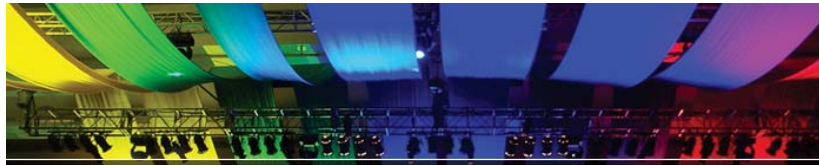


**SALES MANAGER – EXHIBITOR SALES & SERVICES
AVW-TELAV INC.
(HEADQUARTERS – DALLAS, TX)**



ABOUT AVW – TELAV INC.

AVW-TELAV, Inc. (a [Freeman](#) Company whose services support the meeting, convention and exposition industries throughout North America) offers audiovisual and presentation technology services and solutions that help create successful meetings, corporate events, trade shows and exhibits. In addition, they provide system design and integration for permanent audio-visual applications. With 700 associates in the U.S and 1,400 associates in North America, they offer the widest array of solutions in over 33 cities throughout North America. Working together, AVW-TELAV Inc. establishes the right combination of equipment and service that will communicate any message, because active participation and instant feedback are key ingredients to successful meetings.

Solutions Include:

- Simultaneous Interpretation
- Audience Response Systems
- Multi – Microphone Discussion Systems
- Press Conferences
- System Design and Integration
- Technical Coordination
- Audio
- Video
- LED Displays
- Exhibit and Tradeshow Programs
- Projection
- Lighting
- Event Staging
- Web Casting
- Computer Services
- Presentation Management
- Entertainment

AVW-TELAV's mission is to enhance participants' ability to communicate effectively in meeting, exhibit and presentation environments by the use of audio-visual presentation technology.

Their vision is to be the recognized leader in the North American presentation technology and simultaneous interpretation market, by exceeding customer expectations with professional personnel and the highest quality equipment. In addition, the vision is to establish and maintain long term relationships with clients, employees, service partners

and suppliers based on trust, integrity and value that permit them to continually improve and innovate while expanding market share and increasing both revenue and profit.

For additional information about AVW-TELAV please visit www.avwtelav.com

ABOUT FREEMAN

As a result of growth and expansion through the years, since 1927, Freeman has become one of the leading full service contractors in North America for expositions, conventions, and corporate and special events. They can design, plan, produce, and install everything needed for events of any size. Currently they have 3,600 FT employees, and employ approximately 28,000 PT employees per year. With offices in 28 cities throughout North America, Freeman leads the industry it helped create.

Freeman houses a total of 5 million square feet of office and warehouse space. Services provided by the Freeman Companies include exposition services, exhibits, exhibit program management, graphic & design production, corporate event services, theme decor, installation & dismantle services, exhibit transportation, custom carpet & furniture rental, audio visual & presentation technologies, international capabilities, rigging & machinery moving, theatrical stage rigging, printable service summary. In addition to **AVW-TELAV**, the Freeman family of companies also includes:

[Party Time Rentals](#), Provides equipment rental for catering and events in Ottawa, Canada. [Stage Rigging](#) Provides a full range of theatrical, exhibit and event rigging services.

Freeman is a privately held corporation.

For additional information about Freeman please visit www.freemanco.com

POSITION SUMMARY

The Sales Manager – Exhibitor Sales & Services will report to the Director of Exhibitor Sales and Services, National Sales Group. This position will be responsible for the acquisition, development and maintenance of accounts that utilize our core competencies and provide a profitable contribution to the company. This position will typically need a minimum of five years prior experience as an Account Executive and/or related industry experience with a Bachelor's degree from a four year college or equivalent combination of education and experience. They will also have demonstrated capabilities to sell service and manage events and trade show environments with extensive requirements on both a local and a national basis. Frequent travel; up to 30%.

DUTIES AND RESPONSIBILITIES (INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING)

- To meet and exceed revenue/pipeline targets as defined by the Director of ESS.
- To solicit, secure and produce new business in the corporate market, concentrating on larger national accounts and multi-year, -show, and/or –event agreements.
- Make sales calls to current and/or prospective clients as assigned by the Director of ESS.
- Solicit and secure target accounts as assigned by the Director of ESS and the Vice President and General Manager NSG and submit timely reports as requested.
- Develop and acquire accounts specifically focused on assigned markets and industry segments.
- Prepare proposals and necessary follow up to secure new and repeat business. Confirm requirements and continue follow up to acquire all necessary information to successfully produce the business.
- Participate and contribute to the CRM system to ensure accurate information, historical data, future data and the appropriate and required detailed information that will protect the integrity of the database to the fullest extent possible.
- Make any necessary site inspections to ensure proper planning.
- Oversee the planning and implementation of all operational activities for assigned events. This includes, but is not limited to, working with account management and operations personnel in developing floor plans, flow sheets, labor calls, production schedules, client requirements, and budgeting.
- Supervise event on-site as required.
- Prepare client billing and submit to accounting no later than five to ten working days after close of the event.
- Obtain future event schedule from client and input into the CRM system.
- Solicit accounts on an annual and multi-year basis as appropriate or assigned/approved by the Director of ESS.
- Follow up on client complaints, questions and collections as necessary or requested.
- Attend local and national industry meetings and functions as directed by the Director of ESS or the VP NSG.
- Responsible for staying current with industry technology standards and company product knowledge and expertise.
- Submit expense reports at least once a month to the Director of ESS for approval.
- Assist other sales staff in the production and planning of shows as required by the event, pipeline status, and as directed by the Director of ESS.
- Any other duties or responsibilities as deemed necessary by the Director of ESS or NSG management team.

QUALIFICATIONS/EXPERIENCE/IDEAL BACKGROUND DESIRED

- Bachelor's degree (B. A.) from four-year college or university; or eight years related experience and/or training; or equivalent combination of education and experience

- The Sales Manager will typically have a minimum of five years prior experience as an Account Executive and/or related industry experience
- They will also have demonstrated capabilities to sell service and manage events and trade show environments with extensive requirements on both a local and a national basis

SKILL SET

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations
- Ability to write reports, proposals, business correspondence, and procedure manuals
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public
- An intermediate to advanced knowledge and experience of Microsoft Word, Excel and PowerPoint
- Salesforce.com or other CRM experience is recommended
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume
- Ability to apply concepts of basic algebra and geometry
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit or stand, walk, and, talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and color vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The office environment is usually quiet. While at show site, the employee may encounter loud noise, extreme temperatures, and be near moving machinery and toxic fumes. The employee will be required to work very long hours as needed.

KEY CHARACTERISTICS DESIRED

- Problem Solving – Gathers and analyzes information skillfully
- Customer Service – Manages difficult or emotional customer situations
- Managing People – Makes self available to customers and on-site employees; improves processes, products and services

TOP THREE PRIORITIES FOR THE NEXT 12 MONTHS

- Immediate needs are to understand the services AVW-TELAV provides
- Understand AVW-TELAV's goals and operating systems
- With the assistance of the Vice President & General Manager, develop target action steps to achieve during the next 12 months

If you are interested in this position, please respond via e-mail with cover letter, resume, and compensation information to Mark Gnatovic, Executive Recruiter, SearchWide™ gmatovic@searchwide.com or call 817-283-0530

For additional information on this and other opportunities with SearchWide, please visit www.searchwide.com