

Creating Vendor Links

Vendor Links provide a way to reference third party suppliers on the storefront for the event. A vendor link appears under the "Shop Vendor Partners" area:

The screenshot shows the storefront for the 'Software Developers Expo 2011' (February 9 - February 15, 2011). The 'Shop Vendor Partners' section is highlighted with a red box and contains a link to 'Edlen Electrical'. Other sections include 'See All Departments' with a list of services, 'Exhibitor Package' details, 'Important Dates' table, and 'The Links at Spring Hill' promotional banner.

Exhibitor Package:

Booth price includes:
 8' high backwall drape
 3' sidewall drape
 7" x 44" cardstock identification sign
 (1) 6' x 30" skirted table (black)
 (2) side chairs
 (1) wastebasket

Important Dates:

Fri 05/15/2010	Advanced Freight Receiving Start	8:00 AM	
Mon 05/25/2010	Discount Price Deadline	5:00 PM	3:30 PM
Mon 05/08/2010	Advanced Freight Deadline	3:30 PM	
Mon 05/08/2010	Hanging Sign Discount Date	4:00 PM	4:00 PM
Mon 05/15/2010	Service Center Hours	10:00 AM	6:00 PM
Mon 05/15/2010	Exhibitor Move-In	10:00 AM	6:00 PM
Tue 05/24/2010	Show Date	9:00 AM	7:00 PM
Wed 05/25/2010	Show Date	9:00 AM	6:00 PM
Thu 05/26/2010	Show Date	9:00 AM	5:00 PM
Thu 05/24/2010	Service Center Hours	3:00 PM	8:00 PM
Thu 05/27/2010	Exhibitor Move-Out	5:00 PM	9:00 PM
Thu 05/24/2010	Driver Check-in Deadline	5:00 PM	5:00 PM
Thu 05/24/2010	Exhibitor Clear Deadline	10:00 PM	

Creating a supplier and adding it as a vendor link has a few different steps, particularly if the supplier one that doesn't already exist. You will only need to do Steps 1 and 2 once:

Step 1: Create the Supplier

1. Click on the main "Suppliers" tab.
2. At the top of the Supplier grid, click "Add New"
3. Fill in the supplier's name as well as any other details you know.
4. Click "Save".
5. Click on the "Description" tab of the Supplier you just created. Enter the text you want to appear on the Storefront for the supplier.

Step 2: Set Up the Vendor Link

1. Click on the main "Store Configuration" tab.
2. Click on the "Interfaces" sub menu option.
3. Click "Add New" in the lower right hand corner of the grid.
4. Enter the supplier's name in both the Name and Code field. This must match the name you entered for the supplier in Step 1 above **exactly**.
5. You can leave Class blank. Choose Vendor Link Template in the Configure Template field.
6. Check "Is Vendor Link"
7. Click "Save".
8. Hit "Edit" in the row you just created and look at the very bottom at the "Redirect URL" field. Enter the name of the web site you want the exhibitor to be redirected to when they click on the vendor's link.
9. Click "Update".

Events	Suppliers	Non Suppliers	Reports	Store Configuration	Global Settings	Recent Items
DETAIL	TAX SCHEDULES	GRATUITY SCHEDULES	E-MAIL TEMPLATES	REVENUE TYPE ASSOCIATIONS	SECURITY	INTERFACES

Site.Interfaces

Code	Name	Class	Configure Template	Vendor Link	
Edlen Electrical	Edlen Electrical		Vendor Link Template	Yes	Edit Delete

Edit Interface Settings

Name:

Code:

Class:

Configure Template:

☒ Is Vendor Link

In order for this vendor to appear under links in an event on the store front the following must be true:
 The above code of this interface above must match the name of the supplier in the supplier record;
 The supplier must be linked to that event;
 The URL to redirect too can be specified below.

Redirect URL:

Step 3: Associate the Supplier to the Event

1. Open up the Event to which you want to associate the supplier.
2. Click on "Suppliers" in the sub menu of the event.
3. Click "Associate Supplier".
4. Search for and select the Supplier you just added in Step 1 above.

Step 4: Make Adjustments to the Supplier Description As Necessary

1. You can now preview the supplier's link by logging into your storefront and opening up the event.
2. Click on the supplier's link in the "Shop Vendor Partners" area.
3. If you don't like the position or font of the description, simply go back to the Supplier in Admin and make adjustments to the description as desired.



If you want to add pictures such as the supplier's logo, contact Telling Stone for assistance in this step.