

Welcome to the new exhibitor portal

The exhibitor portal has been updated! With a newly simplified layout it's easy to navigate and update your profile to make the most of your presence at the show, and ensure you don't miss the opportunity to drive visitors to your stand. Our visitors will be utilising the exhibitor directory as they decide who they would like to meet at the exhibition. This is your chance to get their attention.

Log in

Your welcome email will include a link to the exhibitor hub, where you can reset your password and log in. Once logged in, the exhibitor hub will give you various options to manage your show participation.

The screenshot shows the exhibitor portal interface. At the top, there is a dropdown menu labeled "Travel Show - Reed Exhibitions" with a callout bubble containing the number "1". Below this, the dates "13 - 14 September 2021" are displayed. The main content area is divided into two sections. The left section contains a table with the following data:

Company Name	Digital offering
Reed Exhibitions	Bronze package

The right section contains a table with the following data:

Stand location	Stand size	Stand type
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Callout bubble "2" points to the stand details table. Below these tables are two large buttons: "Edit Profile Page" (with a callout bubble "3" pointing to it) and "Sharers". The "Edit Profile Page" button has a subtext: "This information will appear in the show website." The "Sharers" button has a subtext: "Add and Manage your allocated Stand Sharers."

1. If you are exhibiting at multiple events, you can choose the exhibitor portal you want to manage using the dropdown
2. View a summary of your stand details
3. Keep an eye out for new tiles which will appear here in the run-up to the show, in order to access key features required for your attendance at the event. This could include ordering badges, accessing the exhibitor manual and managing your leads.

Edit your profile

As you begin building your company profile, you can add basic details such as your company name, description, logo and contact details. Your profile is split into easy to manage sections giving you the flexibility to edit and update at your convenience. Click on the pencil icon at the top of each section to begin editing.

Images



 **Upload cover image**

Formats: jpg, png
Max file size: 1MB
Minimum: 600x150px
The image will have a ratio of 4:1
It may be cropped to fit the ratio



 **Upload logo**

Formats: jpg, png
Max file size: 1MB
Recommended: 180x180px

You can upload a cover image in addition to a logo, which will display full screen at the top of your exhibitor profile on the website. These images need to be either a jpg or png and no larger than 1MB.

Descriptions



Reed Exhibitions

TRAVEL SHOW - SEPTEMBER 2020 SPECIFIC

Why visit our stand

Tell visitors why they should visit your stand. Maximum 200 characters

Description

Describe what your company does. Maximum 600 characters

In this section, you can update your company name, add your company description and also encourage visitors to visit your stand by including a brief description of what you can offer.

Company categories

* indicates a mandatory field

TRAVEL SHOW - SEPTEMBER 2020 SPECIFIC

Filters

Products and Services *
Please provide at least 1 and up to 2 answers.

x Golf Clubs/Golf Courses x Hotels

Geographical Regions *
Please provide at least 1 and up to 1 answers.

x Comoros x Spain

- Africa
 - + Eastern Africa
 - Middle Africa
 - Angola
 - Cameroon

This is a mandatory section of your profile, as website visitors will use these categories to search for companies on the exhibitor directory. In some cases where indicated, these selections will be used for matchmaking with visitors who have registered to attend the show.

Sponsored categories

AIRCRAFT INTERIORS EXPO - AUGUST 2021 SPECIFIC

Sponsored Category

Your Gold package entitles you to select one category to sponsor. Categories that have been already selected by another exhibitor are not available.

Select or search for an item...

- + Products and Services sold at the event
- + What is your company's primary activity?
- + Will you be showcasing products launched within the last 12 months?

If you've purchased the upgraded Gold package, you will have an extra section where you choose a category to sponsor. Please ensure you choose from the Product category list, and a category can only be selected by one exhibitor. By sponsoring a category, you will appear at the top of the exhibitor directory results when that category is selected.

Products

TRAVEL SHOW - SEPTEMBER 2020 SPECIFIC

Gallery of products and services

Add products to your 'Exhibitor Profile' to show visitors what you have to offer. Upload an image, a title, and a brief description for each product. You can add as many as you like

[+ Add product](#)

Products added: 0

The products you add are displayed on your company profile and in the products directory, providing exposure for your products in the run-up to the show. Click on "Add product" to open the edit section on a new page, where you can add a product name, description and image.

Documents

TRAVEL SHOW - SEPTEMBER 2020 SPECIFIC

Upload Documents

Select a category (Brochure, Case Study, White Paper, Press Release or Other) and upload the PDF file.

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Maximum size 5MB per file.

Within the documents section you can upload a PDF which can be downloaded from your company profile. Select a category from the dropdown and then click the upload button to choose a file. The file name will be displayed as the document title on your profile so make sure it's clear and descriptive, so users know what they're downloading.

Stand Sharers

Profile **Stand Sharers (1 of 1)** Company Administrators

You currently have 1 active Stand Sharers (package: up to 2)

+ Add Stand Sharer

Status	Exhibitor name
<input checked="" type="checkbox"/> Active	New Sharer

If you are a Main Stand Holder with sharers, you can access the Stand Sharers tab at the top of the profile page. To register a sharer, click “Add Stand Sharer” and complete the relevant fields including company name, address, and admin details. Please note both the company name and display name should be the name of the sharer, and not your contracted name.

A welcome email will be sent to the email address you enter so ensure it is correct before saving. This admin contact will then be able to log in and update their company profile.

You can access your sharer’s exhibitor portal to update their profile and help manage their participation if required by clicking on their company name. You can also deactivate their listing using the toggle in the status column – please note this will remove them from the exhibitor directory and prevent access to their exhibitor portal. To reactivate a sharer, you can toggle the status to active.

Admins

Profile Stand Sharers (1 of 2) **Company Administrators**

Create and manage administrators for your company, including a role. Each administrator will be sent an email with login information, there can be multiple administrators for each role and the same persons details can be entered with multiple roles. There must be one Primary Administrator. Please ensure you have the person’s permission to add their details.

+Add Company Administrator

	First name	Last name	Email address	Login roles
<input type="checkbox"/>	Phil	Jones	philjones88@gmail.com	Primary Administrator

Select the Administrators to whom you want to resend the activation email.

Resend activation email

You can now add additional admins who will have access to log in to the portal, update the exhibitor profile and order badges. Each admin will be assigned a role, so this is where you can nominate a lead capture contact, diary user, printed catalogue contact etc.

Social media

Enter the social media URL of your company

 **FACEBOOK**

 **TWITTER**

 **YOUTUBE**

 **LINKEDIN**

By connecting with website visitors on Facebook, Twitter or other social media platforms, you can continue the conversation with potential customers after the show. Add the URLs for your social media channels to display these links on your company profile.

Sessions

[+ Add Session](#)

Networking hour 

 B21

 Fri 11 September - 16:00-17:00

Add any sessions or events you're hosting during the show so visitors can plan ahead and ensure they don't miss out. You can add details of the session including speaker name, location, and description.

Exhibitor Settings

Exhibitor Settings

This information won't be visible to visitors. Please contact customer service to update this information.

TRAVEL SHOW - SEPTEMBER 2020 SPECIFIC

Exhibitor Type *
Exhibitor

Stand Sharer Allocation
This is the total number of allowed Stand Sharers
0 Stand Sharer(s)

Badge Count
This is the total number of allotted badge(s)
2 Badge(s)

Find a summary of your package in the exhibitor settings section at the bottom of the exhibitor profile page, where you can see how many badges and sharers you're allocated. If you would like to purchase additional allocations, you can find more details on our website or get in touch with the team who will be happy to help with any queries you may have.

Reset your password

If you have forgotten your password and need to reset it, you can enter your email address at the following link to trigger a forgotten password email:

<https://auth.reedexpo.com/password/forgotpassword?locale=en-GB>

We're here to help

If you need any help accessing and updating the exhibitor portal, please contact our dedicated customer services team who will be happy to assist. You can find further details on how to get in touch on the website.