

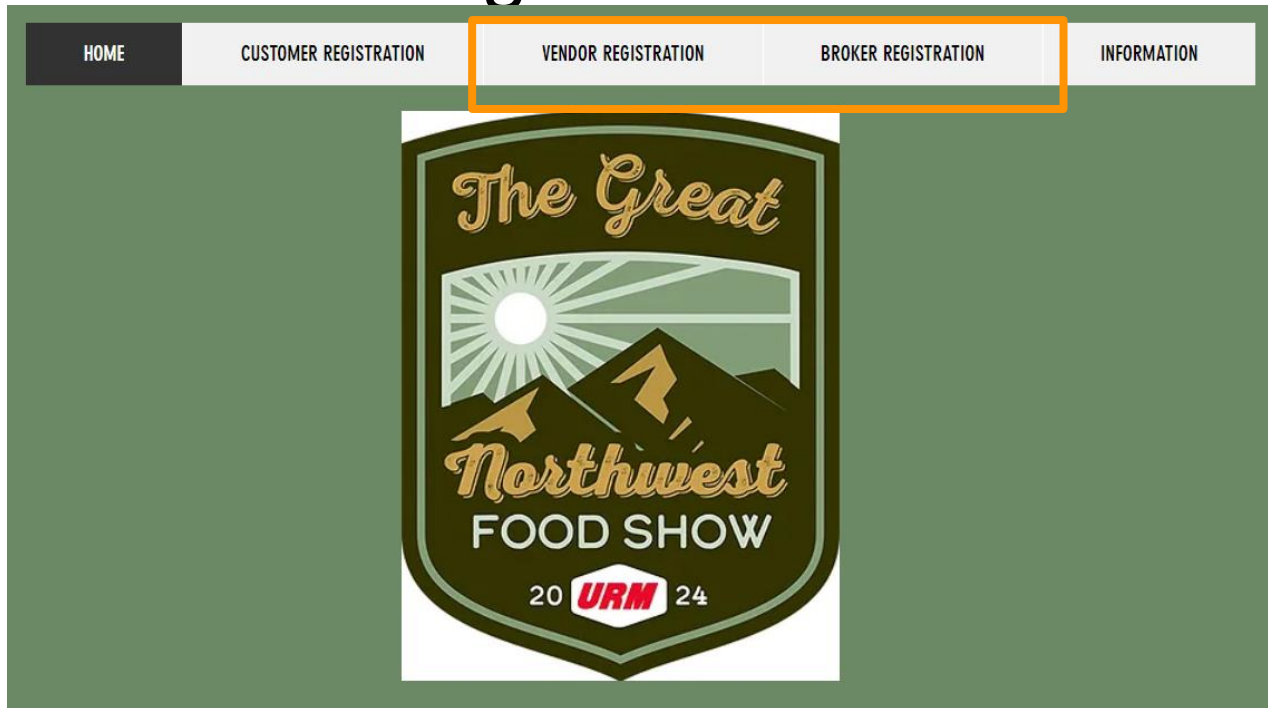


URM Stores
Foodservice Vendor/Broker
Registration Guide



SELL BETTER. Anything. Anytime. Anywhere.

URM Foodservice Vendor/Broker Registration



- To start, hover over either Vendor Registration or Broker Registration, then on the dropdown menu select Vendor or Broker
- **If you are a Broker, you can now skip to Slide 11 for instructions**
- Broker Registration Link: <https://www.urmfoodshow.com/fs-broker>
- Vendor Registration Link: <https://www.urmfoodshow.com/fs-vendor>

URM Foodservice Vendor Registration



Please follow the steps below for Foodservice vendor registration

If you cannot find your vendor by typing in the search box below, contact the URM purchasing staff.

SEARCH BELOW

To begin registration, enter your vendor name or number below and select search:

Type vendor name or number here to begin your regi:

- Then, you will type in your Vendor name or your Vendor ID to search
 - Your Vendor name and Vendor ID will be in the email with the registration link
 - If you cannot find your Vendor when searching, please contact the URM purchasing staff

URM Foodservice Vendor Registration



Please follow the steps below for Foodservice vendor registration

To begin registration, enter your vendor name or number below and select search:

perenso [Go Back](#)

Click on a Registration below to begin editing.

[Elizabeth FS Test \(Perenso Food Service Vendor\)](#)

[Food Service \(Perenso Food Service Vendor\)](#)

- Once you search, your Vendor information will appear here, click on your name to get started

URM Foodservice Vendor Registration



1 Vendor Attendee Registration Details

2 Additional Attendees

3 Registration Summary

4 Registration Complete

Your Contact Information

Fill in your information below to begin. To verify your company information is correct, click "edit" and review the information.

Click "edit" to continue through the registration process so we have your information for future shows.

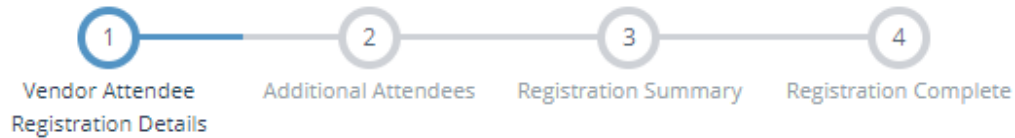
Vendor * [Edit](#)

- Next, click the “EDIT” button to verify company information is correct
- IF YOU ARE NOT PHYSICALLY ATTENDING THE SHOW, you must still click on “EDIT” to confirm company information for future shows

URM Foodservice Vendor Registration



- On the next screen, you will enter the Vendor information (below)



Vendor Information

Vendor ID	<input type="text" value="Perenso Food Service Vendor"/>
Vendor Name *	<input type="text" value="Perenso Food Service Vendor"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>
Vendor Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text" value=""/>
Zip Code	<input type="text"/>

URM Foodservice Vendor Registration



Vendor: Perenso Food Service Vendor [Edit](#)

Title:

First Name: Food

Last Name: Service

Phone Number: 123-4536-788

Email Address: showsupport@perenso.com [Valid](#)

I'd like to receive marketing emails for this event

On the next page - you'll be able to view/edit/add any additional attendees that will be attending the show. You may select 'edit' to make changes to existing attendees or click add an additional attendee to add other people that will be attending the show. Once complete, click 'next'.

Once you've completed all the information, click "next" to proceed.

[Cancel](#) [Next →](#)

- After completing and hitting next, it will bring you back to the Vendor Attendee page where you will fill in the information of the first person attending
- Click Next when finished to add additional attendees for the Vendor

URM Foodservice Vendor Registration



Progress indicator showing four steps: 1. Vendor Attendee Registration Details (checked), 2. Additional Attendees (current step), 3. Registration Summary, 4. Registration Complete.

See below to view/edit/add any additional attendees that will be attending the show. You may select 'edit' to make changes to existing attendees or click add an additional attendee to add other people that will be attending the show. Once complete, click 'next'. If you are not attending the show, continue to click "next" until you've completed registration.

Attending	Attendee	Type	Actions
<input checked="" type="checkbox"/>	Elizabeth FS Test	Foodservice Vendor Attendee	Edit Remove
<input checked="" type="checkbox"/>	Marci Gannon	Additional Foodservice Vendor Attendee	Edit Remove

[+ Add an Additional Attendee](#)

[← Previous](#) [Next →](#)

- To add any additional attendees for this Vendor, click on “+Add an Additional Attendee”
- If you do not need to add any additional attendees, or are finished adding attendees, click Next

URM Foodservice Vendor Registration



Vendor Attendee Registration Details Additional Attendees Registration Summary Registration Complete

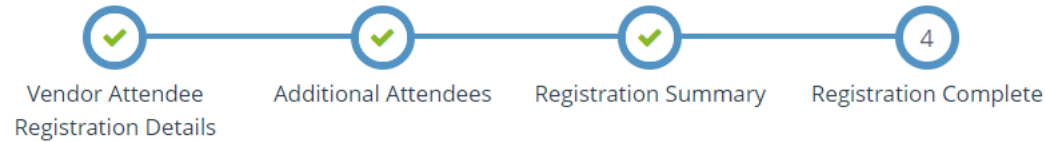
Review the information below. If you are not attending the show, click "next" to complete registration.

Vendor: * Perenso Food Service Vendor

Title:

- It will then bring you to the Registration Summary page, where you can verify all information is correct
- If correct, scroll to the bottom and click “Complete Registration”

URM Foodservice Vendor Registration



Registration Complete

Thank you for registering, you will receive a registration confirmation email shortly.

- Once you see the green registration complete box, you have successfully registered
- You'll receive a registration confirmation email from urmshowsupport@urmstores.com
- If you did not receive your registration confirmation email, please email showsupport@perenso.com and include URM in your email subject
- **ONCE YOU COMPLETE REGISTRATION, YOU WILL BE AUTOMATICALLY REDIRECTED TO THE VENDOR EXHIBITOR PACKET. THE PASSWORD IS **URM2024**.**

URM Foodservice Broker Registration



Please follow the steps below for foodservice broker registration

If you cannot find your broker by typing in the search box below, contact the URM purchasing staff.

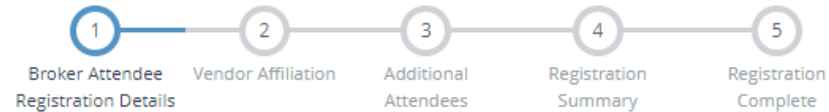
SEARCH BELOW

To begin registration, enter your broker name or broker ID below and select search:

Type broker name or ID here to edit your registration.

- To begin, you will type your Broker name or Broker ID in the search box
 - Your Broker name and Broker ID will be in the email with the registration link
 - If you cannot find your broker, contact the URM purchasing staff

URM Foodservice Broker Registration



Broker Attendee Information

Fill in your information below to begin. To verify your company information is correct, and answer the required questions for the company, click "edit" and review the information.

Once you've reviewed the information, you'll be brought back to this page to enter your information.

Broker	Perenso Foodservice Broker	Edit
Title	<input type="text"/>	
First Name	<input type="text" value="Food"/>	
Last Name	<input type="text" value="Service"/>	
Phone Number	<input type="text" value="123456"/>	
Email Address	<input type="text" value="showsupport@perenso.com"/>	Valid
	<input type="checkbox"/> I'd like to receive marketing emails for this event	

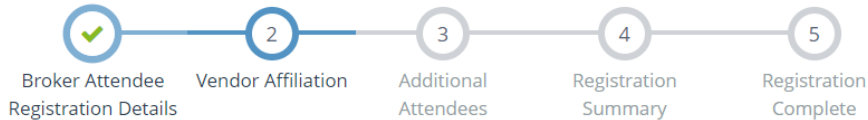
On the next page - you'll be able to view/edit/add any additional attendees that will be attending the show. You may select 'edit' to make changes to existing attendees or click add an additional attendee to add other people that will be attending the show. Once complete, click 'next'.

Once you've completed all the information above, click "next" to proceed.

[Cancel](#) [Next →](#)

- Next, you will click “Edit” to verify your Broker information is correct
- When complete, hit next and it will bring you back to this screen
- Then, you will fill out the first Broker Attendee’s information
 - You will be able to add additional Broker Attendees on a later page

URM Foodservice Broker Registration



See below for a list of all of your vendors. Please click 'edit' to verify the company information is correct and that all the required survey questions are answered. If everything looks correct, and the vendor will be attending the show, please check "PARTICIPATING" and then, click "next" to proceed.

Participating	Name	Actions
<input type="checkbox"/>	Perenso Food Service Vendor (Perenso Food Service Vendor)	Edit Remove
<input type="checkbox"/>	Perenso Food Service Vendor 2 (Perenso Food Service Vendor 2) Missing info	Edit Remove
<input type="checkbox"/>	Perenso Food Service Vendor 3 (Perenso Food Service Vendor 3) Missing info	Edit Remove
<input type="checkbox"/>	Perenso Food Service Vendor 4 (Perenso Food Service Vendor 4) Missing info	Edit Remove
<input type="checkbox"/>	Perenso Food Service Vendor 5 (Perenso Food Service Vendor 5) Missing info	Edit Remove

Search

← Previous

Next →

- Next you will verify the information for the Vendors within your Brokerage
 - If you do not have this information, you can select Next
- If you see a “Missing Info” alert, you can select Edit to go into the Vendor and add this information
 - If the Vendor will be registering themselves, you can skip this step
- Once you have filled in or edited all Vendors, make sure to check “Participating” if that Vendor will be attending the show

URM Foodservice Broker Registration



Progress indicator showing 5 steps: 1. Broker Attendee Registration Details (checked), 2. Vendor Affiliation (checked), 3. Additional Attendees (current step), 4. Registration Summary, 5. Registration Complete.

See below to view/edit/add any additional attendees that will be attending the show. You may select 'edit' to make changes to existing attendees or use the additional attendee dropdown to add an additional broker or vendor attendee. Once complete, click 'next'.

Attending	Attendee	Type	Vendor	Actions
<input checked="" type="checkbox"/>	Elizabeth Test	Vendors	PERENSO TEST (TEST)	Edit Remove

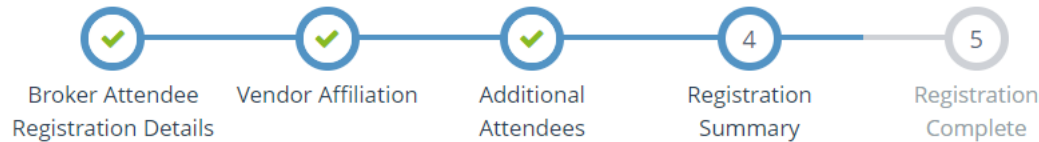
Attending	Attendee	Type	Broker	Actions
<input type="checkbox"/>				

Brokers [+ Add an Additional Attendee](#)

[← Previous](#) [Next →](#)

- To add any additional Broker attendees, you will click “+Add an Additional Attendee” to enter their information
- You can also use the dropdown box to add additional Vendor attendees, and you can select which Vendor those attendees are linked to
- Once you have entered all additional attendees, click Next

URM Foodservice Broker Registration

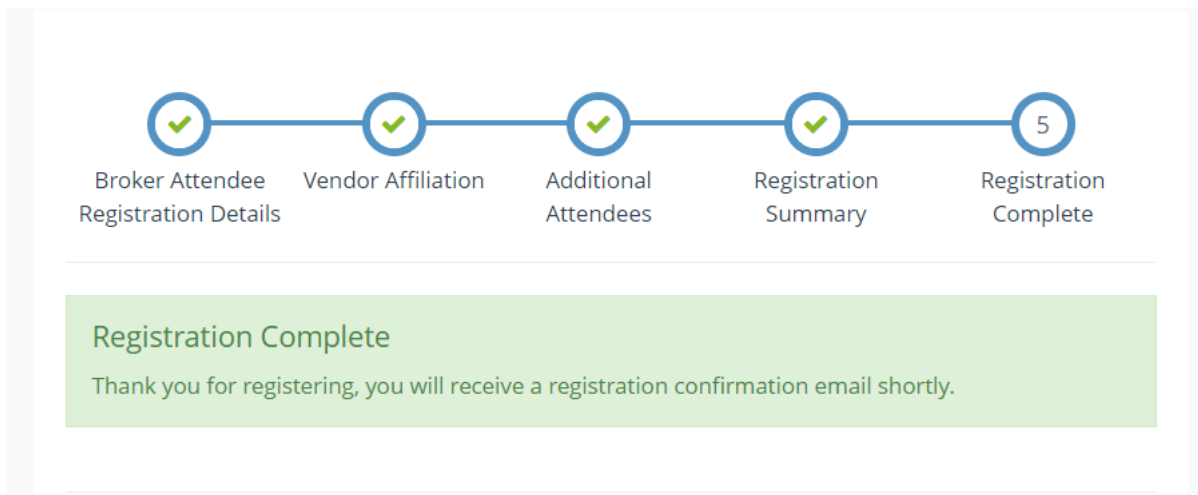


Review the information below.

Broker: * Perenso Foodservice Broker

- It will then bring you to the Registration Summary page, where you can verify all information is correct
- If correct, scroll to the bottom and click “Complete Registration”

URM Foodservice Broker Registration



- Once you see the green registration complete box, you have successfully registered
- You'll receive a registration confirmation email from urmshowsupport@urmstores.com
- If you did not receive your registration confirmation email, please email showsupport@perenso.com and include URM in your email subject
- **ONCE YOU COMPLETE REGISTRATION, YOU WILL BE AUTOMATICALLY REDIRECTED TO THE VENDOR EXHIBITOR PACKET. THE PASSWORD IS **URM2024**.**

Need help?

Show support is available via email, phone and chat

Please be sure to include URM in the subject to help expedite your request

showsupport@perenso.com

720-773-9775

Click this button to chat anywhere in the portal

