How to Submit your Exhibitor Booth Content

For this event, you’ll have the opportunity to present your products or services in a virtual exhibit hall just like in an in-person event. The process to submit your content is slightly different for the virtual event, however, so please follow this guide.

As soon as you receive your login information, you’ll follow the link and login instructions provided and you’ll be brought to a page that looks similar to this:



Instead of saying “ACME, Inc.” this will have your name. In case there’s a typo in your booth name, you can change that by clicking “Edit.”

On this page, you will also be shown options such as including a URL for your company website, contact information for curious attendees to speak with you, different background image options, and more.

For the contact information, either include a link to a contact form on your website or a mailto: email address (ie, <mailto:you@email.com>) for your booth visitors to use to contact you.

You’ll choose your background type from the drop-down menu. To see what your options are, check out this link: <https://event.vconferenceonline.com/help/vconference_booth_options.pdf>

If you wish to upload your own background, please feel free! This background should be a mood-setting background, however, **not** informational. Things like a tiled logo, scenic image, or another similar type of background would be great and would add to the feel of your booth; however, many screen sizes vary and the background will also resize according to that screen size. Make sure you take a look at your booth preview to confirm it looks how you would like.

Sponsor description and Welcome text will likely be very similar. They simply describe who you are and what your company is about. This can include contact information such as your email address and social media links. Once you are finished filling out this page, click “Save Exhibitor.”

Next, go to Sections. Here is where you will name the different tabs on the side of your booth. You can have as many sections here as you’d like, but keep in mind the user experience and try not to overwhelm them with too much information. In these sections, include text about each section of your booth. If you’d like to include videos or PDFs, that will come later - just worry about descriptive text in this section.

Next you’ll want to go to Items. This is where you can upload those assets mentioned before, like links to YouTube/Vimeo videos, PDFs (good format for brochures), and other linkable objects. There is no limit to the number of PDFs or videos you can upload, but we recommend videos are kept under 3 minutes. PDFs can either be hosted on vConferenceOnline servers (using the upload function) or by linking to where they are hosted elsewhere (like on your own website). Enter a good descriptive name for the item as well as a short description to explain to the attendee what they might be clicking on. You can either upload a file or include the URL if uploaded elsewhere. Make sure that once you’ve named/uploaded your asset, you assign it to a section of your booth. (See below for a sample.)



If you will be attending the event live and wish to answer questions about your company during the event using live chat, please use the Edit section to turn on/off the live chat during the times you are attending your booth. Once again, make sure you include your email address or URL in the contact information, proceeded by mailto: if an email address (i.e., <mailto:email@address.com>) to allow people to contact you if your chat is not enabled.



After you’ve uploaded all your booth information, descriptions, videos and documents, you can preview everything by using the Preview function near the edit button for your booth. You should see everything as a visitor of your booth will see it.

**If you have any questions, please contact** [**kat@bitsonthewire.com**](mailto:kat@bitsonthewire.com) **and she will be happy to clarify.**

Examples of virtual booth design:



