo Harvester, including managing exhibitor profiles, generating reports, and troubleshooting common issues. Zoom will be recorded and shared with client.

## Launch and Support

- Oversee the launch of Expo Harvester, including final testing and live site verification.
- Provide real-time support for the first week post-launch to address any issues.

**To discuss your Cadmium setup, contact:**

Traci King | 770-235-3509  
tking@discoversb.com