



Manufacturer Sales Visits

General Information:

DAVIS encourages factory visits to our territories of MN, ND, SD (and western WI for some). These trips are a great time for you to get to know how our agency functions and to educate our team on the details of your products. You will have an opportunity to present to our staff, get to know our leadership team and make sales calls. We ask that you try to spend time in our entire territory during your visit. The majority of your calls will take place in MN, however, we cover large markets in both North and South Dakota and need face to face calls there as well.

We book up very quickly and try to limit the number of manufacturers in town per week to no more than 2, but preferably 1. We would like calls to be set up 3-4 months in advance if possible. Please contact Kevin Jagoe (Principal/VP Sales) to get on our calendar (kevin.jagoe@davisassociatesinc.com or 612-280-7809).

House Cleaning Items:

- Many of our clients allow only lunch & learns, and some allow only 1 of these per week, so competition to fill these slots is fierce. Book early to get in....
- DAVIS requires the factory rep to supply a credit card number and all pertinent info in order for a DAVIS representative to purchase lunch (or breakfast). If a credit card number is not supplied, please notify us the best way for you to reimburse the agency, or specific Davis representative. Information to be provided on page 2 of this form.
- Plan on making your own arrangements for a rental car and hotel stay, but it will be helpful to consult with Kevin Jagoe on where to stay and, if a rental car is necessary. We typically encourage our guests to stay near the MSP airport/Mall of America while visiting the Twin Cities. Sales calls in ND and SD will require other accommodations that would need to be coordinated.
 - Some Hotel Recommendations:
 - AC Marriott – Bloomington Mall of America
 - Element Hotel Bloomington Mall of America
 - WoodSpring Suites MSP Airport Mendota Heights
 - Courtyard by Marriott MSP Airport Mendota Heights
 - Fairfield Inn & Suites MSP Airport Mendota Heights



- Please be prepared to let us know what you plan to present. It is pertinent that we know this to set up appropriate calls. Also, appropriate literature and other logistical items should be considered prior to the visit (projectors, laptops, cables, etc.). Please send all literature to Kevin Jagoe at the DAVIS office a week in advance, and CLEARLY marked.
- Schedule all visits through Kevin Jagoe rather than through any sales people to avoid any scheduling conflicts. Again, the more notice and information, the better.
- We have been doing this a long time, so do not hesitate to ask for recommendations on restaurants, hotels or directions.

Target Clients:

Products to be presented:

Credit Card Information:

CC Type:

CC#:

Expiration Date:

CCV:

**ZIP
Code:**