

Virtual Trade Show Guide

LOGGING IN

First, make sure you are logged in so you can receive all the benefits of being an attendee!



HOW TO VIEW SPONSORS AND EXHIBITORS

Sponsors: this will show you an exclusive list of just sponsors

Exhibitors > Browse by Booth Number: this will show a list of exhibitors and sponsors based off their booth number

Exhibitors > Browse by Name: this will show a list of all exhibitors and sponsors A-Z

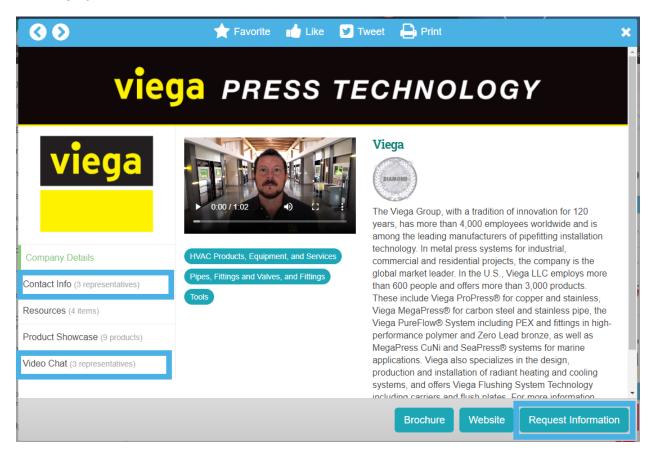


NAVIGATING THROUGH THE BOOTHS

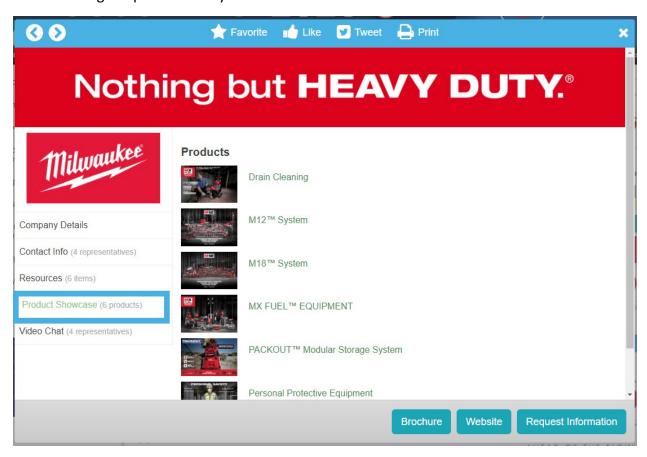
Once you click on a company you will see their virtual booth. From here you can view their company details, watch their intro video, click through resources and product showcase listing(s), and connect with booth representatives.

To connect with company representatives there are a few different ways:

- 1. **Contact Info**: from here you can see the booth representatives. If you click on their image or name you can learn more about the representative and email them directly.
- 2. Video Chat: you can live video chat with booth representatives just like you are attending an in-person meeting! There will be up to 4 rooms per booth that you can join and chat with representatives as well as other attendees. View more about video chatting below.
- Request Information: if you click this button you can write a message to the company requesting more info. The company will receive your request and get back to you by email.



Product Showcase: sponsors and exhibitors have had the opportunity to showcase select products! You can view them by clicking on the Product Showcase button in their booth and then selecting the product that you would like to view more information on.



VIDEO CHATTING WITH SPONSORS AND EXHIBITORS

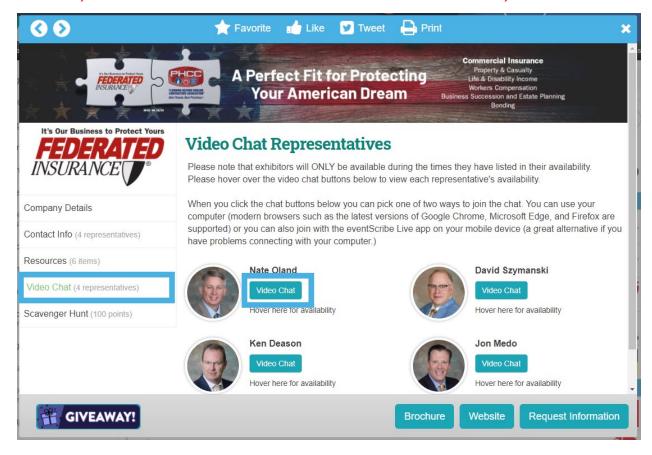
Click on the Video Chat side bar within the booth you want to video chat with.

From here you can see the representatives who are "manning the booth." If you hover over the representatives name- you can see when they will be available online to chat. If you wish to chat with one of the representatives, click on the blue Video Chat button to be connected.

You will have the option to turn off your camera or mute yourself, if needed. There is also the option for a text chat once you enter the video room as well as a "raise hand" button.

Each rooms holds up to twenty people so if one room is filled up- try a different representaive. If all of the rooms are filled- tried back later or use the other connection features we mentioned above.

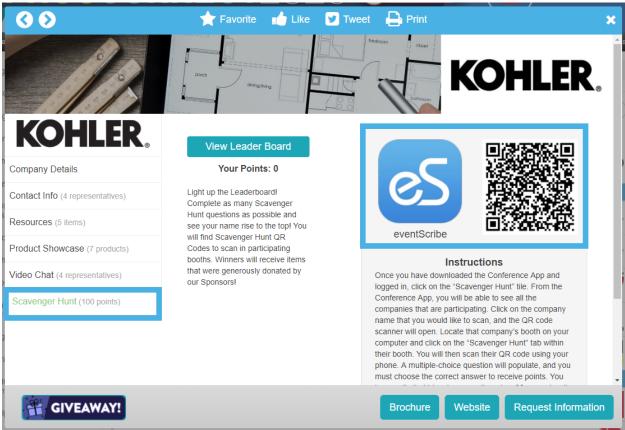
Please note that exhibitors will ONLY be available during the times they have listed in their availability. Please hover over the video chat button to view their availability



SCAVENGER HUNT GAME & GIVEAWAYS

Scavenger Hunt: Once you have downloaded the Conference App and logged in, click on the "Scavenger Hunt" tile. From the Conference App, you will be able to see all the companies that are participating. Click on the company name that you would like to scan, and the QR code scanner will open. Locate that company's booth on your computer and click on the "Scavenger Hunt" tab within their booth. You will then scan their QR code using your phone. A multiple-choice question will populate, and you must choose the correct answer to receive points. You have unlimited tries, however, there is a 30 second wait time between each try.

Watch yourself climb the Leaderboard as you gain points each time you scan! There will be multiple winners and a variety of prizes.



Giveaways: there will be a button on select booths that says "GIVEAWAY". If you click this button you will be taken to another survey screen where you can enter information to be entered to win a prize or giveaway organized by the exhibitor- just like an booth drawing in person!

