

# HOST LOCATION ACQUISITION:



## WHO OWNS THE PARTNER RELATIONSHIP?

Sales Managers generally secure the EB locations and have the agreements signed, at which time the connection type (hardline, Wi-Fi or 3G/4G) must be confirmed with the host partner.

At this point, the hand-off to Ops begins. Operations Managers will submit the equipment order form request and attach all signed host location agreements online at: [www.visitorfun.com/eborder](http://www.visitorfun.com/eborder)

All equipment orders require both an IT contact and a marketing contact. CTM Sales should secure the host location's marketing contact person and introduce them to their Content Coordinator to collect all profile materials, logos and copy.

Once the location order has been approved by VisitorFun, a CTM employee who is certified to perform a connection test will visit the location and run

the diagnostic test. For 3G/4G connections, Operations will need to work with VisitorFun to secure an activated data plan.

### The Operations Manager Owns the Connection Process.

If the initial test fails, the VisitorFun team can work with the Operations Manager and the host IT contact to clarify and resolve technical issues.

If connectivity issues persist, Operations Managers may require some additional assistance from the Sales Manager to open dialogue with the host partner.

VisitorFun will **not** order or release equipment until the connectivity test has passed and may request additional information before approving a host location. Red flags may be raised for partners located far outside of regularly serviced routes.

## Ops Managers - Be Prepared to Supply the Following for ExploreBoard Equipment Orders:

**Division:**

**Network:**

**Location name:**

**Venue type:**

**EB screen size:**

**Stand style/color:**

**Connection:**

**Placement:**

**Address:**

**ZIP/Postal code:**

**City:**

**Country:**

**Host IT Contact email:**

**Host IT Contact phone:**

**Room count:**

**Marketing contact:**

**Marketing email:**

**Marketing: phone:**

**Target installation date:**

**How many MONTHLY service visits are expected at this location?**

**PDF: Signed agreement**

**Add'l Notes:**

**DOWNLOAD BLANK HOST LOCATION AGREEMENTS AND TECH SPECS HERE:** [www.visitorfun.com/page/resources](http://www.visitorfun.com/page/resources)