

In order to create your Company's virtual booth, you will need to complete all of your tasks in the exhibitor portal. Below, we have outlined each task, color-coordinated with where it will display on your booth profile. If you have any questions, or run into any technical difficulties, please contact the Operations manager at 301-200-4616 x110 or [djones@sponsorshipboost.com](mailto:djones@sponsorshipboost.com).

## **Booth Profile**

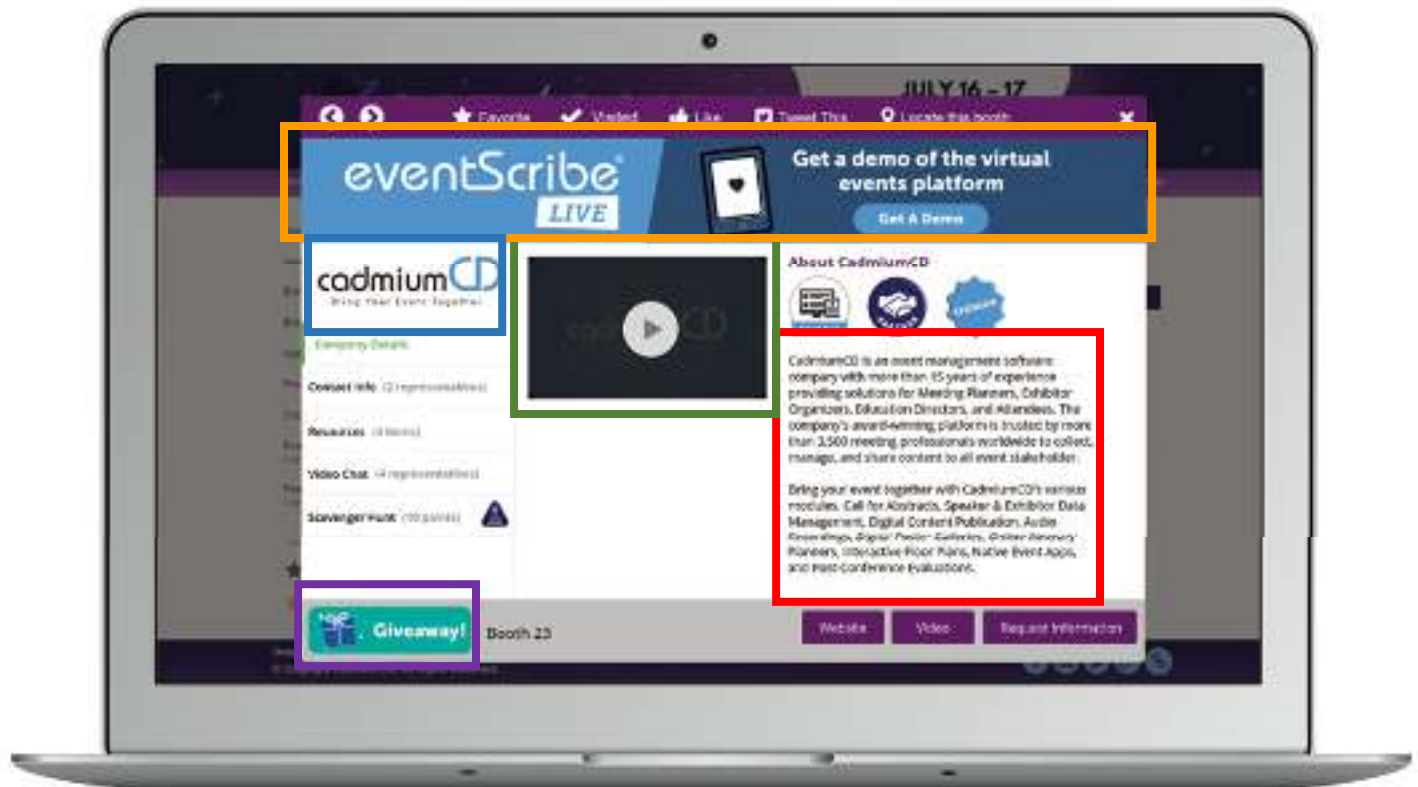
**Company Details and Description and Company Categories** – Short company description, typically 3-4 sentences. HTML is supported. Chosen categories will show below the description. Attendees can also browse and search exhibitors by category.

**Booth Video** – Upload your 3-5 minute company video for attendees to watch in your booth. Video should be 200mp or less and in .mp4 format

**Logo Upload** – Your company logo will be shown on the exhibitor listing, as well as your booth profile. Only EPS or AI files are accepted at this time.

**Booth Banner** – This banner will display on each page of your booth profile, as well as in your booth video chat. Specs are 1920 x 250 px. This banner can also link out to a custom URL.

**Giveaway Button** – If you would like to provide a giveaway for attendees, you may upload the link here. Please note the association will not be involved in any part of your company's giveaway. You will be responsible for hosting the form, selecting and contacting winners, and supplying prizes.

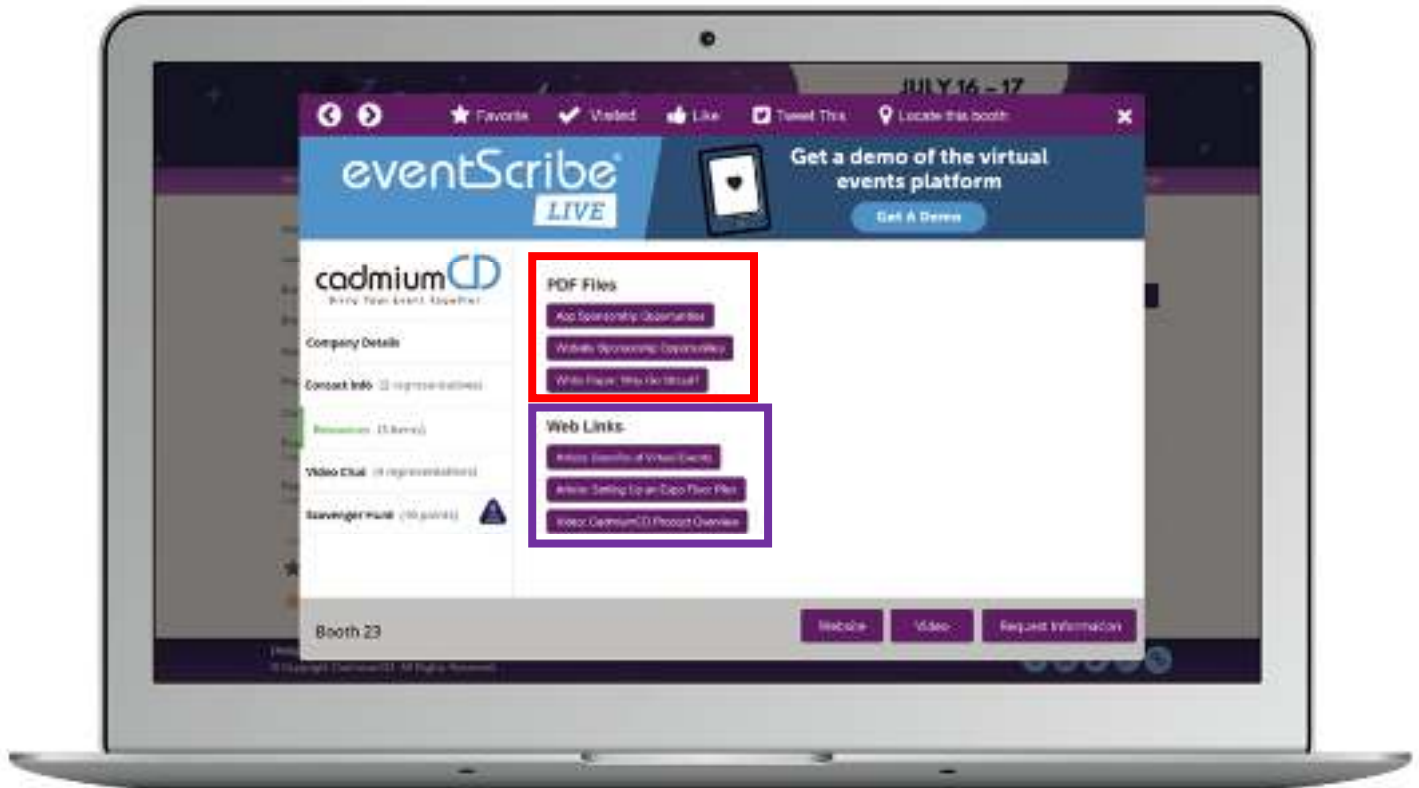


# Resources Page

**PDF Links** – You may include PDF links. Each PDF link has a “PDF Link Label” that can be customized based on the title of your PDF. The number of PDFs you can upload depends on your sponsorship level

**Web Links** – You may include web links. Each web link has a “Web Link Label” that can be customized based on the link you are directing attendees to. The number of weblinks you can upload depends on your sponsorship level.

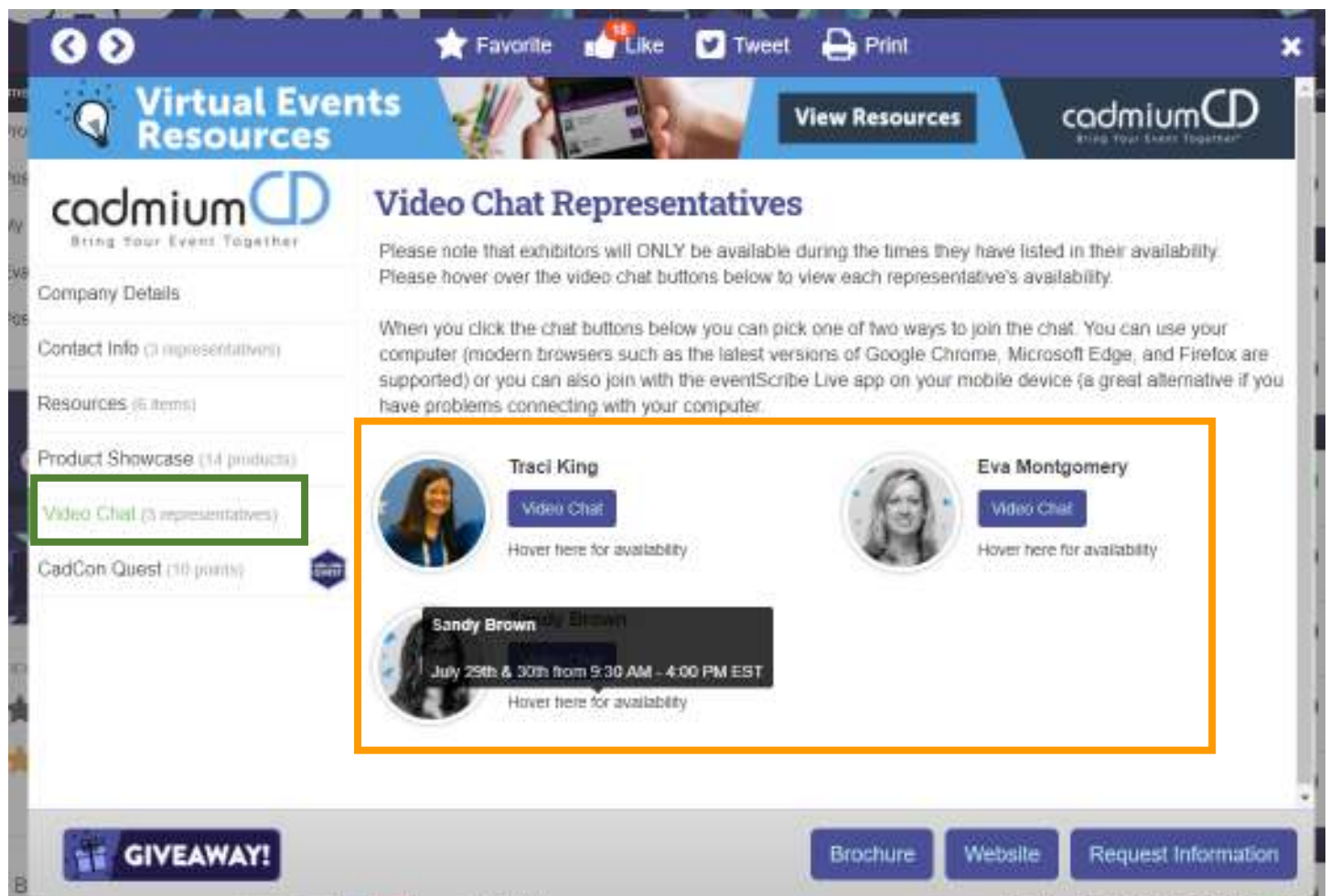
**Images** – You may include images that will show as links like below. Each Image link has an “Image Link Label” that can be customized based on the image you are uploading. The number of images your can upload depends on your sponsorship level.



# Video Chat

**Representatives** – Your company may include up to 4 representatives for your booth. These representatives will be the same throughout the event and cannot be swapped out. You can add representatives using your “Booth Representative for Video Chat” task, explained below.

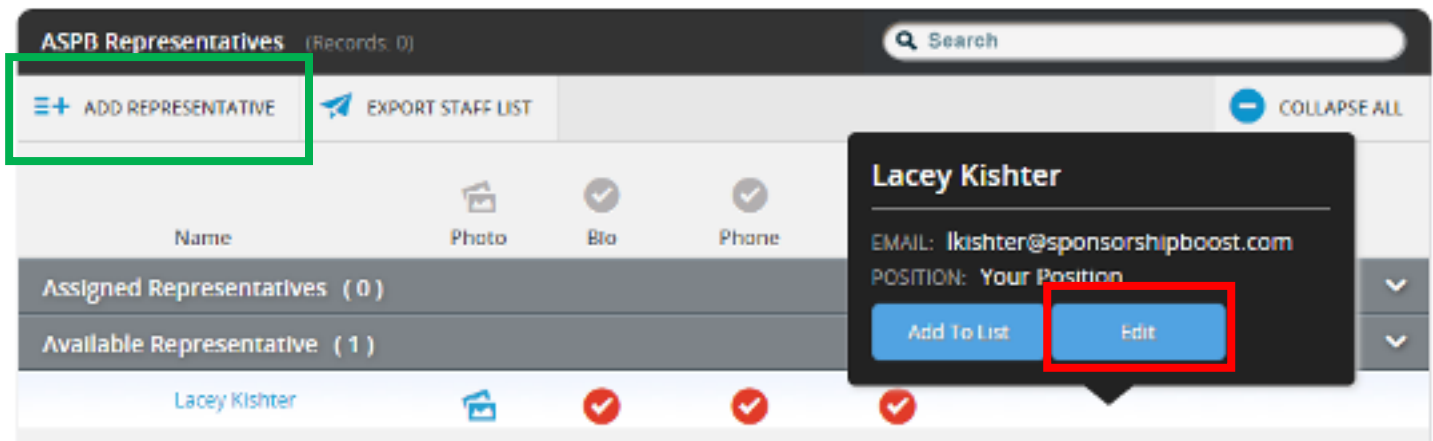
Each representative will have the ability to create their own availability hours, upload a profile picture, as well enter a short bio. This will be shown in the **Contact Info** page. A 400 x 400 px image in PNG or JPG format is required for each representative added for the video chat to work.



## Adding Representatives

To add a sales team member from 'Available Representative' to 'Assigned Representative', simply click their name, then **Edit** to review the current details. If they are correct, simply click Save Changes to exit the popup, then click their name again and select Add to List.

If you need to add a member of your sales team, click the **ADD REPRESENTATIVE** button, enter the requested contact details, then click Save Changes to exit the popup.



When adding or editing a representative, please be sure to click through **each section** to update all information. **Your photo is required. Any staff without a photo will not be shown. 400 x 400 px PNG or JPG Format**

