

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

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

<> ← → + ▾ Formats ▾ **B** *I*

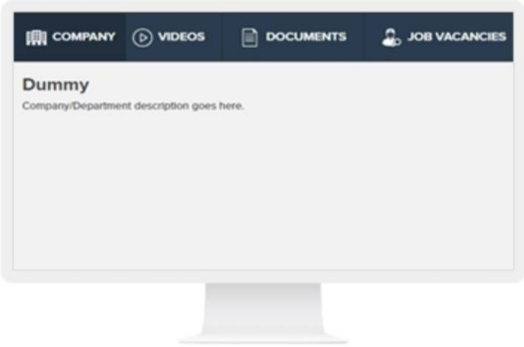
☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰

🔗 🖼️

Golbon foods

Powered by TinyMCE

Example:

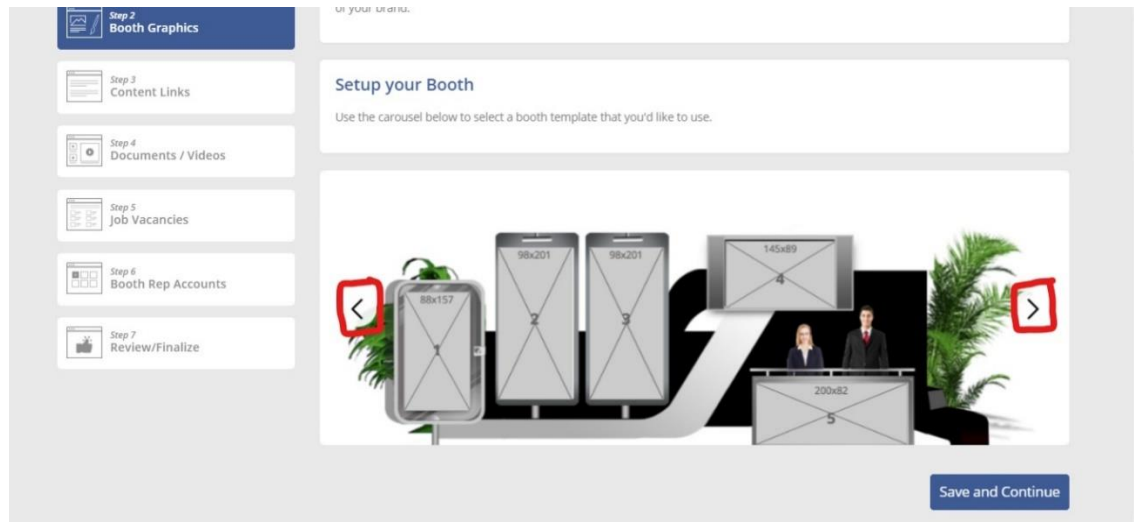


Step 1 includes filling basic information about your booth. It includes:

- 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:

Select the booth wall colors

Back Panel Color:



Front Panel Color:



Show Dimensions:

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:



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.

Manage Banners



+ Upload banner image...

1. Use the zoom buttons below to resize the image.
2. Drag the image to make it fit inside the banner area.
3. Click on Preview button to see the final result.

Crop Image:



Background:

Zoom:

Continue

Click on 'continue' and the image will be displayed on banner space.

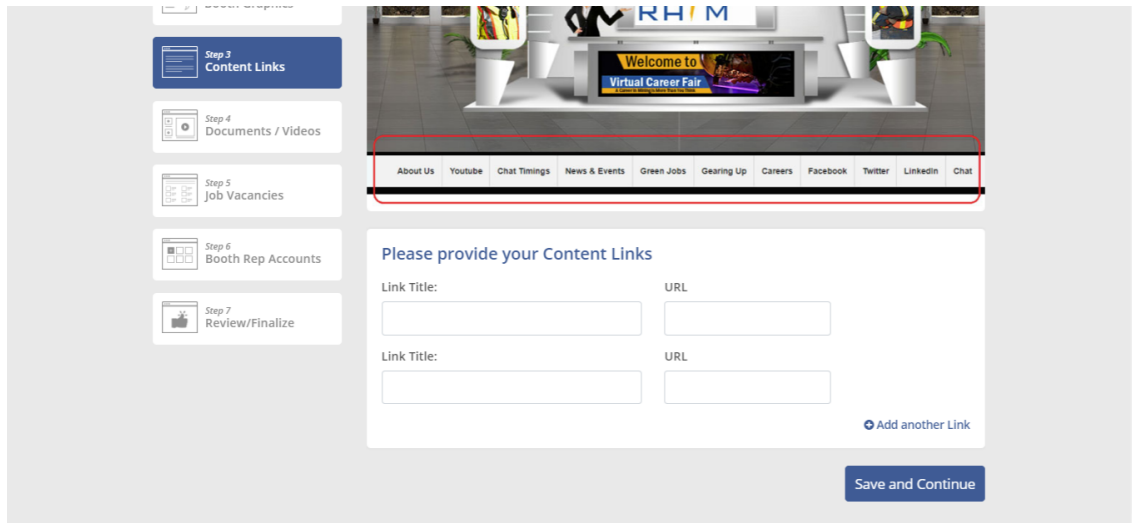
“Do not forget to click “**Save and Continue**’ after adding information or else changes will not be saved”

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:



The screenshot shows a web interface for configuring content links. On the left is a vertical sidebar with seven steps: Step 3 Content Links (highlighted), Step 4 Documents / Videos, Step 5 Job Vacancies, Step 6 Booth Rep Accounts, and Step 7 Review/Finalize. The main area features a preview of a virtual booth with a navigation menu containing links for About Us, Youtube, Chat Timings, News & Events, Green Jobs, Gearing Up, Careers, Facebook, Twitter, LinkedIn, and Chat. Below the preview is a form titled "Please provide your Content Links" with two rows of input fields for Link Title and URL. An "Add another Link" button is located below the second row, and a "Save and Continue" button is at the bottom right.

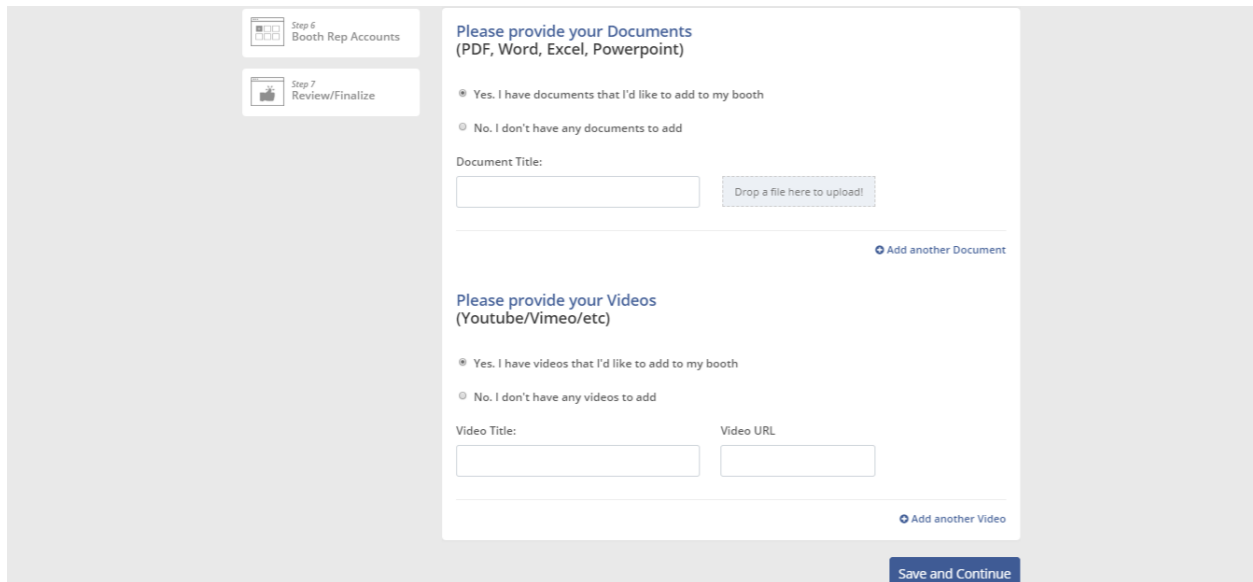
Step 3 includes adding external links that can redirect a participant/attendee to your website or social media page. You can add as many links as you want by clicking on ‘Add another link’.

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:



The screenshot shows a web interface for adding documents and videos. On the left, there are two navigation buttons: 'Step 6 Booth Rep Accounts' and 'Step 7 Review/Finalize'. The main content area is divided into two sections. The first section is titled 'Please provide your Documents (PDF, Word, Excel, Powerpoint)'. It has two radio buttons: 'Yes, I have documents that I'd like to add to my booth' (selected) and 'No, I don't have any documents to add'. Below this is a 'Document Title:' label and a text input field. To the right of the input field is a 'Drop a file here to upload!' button. Below the input field is a blue link 'Add another Document'. The second section is titled 'Please provide your Videos (Youtube/Vimeo/etc)'. It has two radio buttons: 'Yes, I have videos that I'd like to add to my booth' (selected) and 'No, I don't have any videos to add'. Below this are two labels: 'Video Title:' and 'Video URL', each followed by a text input field. Below the input fields is a blue link 'Add another Video'. At the bottom right of the form is a blue button labeled 'Save and Continue'.

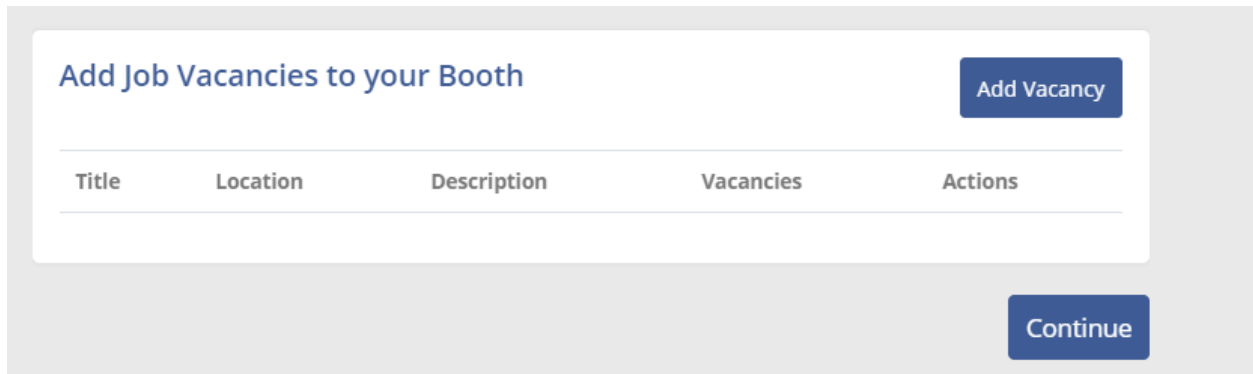
Step 4 includes adding documents and videos to your booth. You can upload as many documents as you want. Click ‘Add another document’ to upload more documents.

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:



The screenshot shows a user interface for adding job vacancies. At the top, there is a heading "Add Job Vacancies to your Booth" and a blue button labeled "Add Vacancy". Below this is a table with the following columns: "Title", "Location", "Description", "Vacancies", and "Actions". The table is currently empty. At the bottom right of the interface, there is a blue button labeled "Continue".

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:

Location:

Job Description:

Number of Vacancies:

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)

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:

Name	Email	Action
------	-------	--------

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:

Add User



First Name:

Last Name:

Email:

Password:

We always recommend having a prefix before the first name that identifies you as a rep from your company. See some examples below::

Microsoft HR Rep John Smith
Dell Booth Rep John Smith
Admissions Counselor Jamie etc

Since we do not host any sensitive information in our events, we recommend using simple passwords to avoid confusion on the event day. A basic password has been generated for you. You can change it if needed.

Availability to chat (Optional):

Start Time (Including Timezone)

End Time

[+ Add Another Timing](#)

Save

Close

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:

The screenshot shows a web interface for booth setup. On the left sidebar, there are two step indicators: 'Step 6 Booth Rep Accounts' (inactive) and 'Step 7 Review/Finalize' (active). The main content area is titled 'Review Booth Information:' and contains the following text: 'We are displaying the following information on your stand'. Below this is a 'Description:' section for Santa Rita Union School District, which is seeking teachers for Special Education, General Education, and Music positions. A 'Chat:' field is also present. At the bottom, there is an email distribution section with 'Send Email To' (bmoore@santaritaschools.org) and 'Cc' (shahram@vfairs.com, ashley.eastman@tularecoe.net, marvin.lopez@tularecoe.net, jonathan.meni) fields. A blue button labeled 'Email this summary to me' is located at the bottom right.

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>

Note: Booth setup link can be used anytime to make edits to the booth. You may add/remove any of the content any time. Or may add booth reps. In case of any assistance feel free to reach out to the vFairs team.