

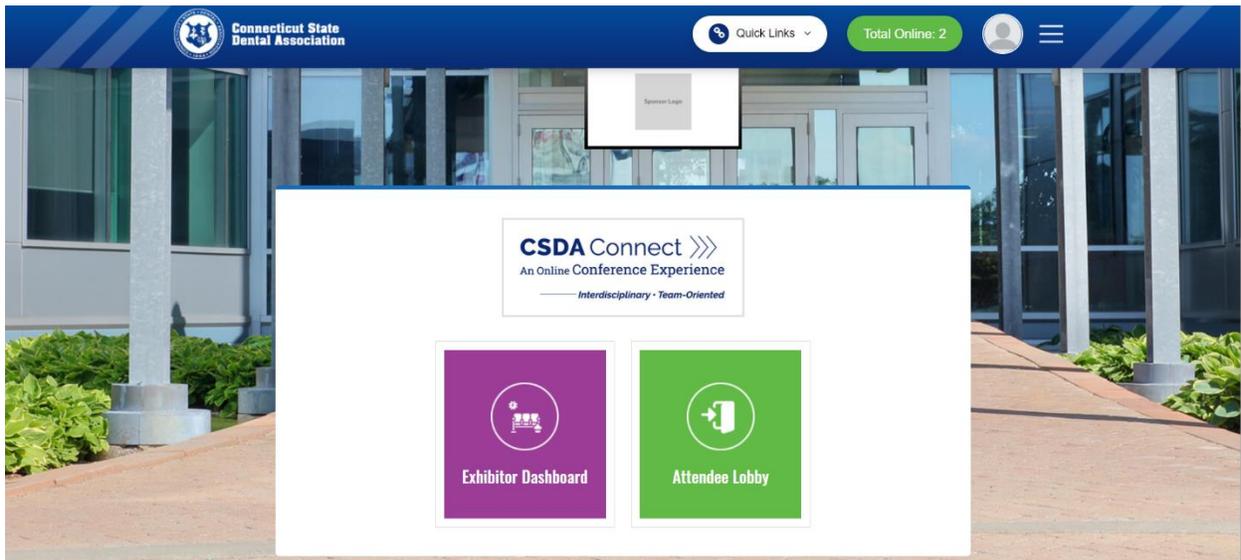
Booth Set Up Instructions

Registration

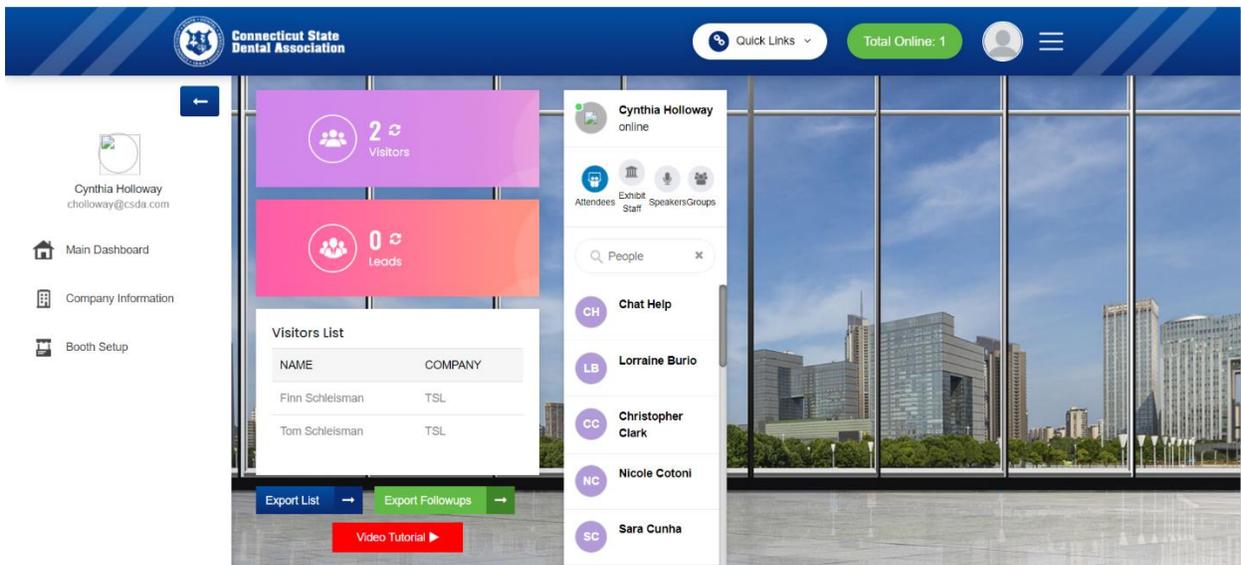
You will register booth personnel when you set up your booth. Here is the link to the video tutorial for exhibitor booth set up and chat.

<https://www.youtube.com/embed/u-ASyj077Lg?rel=0>

The exhibitor main contact will receive an email with conference link and log in information approx. 30-45 days before the event. Enter your email and the password provided. (You will register additional booth staff in the platform.) After logging in click on the exhibitor dashboard.



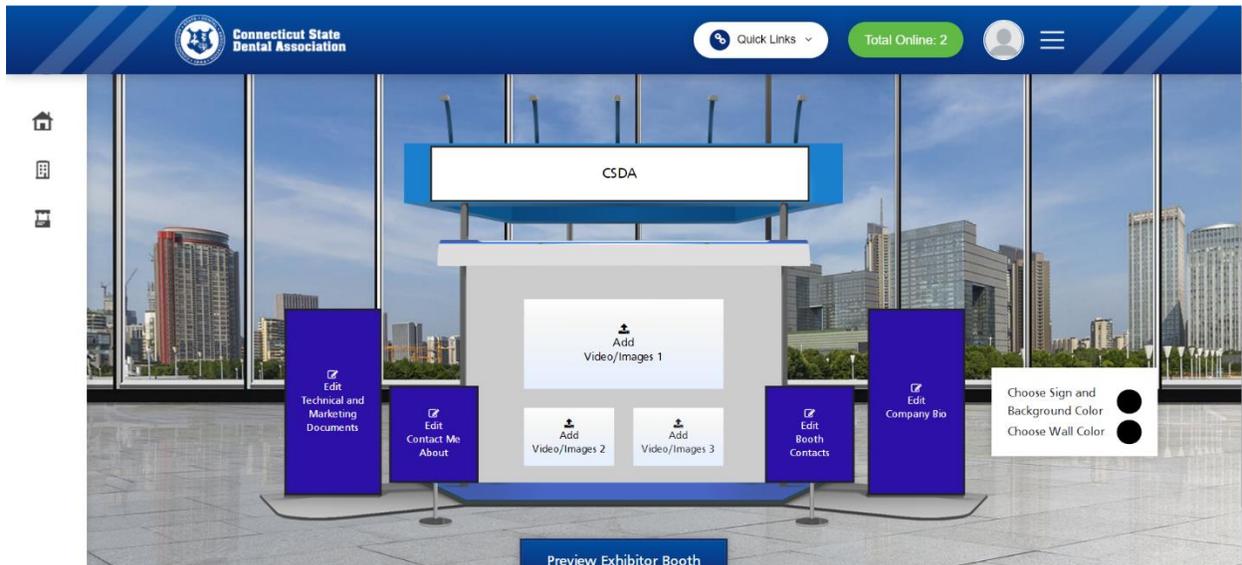
(Note: You will have access to the entire event via the virtual attendee lobby)



Click on company information on the left. Fill in open fields.

Add your profile picture and put in your company logo, this is how you will be branded in the event.

Click on the booth icon on the bottom left to begin building your booth.



Top Banner - you can add an image or text. File formats include jpg and png. Best size for image is 550X94 pixels. You can also just add text – you have control of font size, style, and color.

Center Wall - The three boxes in the back wall are the focal point of your booth, add graphics or videos of new products, demos, or services. To insert a YouTube video, go to the video on your you tube channel, click share, embed, and copy the code and paste it in the share video link box. You can also upload an mp4 file but the maximum size is 5 mg. It is best to use a video from a platform like YouTube or Vimeo.

Dimensions for Booth Panels:



Technical and Marketing Documents – the far-left booth sign is the place where you can upload additional videos, pdfs, powerpoints, product sheets any other relevant documents that the attendee may want more information.

Company Bio – the far-right sign is where you add a brief description about your organization

Booth Contacts – inside right sign is where you will register company personnel that will be attending and staffing the booth. If you, the main contact will be attending, check the box. Add and edit staff using the widget on top of the grid. Everyone attending should have a unique email address.

Contact me – inside left sign is can note product names, provide actions items for interested attendees. Such as Free Assessments, Offers and discounts. This info will appear next to attendee names on your leads report so that you can follow-up on request for information.

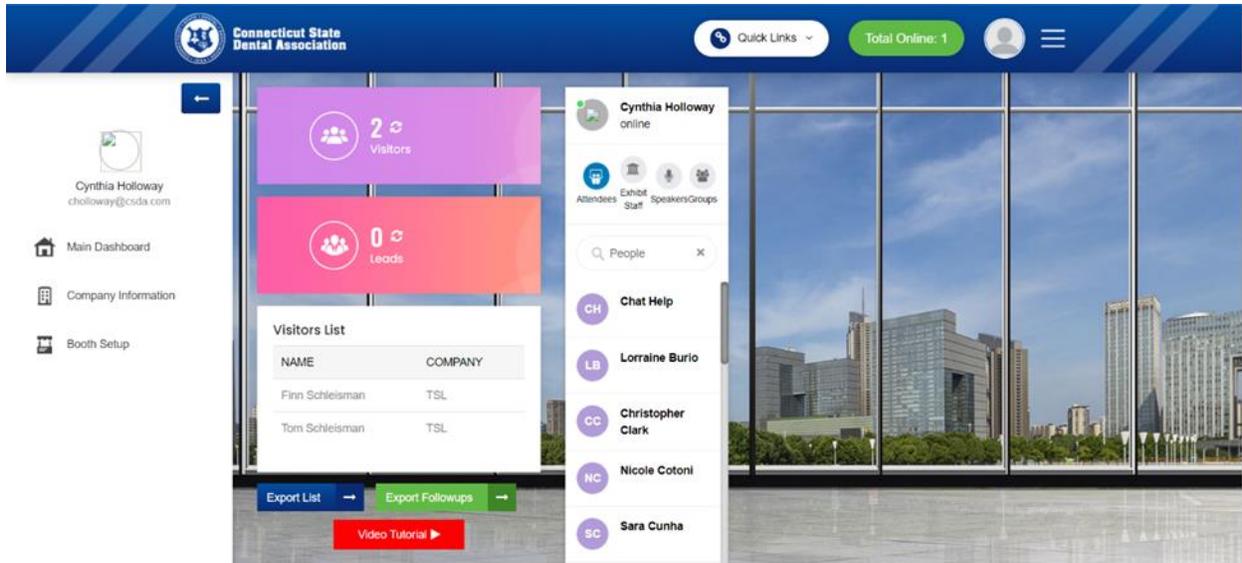
Color Palette – you can change the color of your sign, wall, and background color using the white box on the right.

Preview Exhibit Booth bottom button - Click preview exhibitor booth to see what the booth will look like from the attendee view. You can view all of your settings, documents and videos. You will also be able to view other exhibit booths by clicking the arrows on the left and right sides of the page.

Help Desk - If you are having problems building your booth, just contact us the email provided in your log in email. During the setup period we will monitor all of the booths on a daily basis and contact anyone who looks like they are having an issue or if something does not look right from the user side.

At the event.

Booth personnel will staff the booth via the exhibitor dashboard during the virtual conference, especially during dedicated exhibit times.



You will be able to see a list of visitors and leads to view the attendees that have visited and engaged in your booth.

Visitors - are those who viewed your booth but did not click on any of the content. You can download a list of visitors that will include first name, last name, company name, city and state.

Leads - are those who have viewed your documents, videos, or any other of the boxes on your booth page. You will be able to download a list of leads that has full contact information, including, phone and email.

Export Follow-up - You can also download the list of attendees who requested follow ups on specific products or service listed under Contact Me. Refresh the leads and visitors' icons periodically to view attendees in your booth.

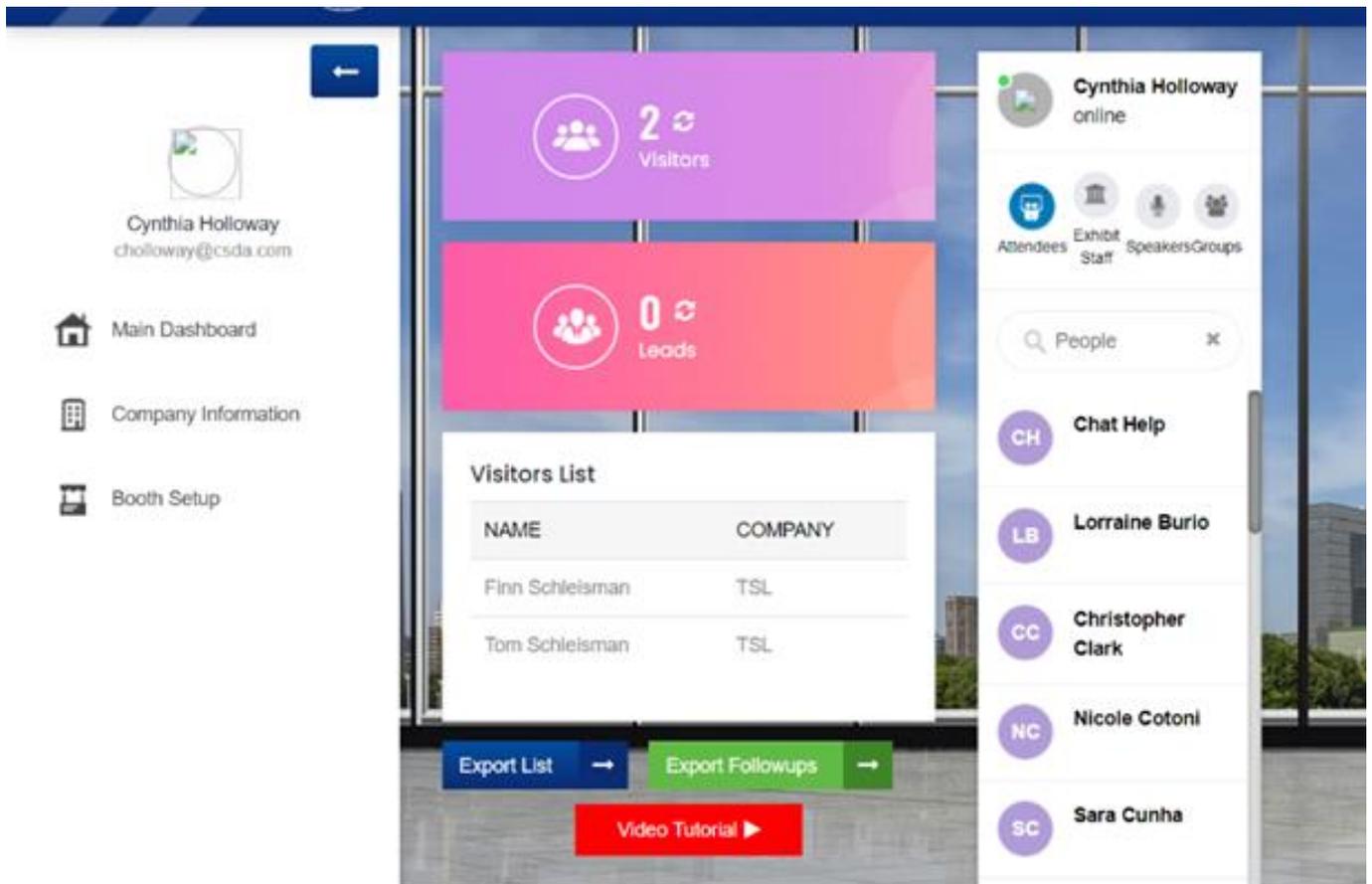
Attendee Communications

You can communicate with Attendees, Other Booth Exhibit Staff, and Speakers. The platform allows for video, audio and chat. No need to use your own Zoom account or phone to communicate with attendees.

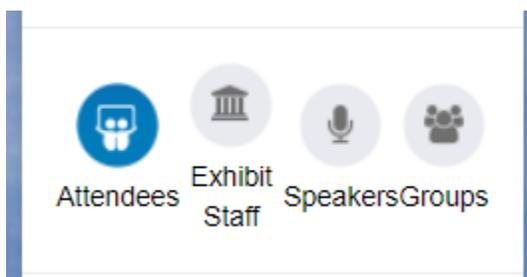
You don't have to wait for an attendee to reach out to you.

Chat function

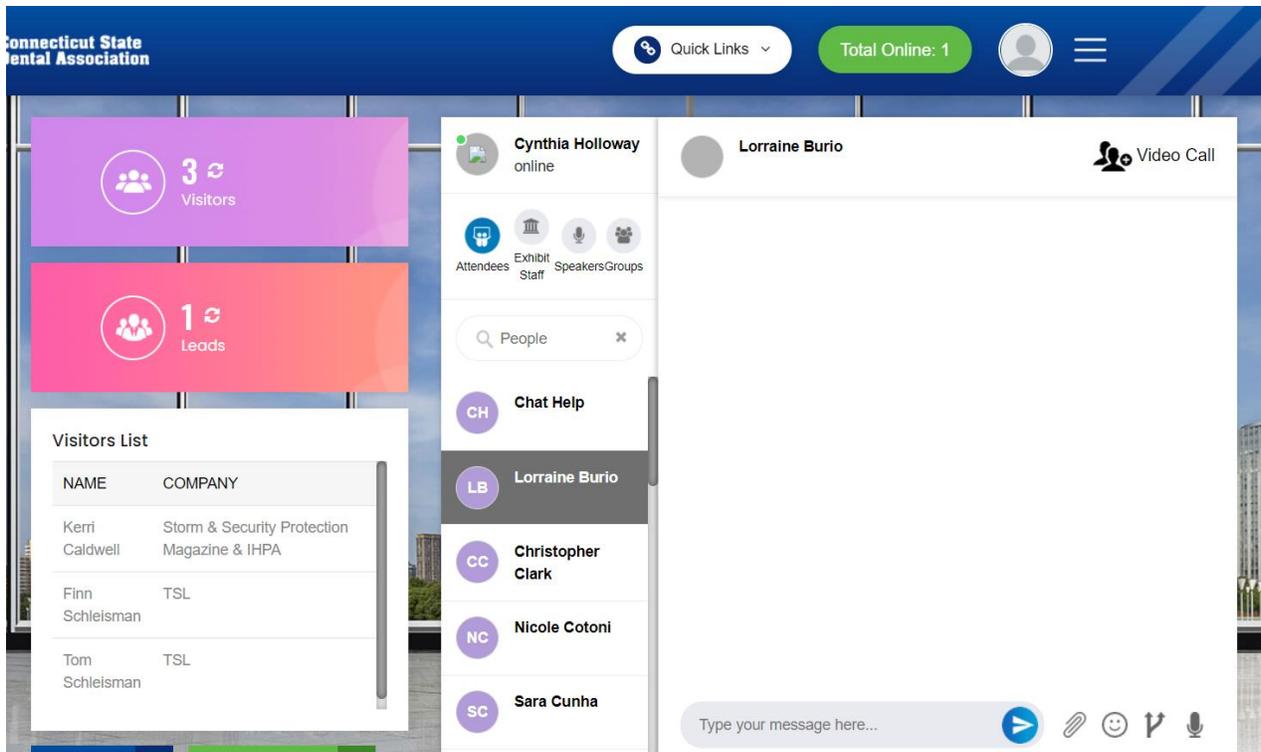
Your chat dashboard is open by default when you are in your booth. On the right side of your screen, you will see the exhibitor chat dashboard. This is where you will communicate with all visitors to your booth and others attending the conference.



Underneath the staff names on you will be able to chat with Attendees, Other Booth Exhibit Staff, Speakers and Groups. Once you have initiated a chat you will see the chats listed as above.



Click on the category you want then click on people to view all of the attendees in the conference. Scroll down to see them all or enter text to search for a specific attendee. Click on the user you want and send a chat message, share files, and send audio messages.



Click the attendee on the top bar to view their profile.

Click on video call to enjoy live face to face audio, video, chat, and file sharing. You will receive ringing notification when another user engages you in a video call.

Click on groups and the plus sign below it to add a group. Enter the title and description of the group and add members to your group. Click done when finished.

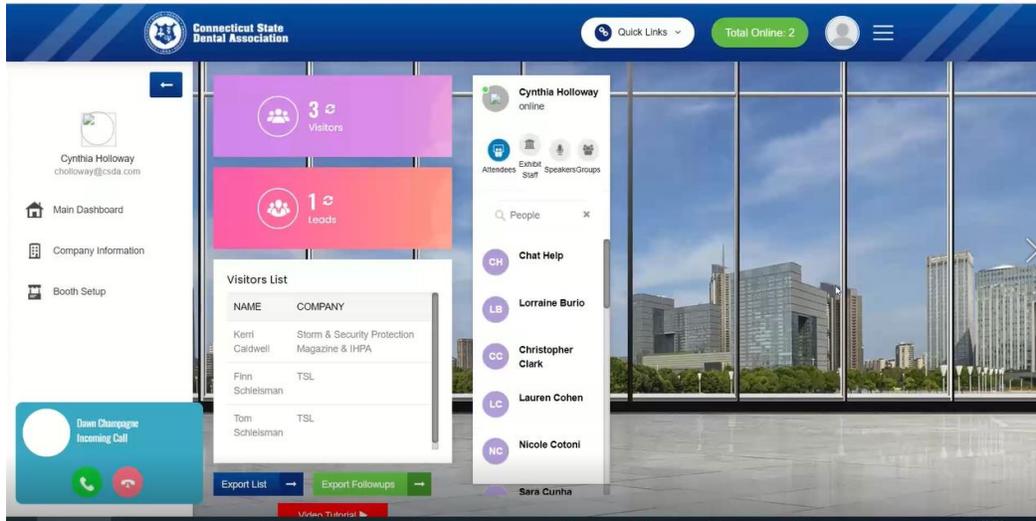
Attendee contact notifications for Video, Audio and Chat

Chat - You will receive a chat notification on the bottom right of your screen when an attendee sends you a chat.

Audio Call – You will receive a ring call

Video Call

You will hear a ringing sound and a pop on the bottom left of your dashboard.



Click on the green icon to accept the call.

A separate window will open and you will be face-face with the attendee



You can even share your screen.