

I'm an Exhibitor at a Virtual Event, what do I do!?

1. Access the My Booth tab in the virtual event hub

Once receiving access to the event via email, click the **Access the Account** button found in your email to finish signing up & setting your password. If you do NOT have a password yet, just enter one to create one.



Accevents <account@accevents.com>
to me ▾

7:11 PM (2 minutes ago)



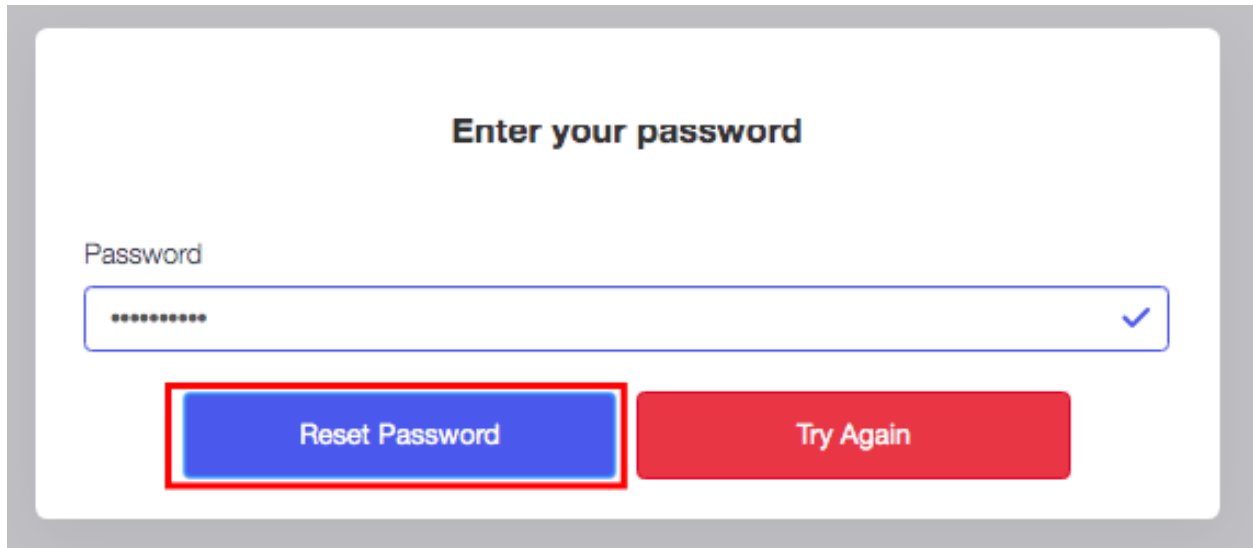
Welcome aboard!

You've been given special access to Accevents's account

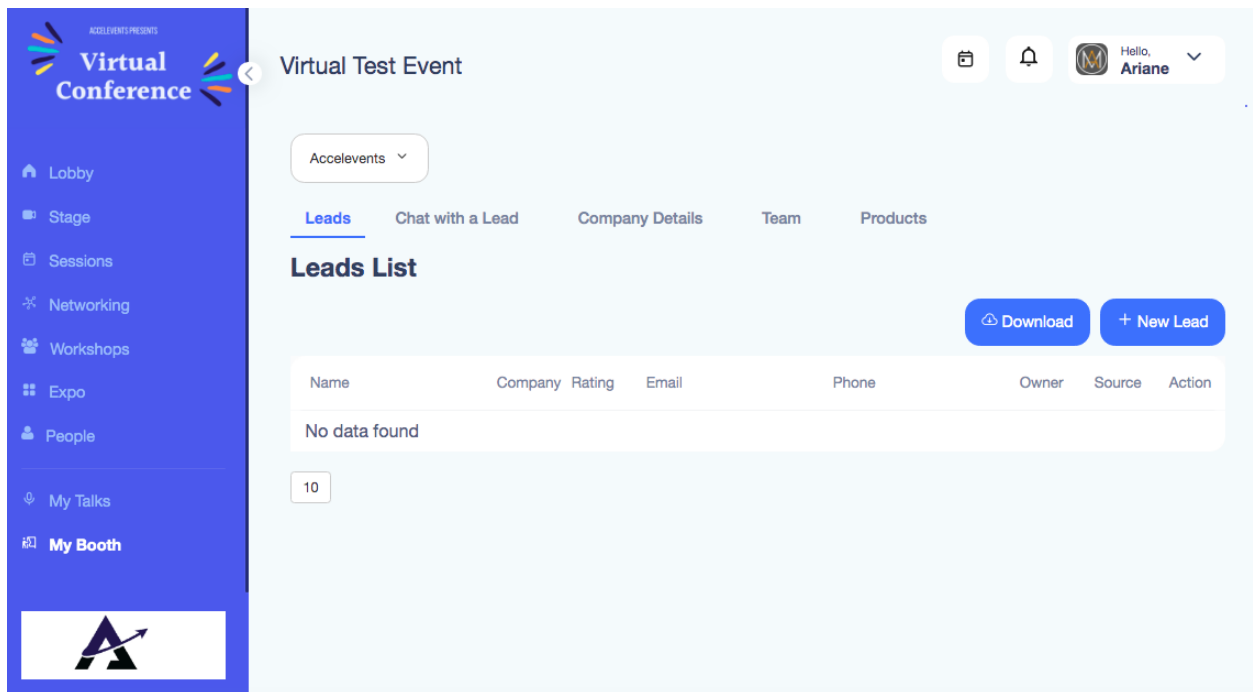
All you need to do is log in with YOUR email address.

[Access the Account](#)

If you've forgotten your password, click the **Reset Password** option. This will send you an email that allows you to reset your password.



Once logged in, the **My Booth tab** will open in the virtual event hub. This is where you can start updating your booth information, add other exhibitor admins and lead retrievers to your booth, access all the leads generated in your booth, chat with leads and products to your booth.



2. Update your Booth Information

Click the **Company Details tab** to start updating your company information.

Company Details

Logo



Allow reps to see other reps' leads

You do not have access to live streaming. Please contact the event organizer for access.

Promo Video URL

Promo Video URL

Exhibitor Description

B *i* U **A:**

Edit Your Description Here!

Characters : 0

Offer Link

Offer Link

Offer

B *i* U **A:**

Event Offer:

60% off our premiere product!

Characters : 0

Add Social Links

Facebook

facebook

Twitter

twitter

Instagram

instagram

LinkedIn

linkedin

Upload Documents Available to Attendees



CLICK TO UPLOAD OR DRAG Document.

Document must be .pdf,.doc,.docx,docxx

Manage Document

Name

Link

Actions

Add

Save

Add any of the following options to your booth:

Logo: We suggest a 700x350 pixel image for optimal fit. The required file formats are PNG or JPG. [Click here to learn more about Accelevents Optimal Dimensions.](#)

Live Stream URL: Add the link to your Zoom meeting. Exhibitor booth live streaming needs to be hosted on an outside platform. Zoom is the only live streaming platform currently supported. If this feature is not available, you may contact the event organizer to enable this for you. [Click here to learn more about Live Streaming as an Exhibitor.](#)

Promo Video URL: Share a pre-recorded video with attendees visiting your booth. Common options are a company overview, a product demo, or a recording of a previously hosted live session. Please note, the video must be hosted on YouTube.

Exhibitor Description: Add a description of your company/organization. Who are you? What do you provide?

Offer & Offer Link: In the Offer area, add a special deal, discount, or reward for booth visitors. A common option here would be a discount on a product or service for event attendees.

Social Links: Include links to your social media so that interested attendees can stay up to date with your organization.

Documents Available to Attendees: This is the area where you can provide any resources for attendees visiting your booth to view & download. Files here must be a PDF, DOC, DOCX, or DOCXX format. File size can be up to 10mb and up to 20 files per exhibitor.

Notes:

- Make sure to click **Save** to ensure your changes will reflect on your booth
- To view your booth, click the **Expo** tab and enter your booth
- If a field is left blank, that field will not show up in your booth

3. Add Exhibitor Admins and Lead Retrievers

Click the **Team** tab to add new members to your exhibitor booth. Click the + **New Staff** button and enter the team member's information, once added, the team member should receive an email to access the booth.

Exhibitor Admins: will have access to set up & edit booth details and can also act as lead retrievers.

Lead Retrievers: act as company representatives for the attendees & are available to live chat from within the booth. They will not have access to update/change booth details.

4. Add Leads / View Lead

Click the **Lead** tab to add leads or view the leads generate in your booth. This tab will be useful to you on the day of the event to see the attendees that engaged in your booth. You can manually add a new lead by clicking the + **New Lead** button and enter the information you've gathered.

Leads List

Download + New Lead

Name	Company	Rating	Email	Phone	Owner	Source	Action
No data found							

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Note:

- Leads will be automatically entered if an attendee engages with your booth by having a conversation with one of your Lead Retrievers or if they download a file from your booth. [Click here to learn more about Lead Generation for Exhibitors.](#)

5. Chat With a Lead

If you're still just setting up your booth, you won't be able to chat with leads yet. The attendees will only be able to enter your booth on the day of the event. To view the messages from attendees and reply to them, click the **Chat with a lead** tab.

Chat with a Lead

Download Exhibitor chat

Channels **Direct Messages**

- Natashia Shields
- marvin go
- Phoebe Buffet
- Chloe Tykal
- Ariane Ramirez
- Ariane Ramirez
- Andrew Leighton
- Carson OShoney

Load more

Last Friday at 9:53 PM

Admin Admin
Hey

Natashia Shields
Hello

Admin Admin
Can you tell me about Accelevants

Type your message

In Booth 0 WARM

Lead Details

Accelevants Admin
Training

Location San Juan, Philippines

Email admin@admin.com

Company Accelevants

Phone +1-6176453647

Note:

- You may also chat directly from your booth by accessing it through the Expo tab
- If an attendee sends a message to begin a conversation with you, it will appear in the right-hand chat bar in your booth. If you're viewing it from the My Booth tab, the conversation will show in the center
- If your status does not change to active after a few minutes, you may send a message in the chat area to change your status from away to active

6. Add Products

You will be able to add your products, a description, pricing, and images that will be visible to your booth visitors!

Leads Chat with a Lead Company Details Team Products

All Products

[+ Add Product](#)

Product	Description	Price	Action
My Product	Cool stuff!	\$100	

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