

EXHIBITOR CHECKLIST



Your Go-To Checkpoints for a flawless event experience

MUST-DO CHECKLIST

Grant Permissions

- ✓ **Mic and camera permissions** [Read More](#)
- ✓ **Screen Share permission** in case of Mac OS [Read More](#)

Ensure

- ✓ **Pre - Event System Check** [Start Test](#)
- ✓ **Chrome browser with version 79** or higher (recommended) on laptop or desktop
- ✓ **Updated browser and operating system**
- ✓ **Internet Speed Requirement**
Minimum upload speed of 5 Mbps and download speed of 10-12 Mbps
- ✓ **Close all other applications/ tools accessing mic and camera in the background**

Disable

- ✓ **VPN & Firewall**
- ✓ **Ad blockers** if any

SHOULD-DO CHECKLIST

Joining Link

- ✓ Use your **Unique Booth Invitation link** to enter the event and **directly land in your booth**
[Read More](#)
- ✓ Click on the “**Set Up Booth**” button on invitation “Continue” to **complete your registration**
- ✓ Ensure you have logged in **using the same email address** on which the booth invitation was sent

Pre-Event Booth Setup

- ✓ Upload **Booth logo, display banner and booth Descriptions**
- ✓ Select and customise the **Booth Layout** [Quick Video](#)
 - Default layout
 - Custom Layout
 - Poster Layout
- ✓ **Customize Booth Tables**
 - Table Logo and Title
 - Seat count
- ✓ Customize **Register Interest Button** - Add attractive offers and discounts

GOOD-TO-KNOW CHECKLIST

Live Booth Activity

- ✓ Track real time **booth visitors and leads** to send **direct messages**
- ✓ **Start a live broadcast** to conduct a "Live Demo" with your Booth Visitors
- ✓ **Interact on booth table** and Use **Booth Chat** to post a public message for booth visitors

Other Engagement Options

- ✓ **Networking :**
Lounge : Interact with other attendees on tables for meaningful conversation
Booths : Visit exhibition area and meet other booth owners
- ✓ **Join Live Session or Watch Replay:**
Watch other live sessions in the event or watch on-demand replay of completed sessions
- ✓ **Schedule Meeting or Send Direct message:**
Schedule 1:1 or group meeting with other participants. You can send a Direct message to anyone from "People" Tab on RHS.