

# How to request a meeting with a Buyer?

**Melissa Gallagher**  
Attendee • Connecticut  
Manager, Audience Matchmaking at Clarion Events

Interested Skip

**Details**

Number of Locations  
2-5

Categories Interested  
Food, Coffee/Tea Importer/Distributor/Grower, Business Services, Tea, Packaging/Take Out Solutions, Lifestyle Food Products, Retail Merchandise, Equipment, Cleaning Supplies/Services & Safety, Food Distributor/Broker, Décor & Furnishings, Technology, Tableware/Smallwares, Beverage, Coffee Roaster/Wholesaler and Apparel

Business Area  
Retail Café Only (no roasting), Importer/Grower, Catering, Retail Café + Coffee Roaster, Hospitality/Foodservice/Hotel, Business Services, Distributor, Bakery, Consultant, Coffee Roaster (no retail/cafe), Coffee Cart/Coffee Kiosk, Grocery Store, Gift Shop/Gourmet Food Retail or Tea Store, Manufacturer, Restaurant, Drive-Thru, Media/Publication, Association and Convenience Store/Deli

*Don't forget to add a Personal Message to your meeting request! It makes it personal, and helps the buyer know who you are!*

**Meetings with Melissa Gallagher**

+ Request a meeting

Invitees  
Melissa Gallagher

Date  
Wednesday 10/21/2020

Time  
5:30pm - 5:50pm (America/New\_York)

Location  
Virtual Meeting Room - October 21st a

Personal Message  
Why would you like to meet? Adding a personal message increases acceptance rates by 30%

10 meeting requests left until you reach the pending meeting limit.

Cancel Send

To request a meeting with a specific Buyer:

- From the list of Buyers, you can click **"Schedule a meeting"**, a box will pop-up with the event participant profile on the right.
- The scheduling tool will only show times that are available for both participants. Select a time that works for you.
- You can add a message, then click **"Request Meeting."**
- They will then receive an email prompting them to accept, decline, or suggest a new time.
- Once the meeting has been accepted, you will also receive an email and it will be confirmed on your CoffeeFest calendar.