

How to Setup Your Booth in 7 Easy Steps

Step 1:

Basic Information:

The screenshot displays a web form titled "Let's Get Started ... Tell us more about your booth". It includes a "Booth Name" input field with a placeholder text: "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:". To the right is an "Upload company logo (110x30px)" section with a file upload button and a dashed box containing the text "Drop a file here to upload!". Below the name field is a "Booth Description" section with a rich text editor toolbar and a large text area. To the right of the description is an "Example:" section showing a computer monitor displaying a website layout with a navigation bar (COMPANY, VIDEOS, DOCUMENTS, JOB VACANCIES) and a main content area with the text "Dummy" and "Company/Department description goes here."

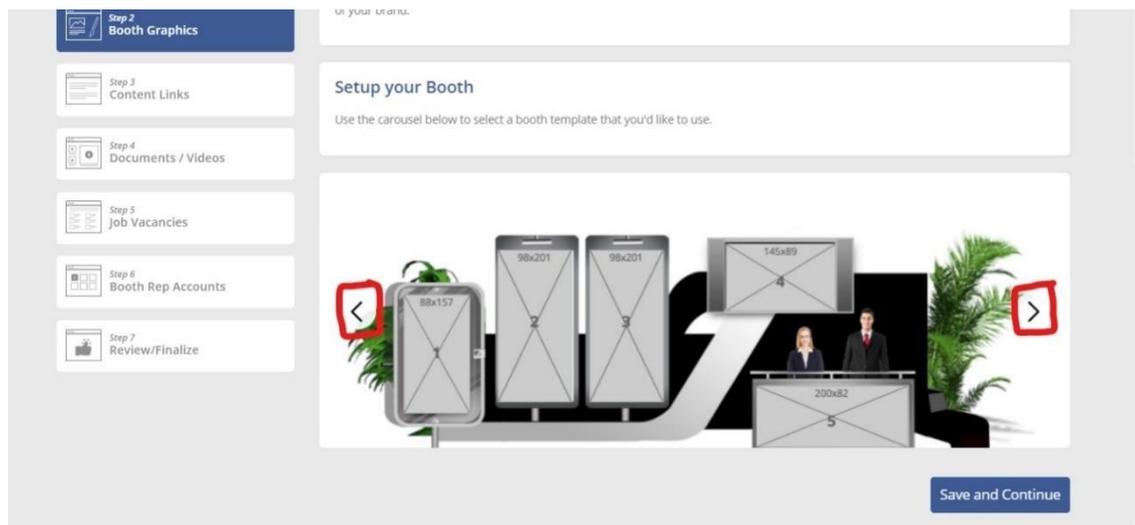
Step 1. Fill in the basic information about your booth including:

- The name of the booth (Company Name)
- Booth logo (Company Logo)
- Booth description (Company description)

Do not forget to click "**Save and Continue**" after adding information or your changes will not be saved.

Step 2:

Booth Graphics:



Step 2. Select a booth template and add graphics. There are several booth templates to choose from. Browse the different booth designs by clicking on the left and right arrows (highlighted in red). Please note the image dimensions for each banner in the booth designs.

After selecting your booth design, you will see the following options populate underneath the booth template:

Select the booth wall colors

Back Panel Color:



Front Panel Color:



Show Dimensions:



You can change your booth's color scheme using these options. Both the back and front panel colors can be changed.

Once you are satisfied with your color scheme you can begin uploading your banner images.

It is imperative that images are uploaded in sequence, starting from banner #1.

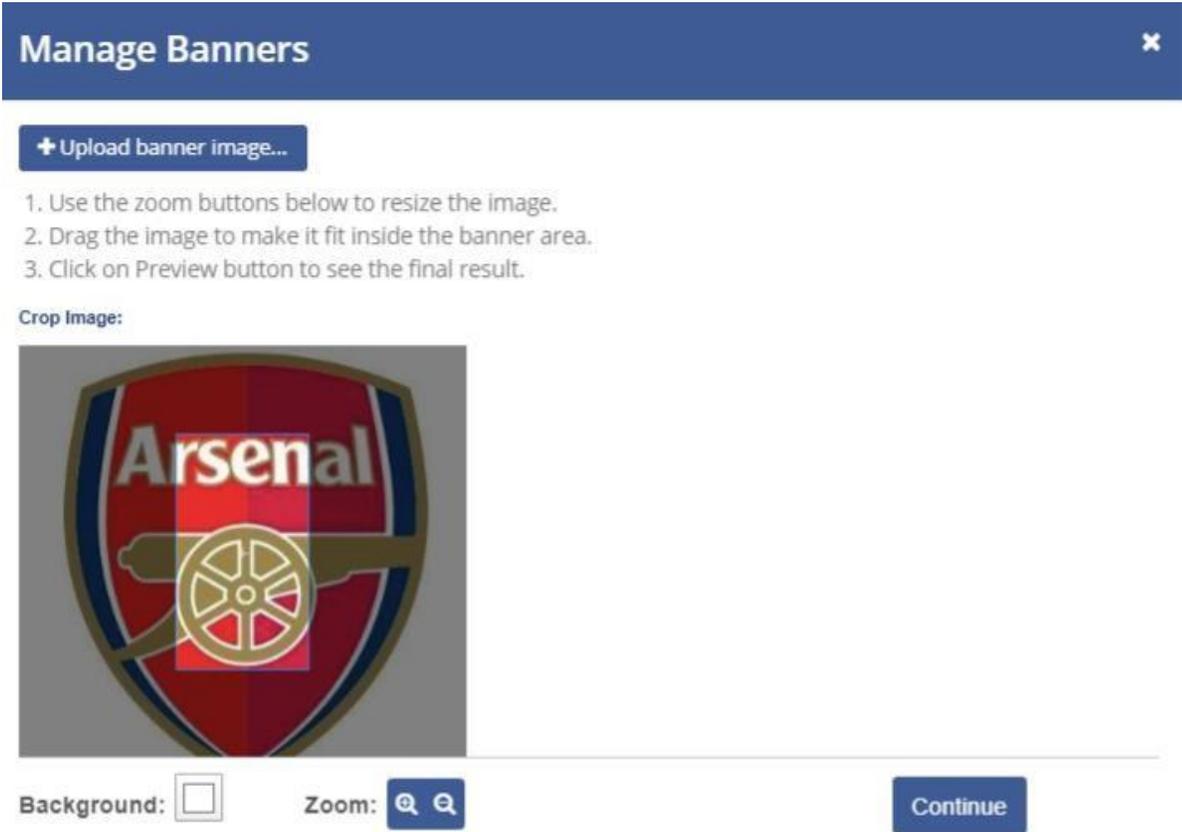
Make sure the images you upload are equal to the dimensions listed on each banner, or as close as possible.

To upload an image to your booth, click on the numbered banner and the following pop-up will appear:



Click on 'Upload Banner Image' to upload your desired image from your computer.

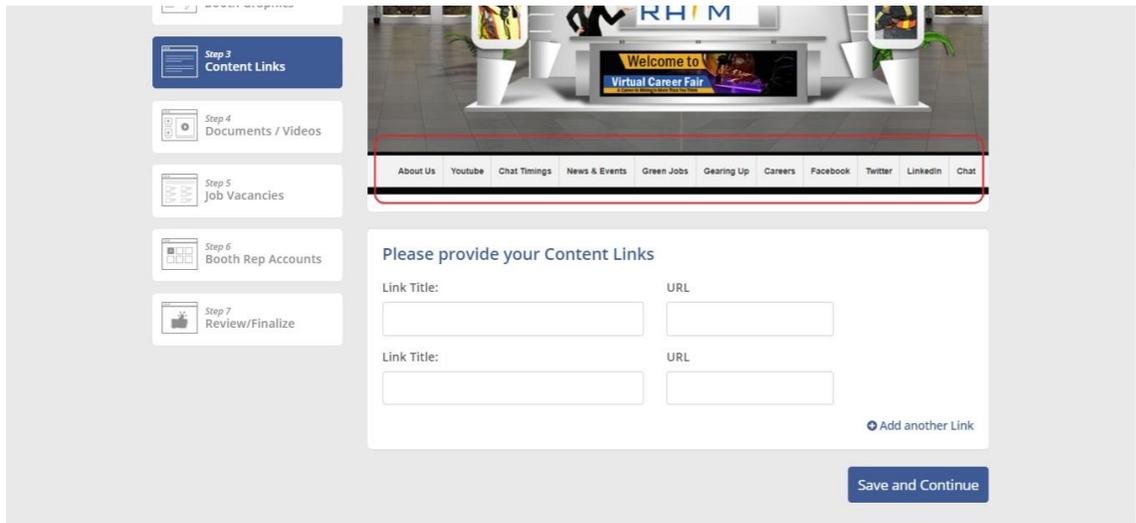
After selecting your desired image, you will be prompted to resize it. You can use the 'zoom in' or 'zoom out' features to fit the image to the banner space. Make sure to not 'zoom out' on an image too much or the image quality will deteriorate.



Click on 'continue' and the image will display in banner space. Follow these steps to add graphics to all the available banners spaces.

Do not forget to click "Save and Continue" or your changes will not be saved.

Step 3: Content Links:



The screenshot shows a web interface for setting up content links. On the left is a vertical sidebar with seven steps: Step 3 (Content Links), 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 highlighted in red, 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 at the bottom right of the form, and a 'Save and Continue' button is at the bottom right of the entire page.

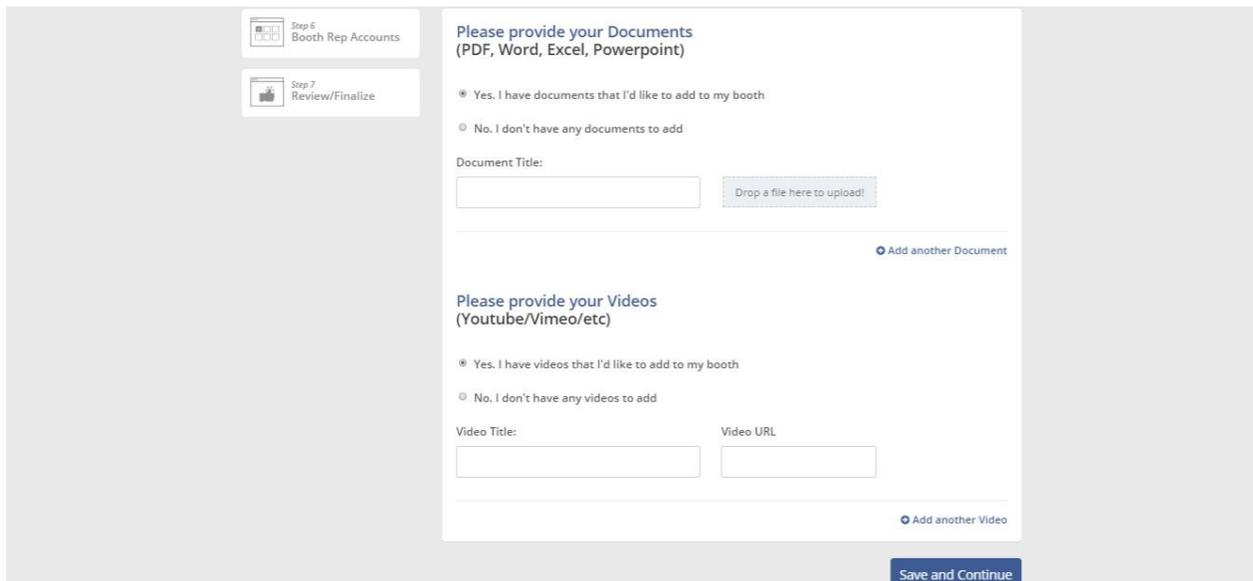
Step 3. Add external links to redirect attendees to your website or social media pages. You can add additional links by clicking ‘Add another link’.

We request that you do not add more than **6 links** – otherwise the display space may become congested and difficult to navigate.

Do not forget to click “***Save and Continue***” or your 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, 'Please provide your Documents (PDF, Word, Excel, Powerpoint)', 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' input field and a 'Drop a file here to upload!' button. A link 'Add another Document' is at the bottom right of this section. The second section, 'Please provide your Videos (Youtube/Vimeo/etc)', also 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 'Video Title' and 'Video URL' input fields. A link 'Add another Video' is at the bottom right of this section. At the very bottom of the form is a blue 'Save and Continue' button.

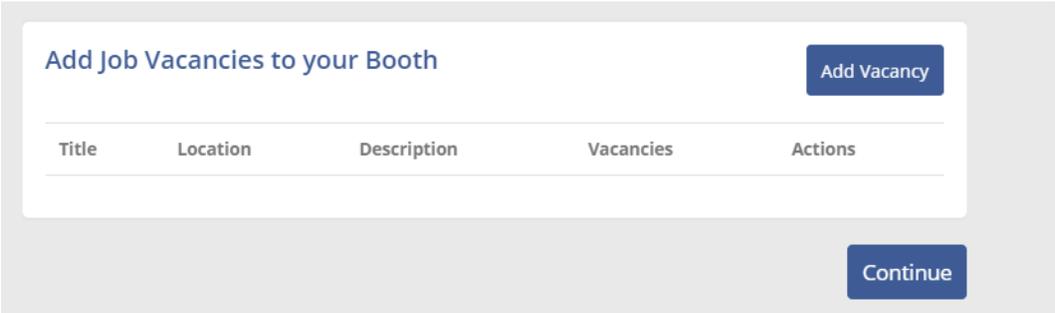
Step 4. You may now add documents and videos to your booth. You can upload as many documents as you want. Click ‘Add another document’ to upload additional documents.

You may also upload as many videos as you want. Supported video platforms are ‘**Vimeo**’ and ‘**YouTube**’. To add a video, enter the video title and URL in the corresponding fields.

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

Step 5:

Job Vacancies:



Step 5. If desired, you can share job vacancies at your booth.

Click 'Add Vacancy' to start adding jobs. Once clicked 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)

There are two ways you can share job openings:

1. If you select the first option under the 'Apply Method' heading, you can allow attendees to apply within VFairs. You will be prompted to provide an e-mail address which will receive applicant resumes.
2. If you choose the second option, you will have to enter a URL to an external job posting. With this option attendees will be redirected to the URL to apply.

Do not forget to click "**Save**" after adding information or your changes will not be saved.

Step 6:

Booth Rep Accounts:

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

Step 6. You should now add representatives to your booth. You can add as many booth rep accounts as you want. To start, click ‘Add User’. The 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**

Complete all fields to add a booth rep. You can also choose a unique password by filling out the password field – otherwise a password will be generated for you.

Do not forget to click “**Save**” after adding information or your changes will not be saved.

Step 7: Review/Finalize:

Step 6
Booth Rep Accounts

Step 7
Review/Finalize

Review Booth Information:

We are displaying the following information on your stand

Description:

Santa Rita Union School District is located in North Salinas and serves students from preschool through 8th Grade. We are dedicated to student success through collaboration and professional growth. We are currently seeking teachers for the following positions:

- Special Education - middle school and preschool
- General Education - math, science, and preschool
- Music - elementary

Come learn and grow with us!

Chat:

Send Email To

bmoore@santaritaschools.org

Cc

shahram@vfairs.com, ashley.eastman@tularecoe.net, marvin.lopez@tularecoe.net, jonathan.menr

Email this summary to me

Step 7. You will now be able to review all the information you have provided, including the login credentials of booth reps, your booth design, company description, etc.

Finally, add an email address to the ‘Send Email To’ field at bottom of the page. This email will receive a booth confirmation email. You can also choose to Cc colleagues to the confirmation email by adding their email addresses to the Cc field. Click “Email this summary to me” and your booth setup is complete.

You are welcome to make additional changes to your booth leading up to the live event. You may access your booth setup form anytime by using the “Booth Setup Link” provided in your email.