

# Expo!Expo!MENA - Exhibitor Guide Line



## Application

### BOOTH STAFF REGISTRATION



You already received a booth staff registration code to register your company members into the platform and to obtain their badge.

Note: Enter different email for each member with the same code

click on the picture if you still not register your member

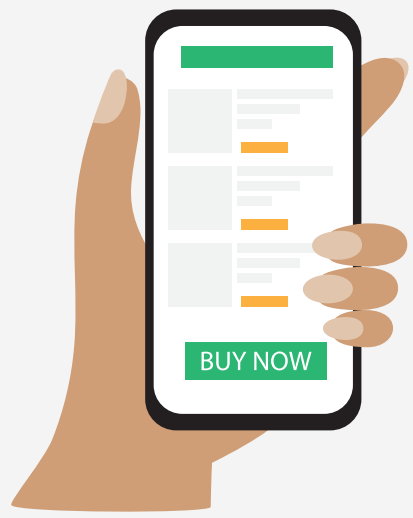
[Expo! Expo! MENA 2023 Booth Staff Registration](#)

Email:

Company Code:

you will receive an email contains go to the event button

### DOWNLOAD THE APPLICATION



After downloading the app Enter the email you used to register It will send you another email to set your password then back to the app and sign in

Welcome, create a password

In order to log in the next time that you want to use the web or mobile app.

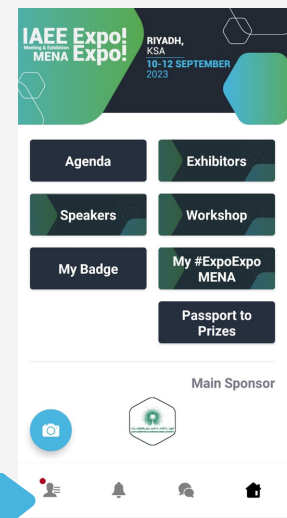
\* Password:

• At least 10 characters • At least 1 lowercase letter  
• At least 1 number • At least 1 uppercase letter

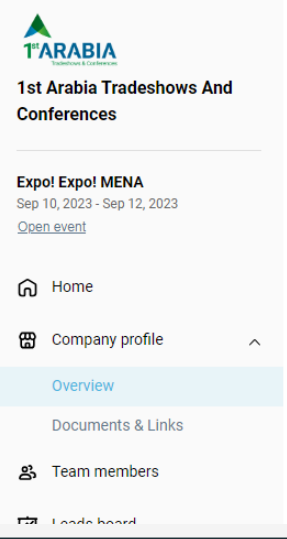
I accept the Terms of Use  
 I have read and consent to the Privacy Policy

[Access the App](#)

### EXHIBITOR CENTER



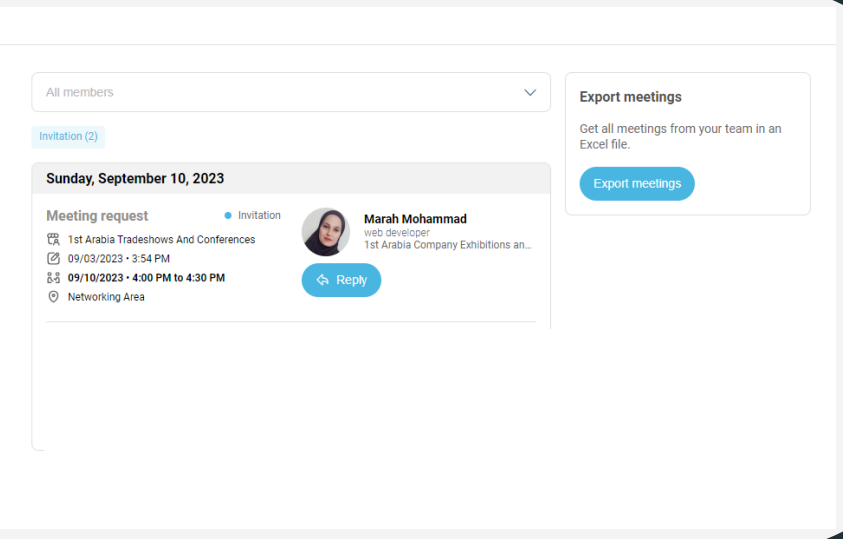
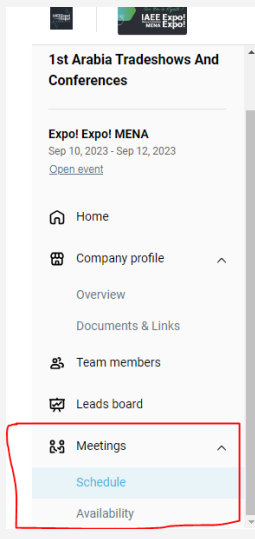
To access the exhibitor center click on your profile and then click on the exhibitor center To be contacted by as many qualified participants as possible, we advise to fill in all the editable information from your Exhibitor Center



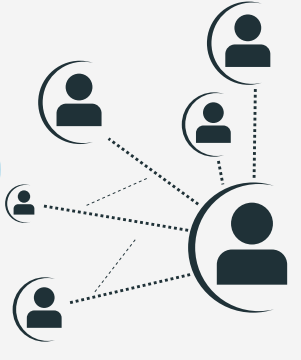
Advertising  
On web desktop, the image is displayed in a vertical banner ad on the left side of your company profile. On mobile, your ad appears at the bottom of it.  
[Add an ad](#)

### MANAGE YOUR MEETINGS

- Click on the meeting tap you can see the following:
- **Display the meetings of your team**
  - **Filter meetings** by status: Pending, Confirmed, Canceled or Declined.
  - **Assign a meeting:** reply to the meeting request and select a team member to assign.
  - **Accept or decline meeting requests** or cancel an existing meeting. Export the full list of meetings.



### HOW TO NETWORK?



From the home page of the event you see all the exhibitors and attendees Please don't hesitate to contact them through the app ( chat, video calls, meetings)

### ACCESS YOUR BADGE

you can access your badge from the home page then click on the my badge button

**Note: in order to save other exhibitor and attendee contact to your profile you can scan their badge through the app once they visit your booth**

