

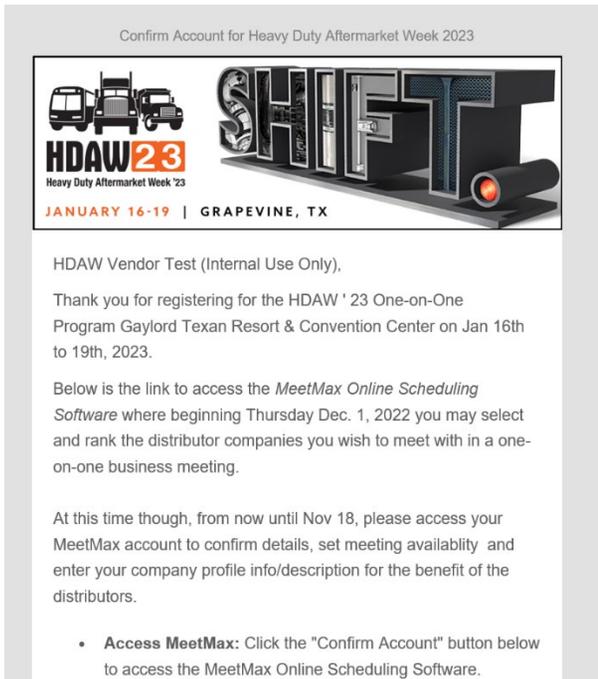


HEAVY DUTY AFTERMARKET WEEK '23
JANUARY 16-19, 2023 | GRAPEVINE, TX



2023 **SUPPLIER** ONE-ON-ONE
SELECTING & RANKING DISTRIBUTOR GUIDE
Using MeetMax Scheduling Website

STEP 1



Company designated contact should have received an invitation email to access the MeetMax scheduling site

Or

If account has already been confirmed, click [HERE](#) to re-access MeetMax.
(Do not log-in via www.meetmax.com)

Note: Previous years' log-in credentials will not work. Each year's site has a specific username/password that you must create.

STEP 2

After clicking “**Confirm Account**” you will be taken to the MeetMax “**Account Details**” page.

HDAW 23 JANUARY 16-19, 2023
GRAPEVINE, TX
Heavy Duty Aftermarket Week '23

SHIFTS

Welcome Account Details Profile 1-On-1 Availability Documents Upload MeetMax

Test HDAW Vendor (Internal Use Only) Logout

Company Name / Specific Team Name
Test HDAW Vendor (Internal Use Only)

Number of Meeting Teams
1
(I.e. # of distinct schedules, NOT # of attendees)

Please contact leah.jones@autocare.com if you wish to change your desired number of teams

Username
AaiaEvents
(please input a unique username)

Password

(please input a secure password)

Main Contact

Please provide the information for your Company's main contact / team leader

First HDAW **Last** Leah **Title** Sr. Director, Meetings & Events

Email leah.jones@autocare.org **Phone** 240 333 1061

SAVE

Enter the following:

- Company information
- Number of Meeting Teams
- Company contact details
- Create **user-generated** username and password to access MeetMax.
- Click “Save” at the bottom

STEP 3

“1-On-1 Availability” tab allows you to **de-select** any time slots that your company will not be available for a one-on-one meeting.

Test HDAW Vendor (Internal Use Only) [Logout](#) 

By default your Company is set to be available for ALL Meeting Time Slots. Please **DE-SELECT** the check box for any time slots that your company **IS NOT** available for 1-on-1 meetings below. When finished making your selections click "Save" at the bottom.

Availability

Tue, Jan 17	Wed, Jan 18	Thu, Jan 19
<input type="checkbox"/> select all	<input type="checkbox"/> select all	<input type="checkbox"/> select all
<input checked="" type="checkbox"/> 10:00 - 10:35 AM (CT)	<input checked="" type="checkbox"/> 2:00 - 2:35 PM (CT)	<input checked="" type="checkbox"/> 7:00 - 7:35 AM (CT)
<input checked="" type="checkbox"/> 10:40 - 11:15 AM (CT)	<input checked="" type="checkbox"/> 2:40 - 3:15 PM (CT)	<input checked="" type="checkbox"/> 7:40 - 8:15 AM (CT)
<input checked="" type="checkbox"/> 11:20 - 11:55 AM (CT)	<input checked="" type="checkbox"/> 3:20 - 3:55 PM (CT)	<input checked="" type="checkbox"/> 8:20 - 8:55 AM (CT)
<input checked="" type="checkbox"/> 12:00 - 12:35 PM (CT)	<input checked="" type="checkbox"/> 4:00 - 4:35 PM (CT)	<input checked="" type="checkbox"/> 9:00 - 9:35 AM (CT)
<input checked="" type="checkbox"/> 12:40 - 1:15 PM (CT)	<input checked="" type="checkbox"/> 4:40 - 5:15 PM (CT)	<input checked="" type="checkbox"/> 9:40 - 10:15 AM (CT)
	<input checked="" type="checkbox"/> 5:20 - 5:55 PM (CT)	<input checked="" type="checkbox"/> 10:20 - 10:55 AM (CT)
		<input checked="" type="checkbox"/> 11:00 - 11:35 AM (CT)
		<input checked="" type="checkbox"/> 11:40 - 12:15 PM (CT)
		<input checked="" type="checkbox"/> 12:20 - 12:55 PM (CT)

STEP 4

Review the list of distributor companies that selected you. This list would have been emailed to your company's designated one-on-one contact on 12/1/22 from leah.jones@autocare.org.

The system prioritizes creating meetings between companies that have mutually selected each other so, if it is of interest to your company, be sure to select & rank in return those companies that selected you if you would like to meet with them.

Please email leah.jones@autocare.org if the list needs to be resent.

STEP 5

On the “**Meeting Requests**” tab there are a set of instructions noted at the top to help guide you through the process of selecting/ranking your preferred distributor companies.

Review the list of distributor companies.

Company Name	Action
 AAA SPRING SPEC INC.	 Request
 A-1 TRUCK PARTS	 Request
 AA TRACTOR TRAILER REPAIR	 Request
 ACTION TRUCK PARTS, INC.	 Request
 AFTERMARKET AUTO PARTS ALLIANCE	 Request
 ASSOCIATED TRUCK PARTS	 Request

There is a filter at the top of the company list if needed.

+

STEP 6s

Click on “Request” next to the distributor you are interested in.

Virtual Exhibitor

Request

Virtual Test Exhibitor

Request

WAL (Wetherill Associates, Inc.)

A new window will appear and asks if the action is “Meeting Request” or “Meeting Opt-Out”. Select your preference and click “Submit”.

Add Request

Request

Test Distributor (Internal Use Only)

Opt-Out or Meeting Request?

Would you like to make a meeting Opt-Out or meeting request to this company?

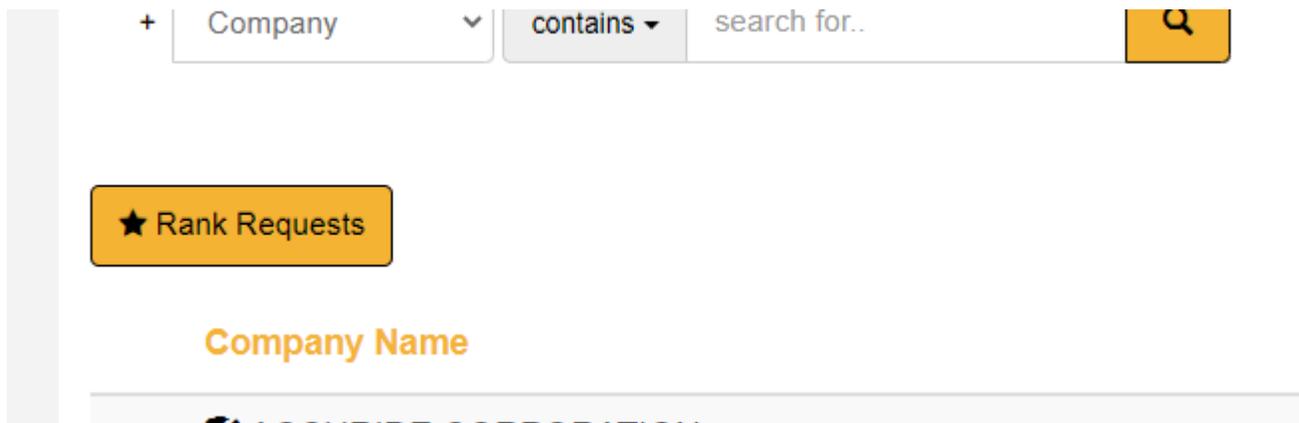
-select-
-select-
Meeting Opt-Out
Meeting Request

CLOSE Submit

An Opt-Out request is an anonymous feature in which your company instructs MeetMax to block a meeting being created between your two companies. Only 3 Opt-Outs are permitted for each company.

STEP 6

Once Requests/Opt-Outs have been added, a “Rank Requests” button will appear at the top of the list of distributor company names. Click “Rank Requests” to begin arranging your selected distributors in numerical order.



The screenshot shows a search interface. At the top, there is a search bar with a plus sign on the left, a dropdown menu set to 'Company', another dropdown menu set to 'contains', and a text input field with the placeholder 'search for..'. To the right of the search bar is a yellow search button with a magnifying glass icon. Below the search bar, there is a yellow button with a star icon and the text 'Rank Requests'. Below this button, the text 'Company Name' is displayed in orange. At the bottom of the screenshot, a horizontal line is visible, and the text 'ACQUIRE CORPORATION' is partially visible below it.

Step 7

On the “Rank” tab:

To change the rank of a company, either:

- Click in the ranking box and type in the new number

Or - Simply drag and drop the company name to its preferred order.

Rank	Name	Date	Requested By	Action
1	ALLIANT POWER	9 days ago	Unknown	★ Change Request Status ▼
2 <small>TOP ▲</small>	AMSTED SEALS	9 days ago	Unknown	★ Change Request Status ▼
3 <small>TOP ▲</small>	HDAW Vendor Test (Internal Use Only)	Today	Unknown	✕ Cancel Request ▼

Note: For a company designated “Opt-Out”, that company will be in dark grey and cannot be dragged nor can you type in the ranking box.

ONCE FINISHED, THERE IS NO “SUBMIT” BUTTON.

SELECTIONS ARE AUTOMATICALLY SAVED.

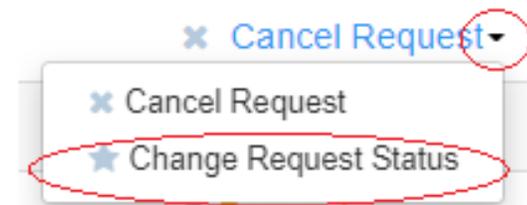
YOU MAY TAKE A SCREEN SHOT OF YOUR SELECTIONS.

EDIT RANKINGS

To remove a company from your rankings, click “Cancel Request” next to their name in the **Action** column.



To change a company from request to opt-out or vice versa, click “Change Request Status” from the drop down in **Action**:



Questions? For **One-on-One Process questions**, contact Leah Jones at 240-333-1061, or email leah.jones@autocare.org. For **registration questions**, please contact HDAW Conference Management at 708-226-1300, or email info@hdaw.org.

Supplier Deadlines		Distributor Deadlines
By Friday, November 18, 2022	Deadline to Sign Up For the One-on-One Business Meetings (Suppliers Must Also Request Meeting Rooms)	By Friday, November 18, 2022
By Friday, November 18, 2022	Access MeetMax/ Create Profile	n/a
Thursday, December 1- Tuesday, December 6, 2022	Select/Rank Companies	Monday, November 21- Wednesday, November 30, 2022
By Friday, December 9, 2022	Vendors Receive Meeting Room Assignments	n/a
Monday, December 12, 2022	Receive Schedule With Meeting Rooms Noted	Afternoon of Wednesday, December 7, 2022 <i>(1st right of refusal until Friday, December 9, 2022)</i>
Monday, December 12- Friday, January 6, 2023	Self-Scheduling (request / edit / cancel)	Monday, December 12- Friday, January 6, 2023
Monday, January 9 – Friday, January 13, 2023	All Changes/Edits Now Sent to HDAW Staff	Monday, January 9 – Friday, January 13, 2023
Tuesday, January 17, Wednesday, January 18- Thursday, January 19, 2023	One-on-One Dates	Tuesday, January 17, Wednesday, January 18- Thursday, January 19, 2023