How to Setup Your Booth in 7 Easy Steps

Step 1:

Basic Information:

Let's Get Started ...
Tell us more about your booth

Booth Name

Golbon

This is the name that will be displayed on your booth and also in the list of exhibitors. Usually, this is your company/department name.

Upload company logo (110x30px)
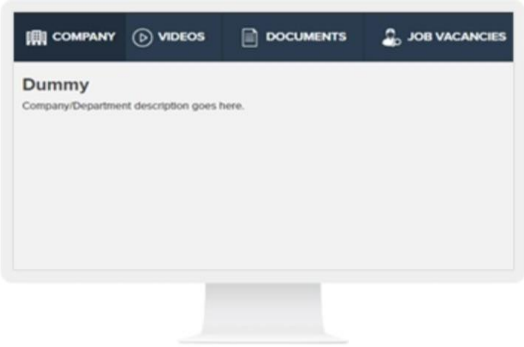
Drop a file here to upload!

Booth Description

Golbon foods

Powered by TinyMCE

Example:

COMPANY   VIDEOS   DOCUMENTS   JOB VACANCIES
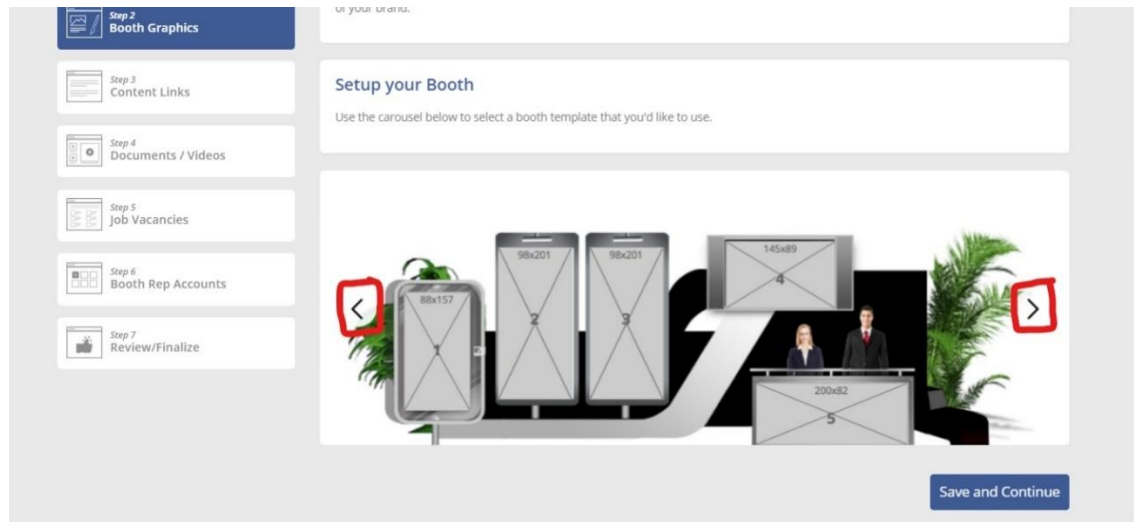
Dummy
Company/Department description goes here.

Step 1 includes filling basic information about your booth. It includes:

- The name of the booth
- Booth logo
- Adding Booth description

Do not forget to click "**_Save and Continue_**' after adding information or else changes will not be saved**".**

Step 2:
Booth Graphics:

Step 2 includes adding booth graphics to your selected booth template. There are several booth templates to choose from. By clicking on left and right arrows (highlighted in red) you can choose between different booth templates. On each booth template, dimensions are mentioned on image banners. **It is imperative that images should be uploaded in a sequence**. Starting from banner image 1 and so on. Make sure the image that you upload is preferably equal to the dimensions mentioned or as close as possible.

After selecting the layout, you will be able to see the following options underneath the booth template:

You can change the outline color of your booth through this option. Both back and front panel colors of the booth can be changed.

To upload an image, click on the banner and a pop-up window will appear like this:

Manage Banners   ✖

+ Upload banner image...

After clicking on 'Upload Banner Image', you can upload your desired image from your desktop/laptop.

Upon choosing your desired image, you will be asked to resize the image. You can 'zoom in' or 'zoom out' the image to make sure it fits the banner space. Make sure to not 'zoom out' an image too much or it can affect the quality of image.

Click on 'continue' and the image will be displayed on banner space.
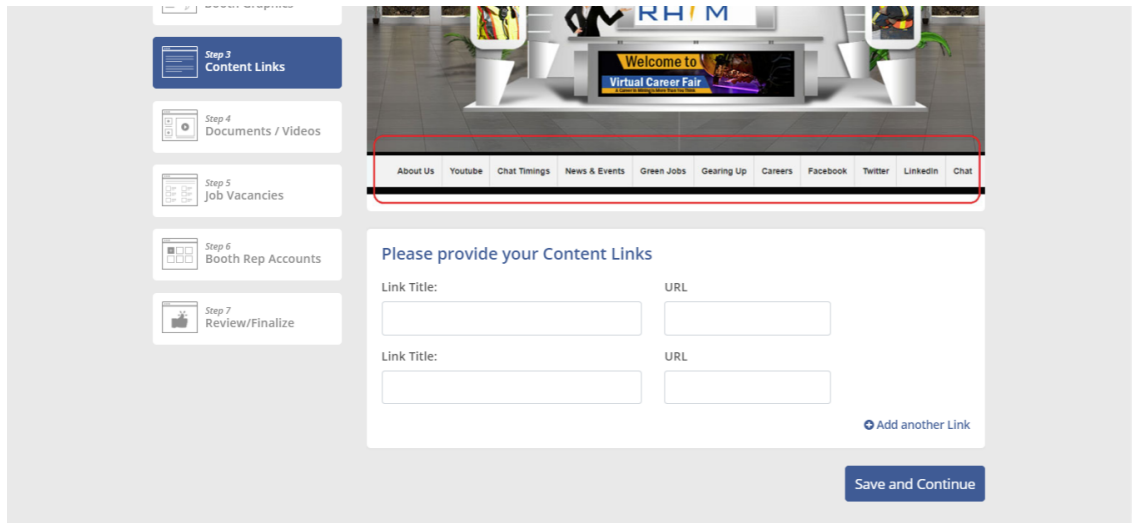
"Do not forget to click "***Save and Continue***' after adding information or else changes will not be saved**"**

Before reviewing your booth in the front end please enter this URL to clear cache inorder for your changes to be visible.

https://www.golbonvirtual.com/test-drive/service/index.php?method=clear&eventid=891&forceit=1

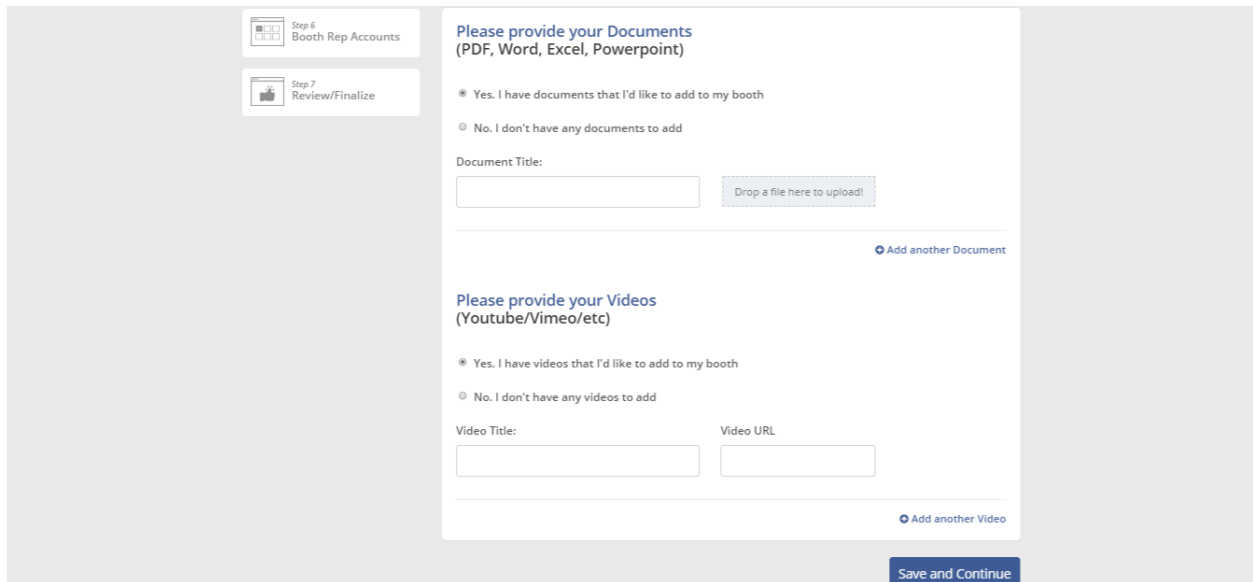## Step 3:
Content Links:

Step 3 includes adding external links that can redirect a participant/attendee to your website or social media page. You can add as many links as you want by clicking on 'Add another link'.

Preferably, make sure to not add more than **6** links as adding more links can make the space congested and will affect the overall appearance of the booth.

"Do not forget to click "***Save and Continue***' after adding information or else changes will not be saved**"**
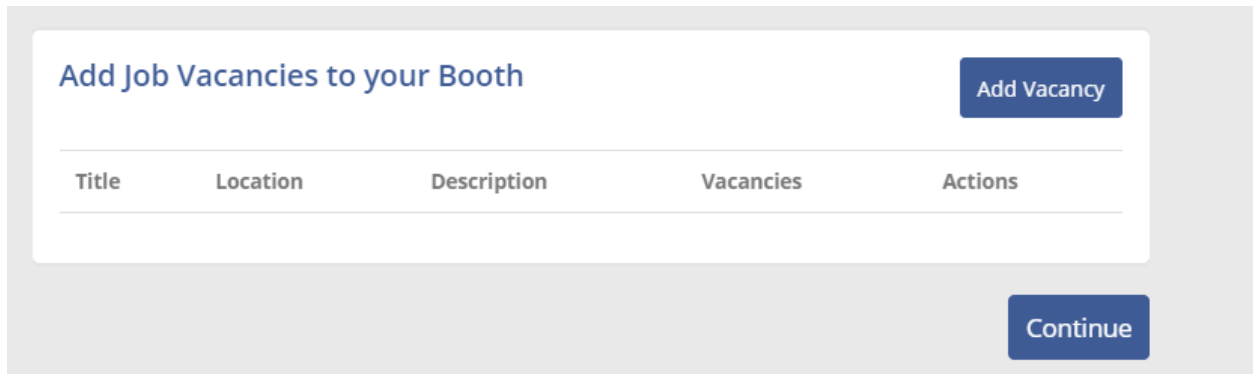
Step 4:

Documents / Videos:

Step 4 includes adding documents and videos to your booth. You can upload as many documents as you want. Click 'Add another document' to upload more documents.

Like adding documents, you can add as many videos as you want. Supported video platforms are '**Vimeo**' and '**YouTube**'. Just enter the URL of the video underneath 'Video Title' heading and you are good to go!

Do not forget to click "***Save and Continue***' after adding information or else changes will not be saved.

Step 5:

Job Vacancies:

Step 5 includes adding jobs to your booth. Simply click on 'Add Vacancy' and you can start adding jobs.

After clicking on 'Add Vacancy' the following pop up will appear:

Add Vacancy ✕

Job Title:

Job Title

Location:

Location

Job Description:

Job Description

Number of Vacancies:

e.g 10

Apply Method

○ Allow users to apply on my booth and email me whenever someone apply.

○ Take users to another website to apply (usually on your company's careers page)
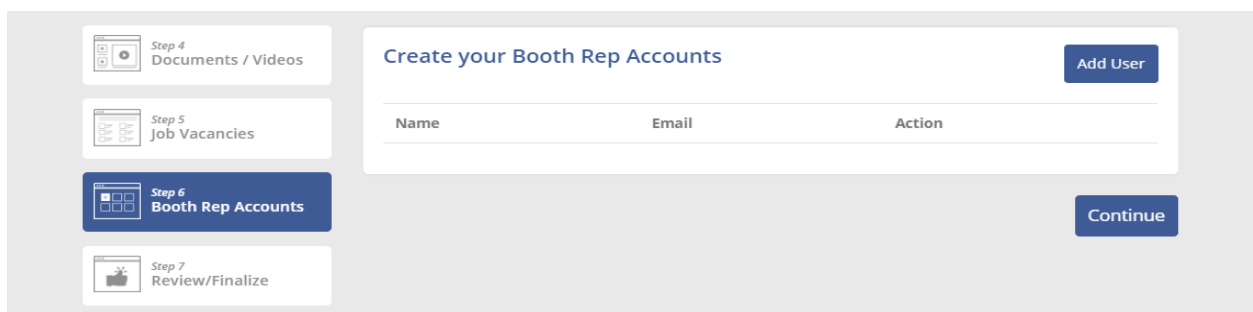
Save   Close

You can add job vacancies to your booth, which will allow attendees to apply to those jobs when they visit your booth. There are two ways that they can apply:

1. If you select first option under 'Apply Method' heading, you will be asked to enter the e-mail on which the resume will be sent.

2. If you choose second option, you will have to enter the URL of the website where the job is posted. Once a user will click to apply to the job posted in your booth, they will be redirected to the same URL for applying to that job.

Do not forget to click "***Continue***" after adding information or else changes will not be saved.

Step 6:

Booth Rep Accounts:

Step 6 includes adding booth reps to your booth. You can add as many booth rep account as you want. After clicking on 'Add User' following pop-up will appear:

Booth reps can be created by filling out personal information as shown in above image. You can also reset the passwords by changing password from here.

Do not forget to click "***Continue***" after adding information or else changes will not be saved.

Step 7:
Review/Finalize:

Step 7 will display information that has been filled out in previous steps. It will include the login credentials of booth reps, booth preview with graphics, booth description etc.

The email that will be entered in 'Send Email To' field at bottom will receive a booth confirmation email. You can also cc other people in the 'Cc' field.

Final step involves clicking 'Email this summary to me' button and this will ensure that your booth has been setup!

In case of any queries watch the booth setup tutorial link given below.

https://player.vimeo.com/video/418308909