

JUNE 13 - 17, 2019

# THE General Merchandise CONFERENCE

## Preview Box Program Guide

### Why participate in the Preview Box program?

- According to Supplier feedback, this is the most effective way for buyer attendees to become familiar with products and business solutions -- BEFORE arriving at the conference.
- Increase your potential for securing additional on-site appointments by submitting one or more of your newest products, best-sellers, or any item you wish to highlight.

### How to purchase your Preview Box entry? – Existing Members

- Login to the [myGMDC](#) member portal (using your email address and password).
- Select “Buy Showcase/Preview Box Entries” under the appropriate conference event.
- Click “**Add**” in the Preview Box Entry box and enter product title.
- Select “Purchase Products and Continue” to proceed to payment.
- Outstanding invoices can be viewed and paid under the “Company Billing” link through *myGMDC* and must be paid prior to May 3, 2019.

### How to purchase your Preview Box entry? – New Members

- New GMDC members will have one Preview Box entry included as part of the full-conference package. Additional Preview Box entries can be purchased through *myGMDC* under the appropriate conference event.

### How to manage/shipping your Preview Box entry

- After purchasing your Preview Box entry, you will receive instructions via email requesting one sample item be sent to GMDC for review and approval. Once reviewed and approved, you will be notified via email requesting 200 items be delivered to the location GMDC utilizes for assembling the Preview Boxes. These items will need to be received by **May 3, 2019**.
- All Preview Box entries must be managed through *myGMDC* > *myConference Center* prior to the conference.

### Deadline to sign up for a Preview Box entry

- Deadline for current GMDC members to purchase entries is **April 19, 2019**. Limited space is available and entries will be reviewed and approved in the order received.

### Questions about your Preview Box entry

- For more information, contact Bonnie George at (719)576-4260 or email [bgeorge@gmdc.org](mailto:bgeorge@gmdc.org).