Exhibitor Store	
Description	Provider will deliver Services to configure Exhibitor Ordering for Elite, train on best practices and workflow, and configure exhibitor invoices and service order templates from a template library.
Assumptions	Base exhibitor service invoice, base exhibitor service order Library exhibitor services reports and dashboards
Build	**Provider responsibility:** Provider to make minor-modifications to base exhibitor service invoice, base exhibitor service order, and library exhibitor services reports and dashboards **Customer responsibility:** Review modified document templates, reports, and dashboards in a timely manner and provide feedback
Training	**Provider responsibility:** Training includes preparation for the Customer in the form of a webinar and article prior to training sessions, Up to two 90-minute remote sessions , and email communications for follow-up on template adjustments: Session 1: Overview, Q&A, template, report and dashboard sharing Session 2: Template adjustments, Q&A **Customer responsibility:** Review the pre-work, trainings, complete configuration, and provide feedback on document templates, reports, and dashboards in a timely manner. Ensure appropriate users are selected and attend all training sessions All users will be expected to complete the designed curriculum in the Provider's Learning Center
Testing	**Provider responsibility:** Not applicable **Customer responsibility:** Review configuration via test events and test orders. Provide any questions to Provider
Launch & Post Launch	**Provider responsibility:** Connection to Elite Support email shared as a go-live follow-up **Customer responsibility:** Not applicable
Project Management	**Provider responsibility:** Provider to track time to project and provide Customer updates on project process. **Customer responsibility:** Deliver timely feedback to Provider
Exclusions	Modifications to other insights templates, reports, or dashboards not part of exhibitor ordering are excluded Custom exhibitor ordering templates, reports, and dashboards are not included in scope Training outside of the 3-hours noted is outside of scope Building of exhibitor services inventory and price lists is excluded Integration services not specifically defined in the scope above
Estimated length of project: 4 weeks	
Note: This is an estimate and is dependent on Customer cooperation, timely responses and availability of necessary resources.	