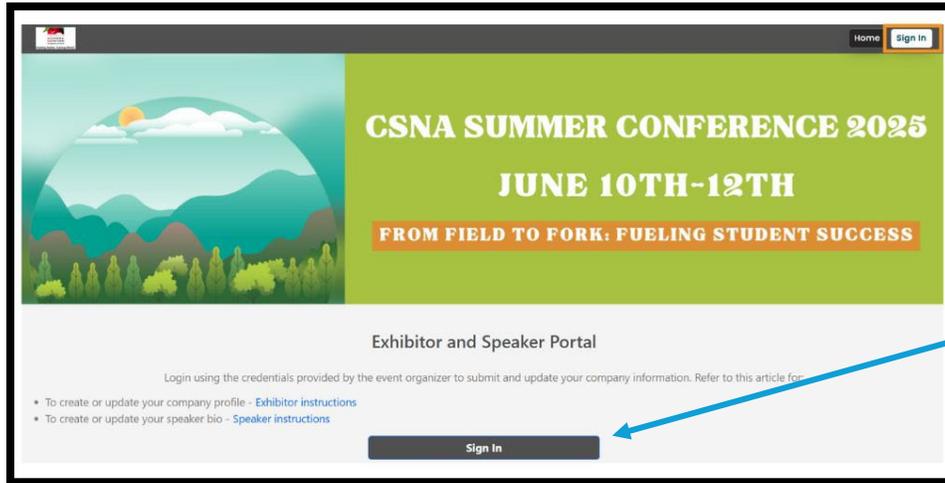
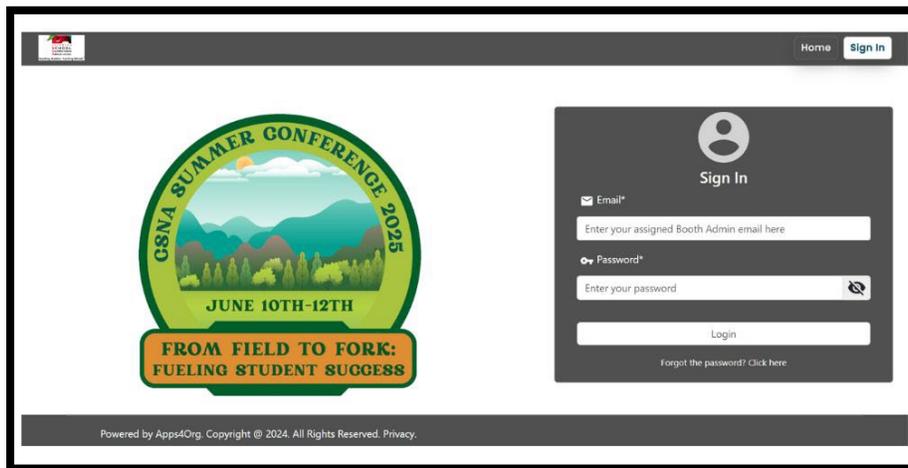


# Exhibitor Booth Input Instructions

- Login to the **exhibitor portal** (<https://eventsites.apps4org.com/?code=colosna2025>)



- Enter your specific assigned “boothadmin” email id (from the email you were sent)
- Enter password “2025boothadmin” the first time logging in (you will be prompted to select new password)



- Click on ‘Company Profile’ in the menu to submit or edit your company information
- **Ensure after you are done with all sections, you scroll down and click ‘Submit’**



- Enter the company name, website, address, brief description and upload company logo in the company information section.

The screenshot shows the 'Company Information' section of a web application. At the top, there are navigation links for 'Home' and 'Company Profile', along with a user profile icon. The main form area is titled 'Company Information' and contains the following elements:

- Company\***: A text input field.
- Website**: A text input field with a placeholder 'Enter http://www.yourcompany.com'.
- Street**, **City**, and **Zip**: Three separate text input fields.
- Country**: A dropdown menu currently set to 'United States'.
- State**: A dropdown menu currently set to 'Select Region'.
- Description**: A rich text editor with a toolbar containing options for bold, italic, underline, strikethrough, link, unlink, bulleted list, numbered list, indent, and outdent. Below the toolbar is a text area with the placeholder 'Enter description'.
- Upload Logo**: A button with a trash icon next to it.
- QR Code**: A square QR code with the text 'Download QR' below it.

- Enter the Primary Contact information for your booth. **NOTE: This person will receive all the contact inquiry emails.**
- Option to upload a company Ad/Flyer
- Option to upload a video. You can directly upload the video, or paste YouTube link, or Vimeo link
- Option to upload up to three product documents, preferably PDFs

The screenshot shows two sections of a web application: 'Primary Contact Information' and 'Content'.

**Primary Contact Information** section includes:

- Contact Name**: Text input field with 'Jodi McKinney' entered.
- Title**: Text input field.
- Phone**: Text input field.
- Email\***: Text input field with 'jodi@colosna.com' entered.
- Facebook**, **Twitter**, **LinkedIn**, and **Instagram**: Social media link input fields.

**Content** section includes:

- Company Ad**: A file upload area with a 'Choose File' button and 'No file chosen' text. Below it, a note says 'Upload image as jpg, png or gif format only' and a small image placeholder is visible.
- Video**: A text input field with a note 'Enter video link or upload file as video format' and an 'Upload' button.
- Document 1**, **Document 2**, and **Document 3**: Three separate file upload areas, each with a 'Choose File' button and 'No file chosen' text.

## Lead Generation

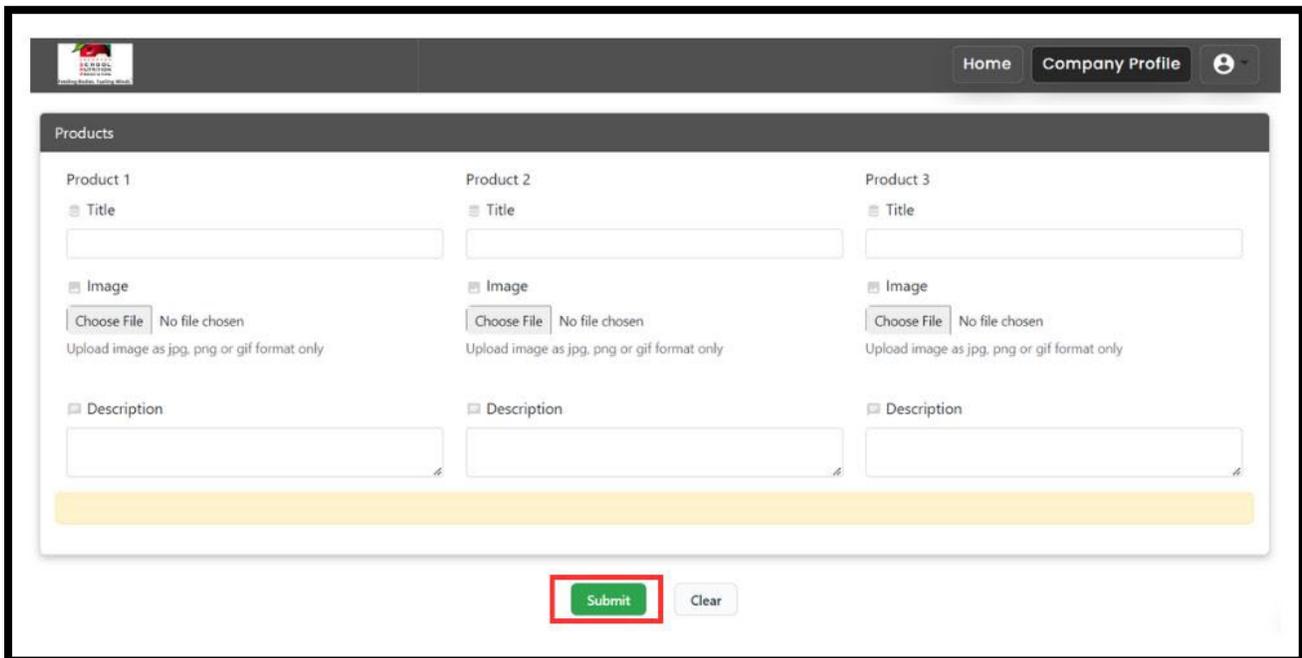
- In the lead generation section, enter ALL the email addresses of your booth staff that will be scanning the attendee badges (separate with comma)



The screenshot shows a web application interface with a dark header containing a logo on the left and navigation links for 'Home' and 'Company Profile' on the right. Below the header is a section titled 'Lead Generation'. It features a sub-header 'Booth Staff' and a text input field. Below the input field, there is a small text example: 'Enter email ids for booth staff. Ecstaff1@company.com,staff2@company.com'.

## Product Highlights

- Option to upload up to three product images
- Describe in a few words about your products in the description field



The screenshot shows a web application interface with a dark header containing a logo on the left and navigation links for 'Home' and 'Company Profile' on the right. Below the header is a section titled 'Products'. It features three columns for 'Product 1', 'Product 2', and 'Product 3'. Each column has a 'Title' input field, an 'Image' section with a 'Choose File' button and the text 'No file chosen' and 'Upload image as jpg, png or gif format only', and a 'Description' text area. At the bottom of the form, there is a yellow bar and two buttons: 'Submit' (highlighted with a red box) and 'Clear'.

**After you are done, scroll down and click 'Submit'**