Welcome to the Exhibitor Portal

• To access the Exhibitor Portal, please click the link in your welcome email. You do not need a username & password for this site.

• From this page you will be able to edit your personal profile, setup and edit your booth, and view your exhibit booth card (which is your virtual exhibit booth).

**PLEASE NOTE:** Only the main exhibit booth contact has permission to build/edit the virtual exhibit booth.
Booth Setup Page 1

- Upload company logo (acceptable formats include gif, jpeg, jpg, pdf and png)
- Edit company name, if desired (50 character max)
- Add 50 word description
- Add 500 word description

NOTE: The company logo, company name and 50-word description will appear on the Card View. The company logo and 500-word description will appear on the Detail View.
### Booth Setup Page 2: Media Links

- Add media links (i.e. your company website, Facebook, LinkedIn, Instagram, Twitter and YouTube)

- Add a “Contact Us” email address for attendees to contact you directly

- Provide a Calendly link (visit [https://calendly.com/](https://calendly.com/) for more information), as well as the text you would like to appear as part of the link name

- Add a video conference link (such as Zoom, GoToMeeting, etc.), as well as the text you would like to appear as part of the link name

**NOTE:** Suggestions for text to appear for your Calendly/video conference link include:

Calendly link: “Schedule a private consultation so we can answer your questions here!”

Video Conference link: “Join us daily for live Q&A with our team from 10am - 12pm MT”

There is a 60 character maximum in both of the link name fields.
Booth Setup Page 3:
Search Criteria

- Select up to 3 Product/Service Listings to be searched for by attendees.
- You are also able to add a maximum of (3) additional categories under the Other field. Please separate each additional category with a semi-colon. The field has a maximum of 60 characters.
Booth Setup Page 4: Booth Personnel

- Click the “Click Here to Add Exhibitor Staff” button to add the information of those you want attendees to be able to contact.

- PLEASE NOTE: The only live engagement with attendees in the virtual platform is through the use of Calendly or a video conference platform. However, attendees are able to initiate contact with any staff which you have added here.
• Enter staff first and last name, email address, and title.

PLEASE NOTE: All exhibit staff will receive an email on Monday, February 14th with a link to access their profile and add a profile photo.
Booth Setup Page 5: Promotional Documents

- Included with your Premium package, you are able to upload up to 10 Promotional Documents.
- Accepted formats are: pdf, doc, jpeg, jpg, gif, and png files.
- There is a maximum of 60 characters for all file names.
Included with your Premium package, you are able to upload up to 10 Promotional Videos.

- Video files must be mp4 format.
- The maximum time limit per video is 5 minutes.
- There is a maximum of 60 characters for all file names.
Click the “Click Here For Proof” button to preview how your exhibitor card will display for attendees.
Premium Booth Card Proof

- This is how your booth card will appear.
- It will include the company logo, the company name, and the 50 word description.
Premium Booth Card

- This is how your Booth Card will look among other exhibitors’ booth cards to attendees.
- Premium exhibitors will be listed first, then Deluxe exhibitors and then Standard exhibitors. Within each category, all cards will be listed alphabetically.
Product/Service Listings

- The arrow notes the list of Product/Service Categories which attendees may use to filter exhibit booths.
Premium Booth Detail View

- This is how your exhibit booth Detail View appears to attendees.