



## Promotional Partner Instructions for Getting Started

Thank you for considering providing your professional marketing services to Natural and Organic Marketing! We are a nationwide marketing firm that focuses on in-store product demonstrations, trade show staffing, etc. The first step to be considered to join our Promotion Partners team is to upload your profile, fully, on our Pop Bookings system. Please use this link to do so, if you haven't already:

<http://app.popbookings.com/vip/NaturalAndOrganicMarketing>

- 1) After completion, your profile will be sent to our team for review. If we decide to move forward and bring you on board, you will receive an email from DocuSign, to fill out your Promotional Partner Agreement and W9. Please note, that you MUST use the DocuSign system to submit your documents. Any documents uploaded via Pop Bookings, sent via email, or mailed through snail mail WILL NOT be considered. DocuSign ensures that your personal information is stored securely.
- 2) If you receive a DocuSign email with your forms, please complete them ASAP via a smartphone or computer. Also, be sure to save your initial DocuSign email, as it will have a link to this page for instructions to how our scheduling and booking process works.
- 3) Once we finalize your documents on our end, you will be marked as approved in the Pop Bookings system. As event are added to locations in your surrounding area, you will receive email notifications via email and your smartphone to book events.
- 4) Be sure to download the smartphone app, as it will be necessary for checking-in to your events (required) and is the fastest way to be notified to upcoming events in your area. The messaging system will also be your primary form of contact with us. Please respond quickly to new event postings in your area, as all events are first-come, first-serve. We try to have events populate approximately two weeks prior to event dates. You can download the app for your iPhone or Android device here:

Android-

<https://play.google.com/store/apps/details?id=com.popbookings.app&hl=en>

iPhone-

<https://itunes.apple.com/us/app/popbookings/id1062288877?mt=8>

- 5) Once you confirm you can work an event through Pop Bookings, we will then place it into scheduling. If you are selected to work the shift, you will receive a second notification through the system to confirm your event. You are not confirmed until you complete this final step!
- 6) In the app, or online portal on Pop Bookings, you can view all your upcoming and available events. Please communicate with us via the Pop Bookings messaging system for fastest responses. If there is a critical emergency at an event, please contact Ashley Benham, Demo Support Manager at [ashley@naturalandorganicmarketing.com](mailto:ashley@naturalandorganicmarketing.com)/267.423.7842; or Ed Coffin, Co-founder/National Brand Manager at [ed@naturalandorganicmarketing.com](mailto:ed@naturalandorganicmarketing.com)/856.803.3816.
- 7) Before your event, please review the document attached to your event in the Pop Bookings system. These documents contain information about how to conduct the event, as well as a link to submit your (1) online event report, as well as (2) a photo of your SIGNED or STAMPED report, and (3) a photo of your demo table. All three of these MUST be submitted using the Wufoo linked provided in the documents on your Pop Bookings event, in order to be paid. Be sure to PRINT your event report, found in the documents on the event in Pop Bookings, PRIOR to your event -- VERY IMPORTANT!!!
- 8) Within 15 minutes before or after the start time of your event, be sure to use the check-in feature on the Pop Bookings app and take the selfie. This is a requirement! Also, be sure to check-out, from your event, if the option is provided.
- 9) After you have completed your event and uploaded all required information (Pop Bookings check-in, and completed Wufoo report) you will be entered into the payment system. We pay every two weeks, on alternating Fridays. This is the day your payment is sent, please allow up to one week to receive it. Any questions regarding payment can be direct to George Sampson, Co-founder and Operations Manager at [george@naturalandorganicmarketing.com](mailto:george@naturalandorganicmarketing.com)/856.803.3815.

Thanks for applying to join our team and we look forward to the opportunity of working with you!