

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.

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.

Request Information – This button will allow attendees to contact the booth admin with any comments or questions

Chat Now! – Clicking on the Chat Now button will bring up a public booth chat between your representatives and any attendee in the chat.

The screenshot displays a virtual booth profile for 'Sponsorship BOOST'. At the top, there is a green banner with the text 'CREATING ASSOCIATION REVENUE' and the 'Sponsorship BOOST' logo. Below the banner, the profile is divided into several sections. On the left, there is a sidebar with 'Company Details', 'Contact Info (2 representatives)', 'Resources (11 items)', 'Video Chat (2 representatives)', and 'Scavenger Hunt (10 pts)'. The main content area features a video player with the 'Sponsorship BOOST' logo and a play button. Below the video player are two buttons: 'Exhibitors' and 'Hybrid'. To the right of the video player is a text box with a red border containing the following text: 'Sponsorship Boost understands that the core mission of every association is to grow, in both impact and size, and we help our association clients achieve this goal by prioritizing the generation of non-dues revenue. We create customized strategies to help your association move to the next level. By combining our expertise, technology, and knowledge of industry best practices, Sponsorship Boost provides associations with additional revenue-generating solutions in three main areas: Exhibits and Sponsorships, Digital Advertising Sales, and Sponsorship Infrastructure Development. We have more than 20 years of experience working with association conferences of varying size and scope, and are experts in substantial revenue development and sales of association courses, conferences, and meetings. Our dedicated staff provides unparalleled event expertise and works with your meeting staff in a team atmosphere to maximize your event's potential.' At the bottom of the profile, there are several buttons: 'Giveaway!' (highlighted with a purple border), 'Brochure', 'Website', 'Request Information' (highlighted with a pink border), and 'Chat Now!' (highlighted with a green border).

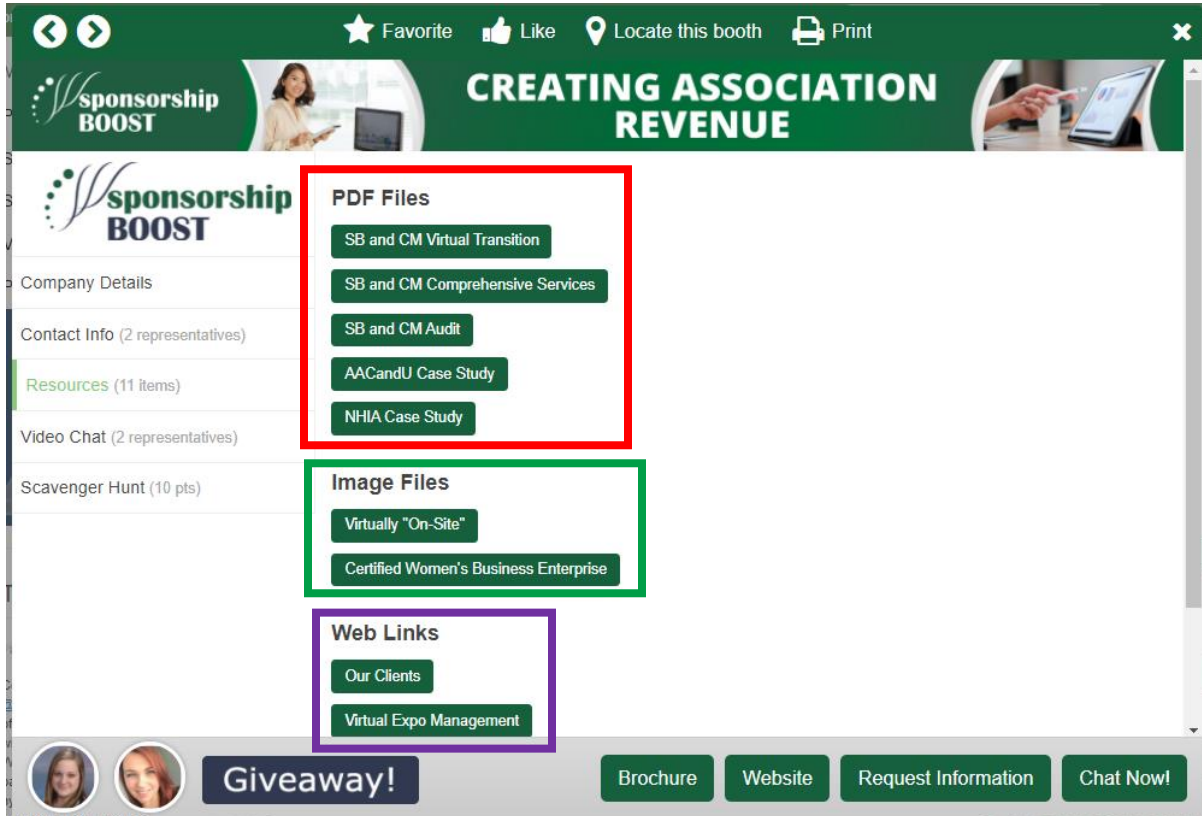
Resources Page

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.

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.

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.

Please refer to the prospectus for resource link limits.



Video Chat

Representatives – Your company may include up to 4 representatives for your booth. This does **not** register them to attend the meeting. This will only give access to the virtual booth text and video chat. 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 and Video Chat** pages. A 400 x 400 px image in PNG or JPG format is required for each representative added for the video chat to work.

The screenshot shows a virtual booth interface for 'Sponsorship BOOST'. At the top, there is a navigation bar with icons for back, forward, favorite, like, locate, and print. Below this is a banner for 'CREATING ASSOCIATION REVENUE'. The main content area is titled 'Video Chat Representatives' and contains a notice about exhibitor availability and instructions for using video chat. Two representatives are listed: Dana Jones and Lacey Kishter. Dana Jones has a 'Video Chat' button and a note to 'Hover here for availability'. Lacey Kishter has a 'Video Chat' button and a detailed availability popup showing times for Monday, Wednesday, and Tuesday. The bottom of the interface features a 'Giveaway!' button and several other buttons: 'Brochure', 'Website', 'Request Information', and 'Chat Now!'.

Sponsorship BOOST

Favorite Like Locate this booth Print

CREATING ASSOCIATION REVENUE

Video Chat Representatives

Please note that exhibitors will ONLY be available during the times they have listed in their availability. Please hover over the video chat buttons below to view each representative's availability.

When you click the chat buttons below you can pick up the phone or use your computer (modern browsers such as the latest versions of Google Chrome, Microsoft Edge, and Firefox are supported) or you can also join with the eventScribe app on your mobile device (a great alternative if you have problems connecting with your computer).

Dana Jones
Video Chat
Hover here for availability

Lacey Kishter
Video Chat
Monday, May 3, 10 AM - 11AM EST
Wednesday, May 5, 11 AM - 12 PM EST
Tuesday, May 4, 11AM - 1 PM EST
To reach me outside of my available times, please email LKishter@sponsorshipboost.com

Giveaway! Brochure Website Request Information Chat Now!

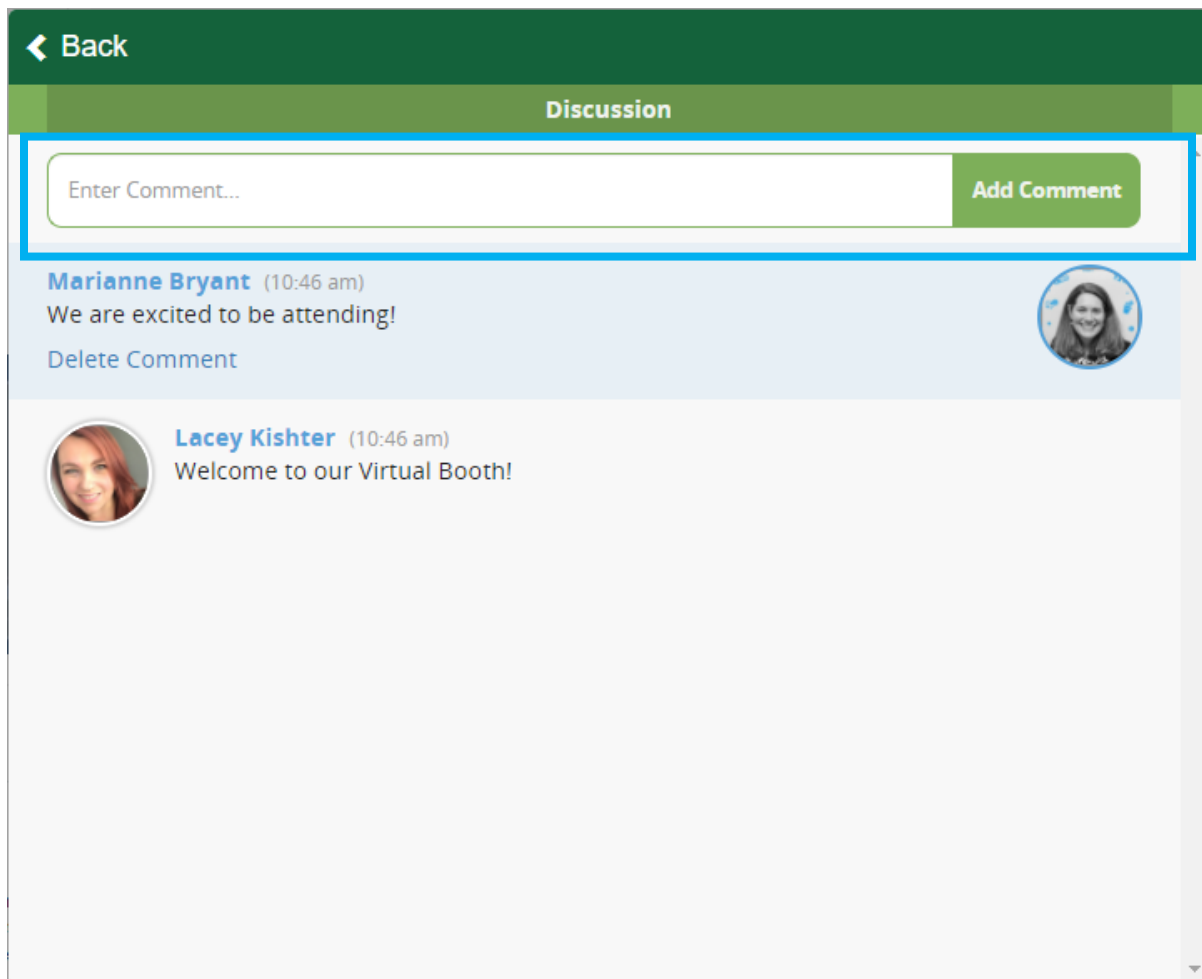
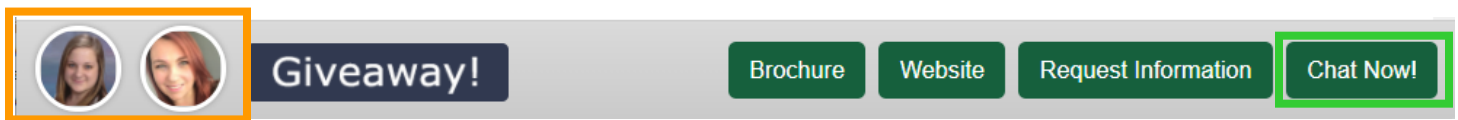
TextChat

Representatives – Your representatives for the text chat will be the same as your video chat.

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.

Chat Now! – Clicking on the Chat Now button in the footer will bring up a **public** booth chat between your representatives and any attendee in the chat. You can enter participate in the chat by typing your comment or question in the box and clicking **Add Comment**

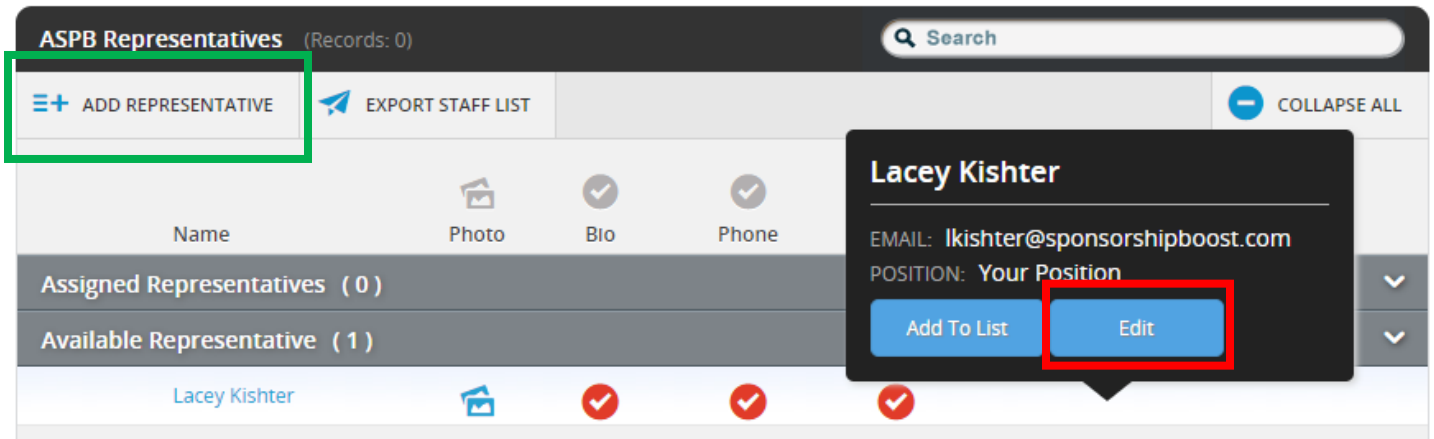
Please note this chat is public and viewable to all registered attendees.



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**

