

## How to Use the Show Managers Web Site

To access the Show Managers web site you can go directly to [www.javitscenter.com](http://www.javitscenter.com) and click on the Show Managers link on the top menu. Or go to the link provided to Show Managers by e-mail for each show in the system.

### **Here's how it works:**

Your sales representative at the Javits Center will add your specific show into the system. As soon as they do, you the show manager, will receive an email with a direct link to your show. This email will contain a username and password for you to log in with. Your login is tied to your show. If you have more than one show we will keep the shows grouped together with the same user name password combination for you. After you log in you can click on which show you would like to review.

Upon entering your shows mini site you will come to a main screen which lists the basic information about your show and a list of links to other functions within the system. Any time an item is tagged with the word "New" that area contains information you haven't seen before and has recently been added to the system. Once you view it the "New" tag will go away. It is important that you become familiar with all of the functions of the site by reviewing each of these links. The staff at the Javits center will constantly be working to keep the information of your site updated with the latest information regarding your show. The goal will be for you to work with the Javits center to complete all areas of the Show Managers web site for each show.

Be on the look out for e-mails from the Javits Center. These e-mails will let you know if you have a message or if information has been added to your show. The e-mails will specify which show the note is about.

### **The benefits of this new system:**

This system will now house all of the information relating to your show, such as the license agreement, exhibitor list, rules and regulations, space rates and all forms required to properly book your show. This site also contains all correspondence between you and the Javits center for easy reference and record keeping.

All of the latest information about your show will be housed in this one easy to access location. This leaves the guess work out of planning. By keeping in touch with the Javits Center through this system you can be sure that all aspects of planning have been addressed.

### **What you need to know:**

You will need to keep a record of your user name and password and the show it is associated with. You will receive this information by email.

It is important that you keep the information you enter about only the show you have logged in to work with. Working with multiple shows at once can become confusing and create more work for you.

All correspondence between you and the Javits center should be made thru this system where possible. There are easy to follow links to e-mail your sales person or to e-mail your convention service manager right on the main screen after you log in. All e-mails will be archived here for you and Javits Center personnel to access. The Javits center will also use this same system to get messages to you.

One key area that you should review is the Plan of Operations checklist. This area outlines many components of show planning that must be addressed for your event.

**Who to contact if you have questions:**

If you have questions regarding your show and the related documentation, contact your sales person at the Javits Center, or use this site to email them.

If you have technical questions about the site, contact the developers of this site, LaDue Design at [info@laduedesign.com](mailto:info@laduedesign.com)