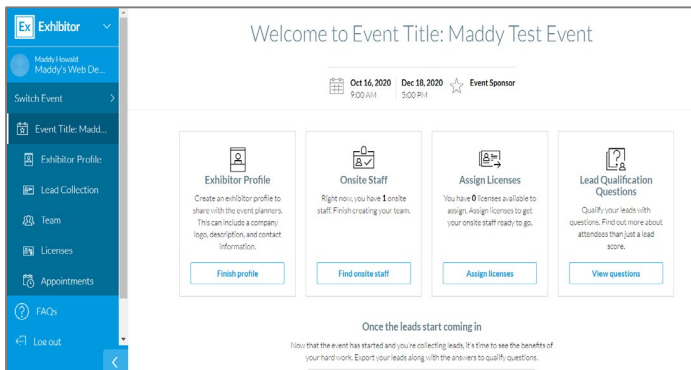# cvent

Exhibitor Portal Guide

How to Login to the Exhibitor Portal

The Exhibitor Portal is a great way to manage everything for your partnership. You should have received an email to create a password.

Once you've set your password, you'll use https://onsite.cvent.com/exhibitor/#/login for any future logins.

Pre-Event: Manage Your Profile

This is where your contact information and other information such as social media, address, and website will live. Once you've logged into the portal, there are two ways to update your profile.

1. By clicking "Finish Profile" on the card on the home page
2. By clicking "Exhibitor Profile" on the left-hand navigation menu
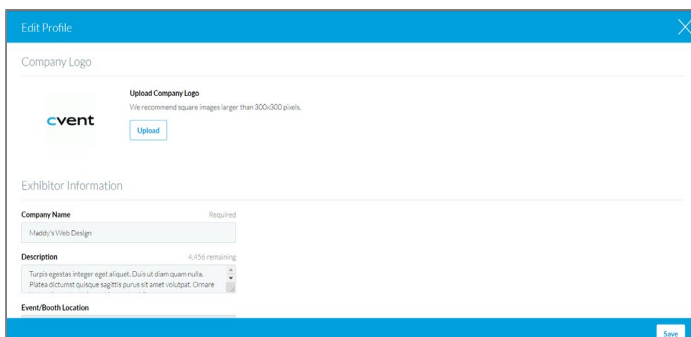
During Event: Access Your Virtual Booth

Go to your Exhibitor Profile and you'll see two fields towards the bottom of the page:

- "Virtual Booth URL" is what attendees and your booth staff will use to join your booth.
- "Virtual Host Key" is what you, the main booth admin, will use to "open" your booth (start the meeting).
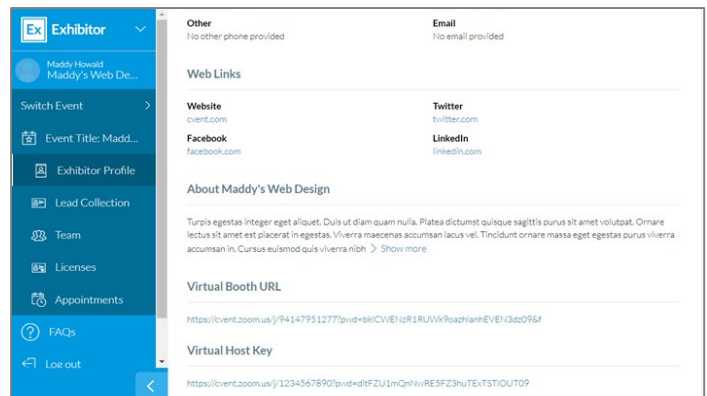
Post Event: Access Your Leads

If you have access to inbound leads, attendees can click "Contact Us" on your exhibitor profile

To access leads, go into the tab labeled" Lead Collection." If anyone has clicked "Contact Us" from your exhibitor profile, those leads will appear here. Their message will be under the "Lead Comment" header.
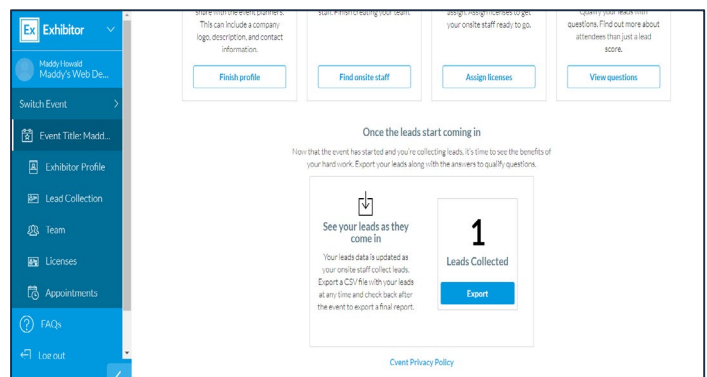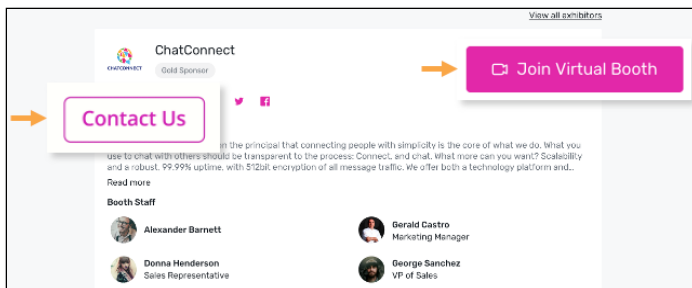
Virtual Booth Guide

How to Prepare for Your Virtual Booth

To prepare for attendees to join your virtual booth, follow these steps prior to the event:

1. Download the Zoom Client for Meetings on the device you will be using to host the virtual booth. This way, you'll have additional meeting controls not available in the browser version.

2. Get familiar with the meeting features. To learn more, watch Zoom's overview video.

During the event, attendees will join your virtual booth from your Exhibitor profile. Like in-person booths, attendees can come and go instead of pre-scheduling meetings with you.

What can you do as the Virtual Booth Host?

As the host, you can:

- Turn your camera on
- Share your screen
- Create breakout rooms
- Start and end the meeting
- Mute participants
- Remove participants
- Rename participants
- Update security settings
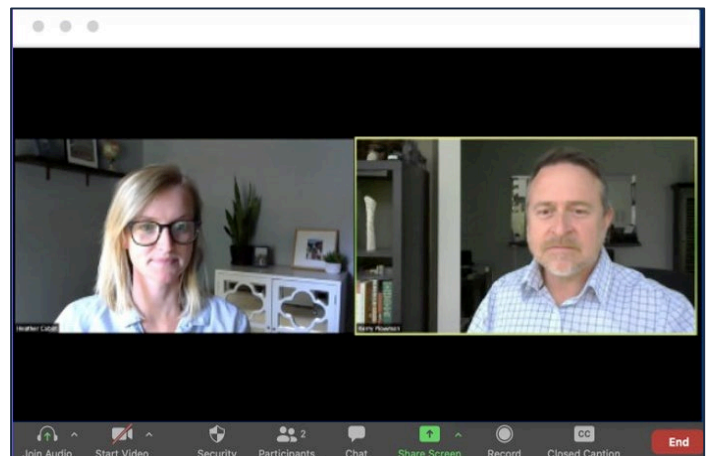
Virtual Booth Best Practices

Here are a few of our best practices for hosting a virtual booth:

- Add a company or booth logo to your host profile *(Participants List>More>Add profile picture)*
- Make your booth staff co-hosts *(Participants List>More>Make co-host)*
- Enable a company branded virtual background *(Zoom>Preferences>Virtual Background>+)*
- Have content ready to share and discuss with booth visitors
- Develop a "game day" plan. For example: have two staff members per breakout room, one to drive the conversation and one to answer questions via chat. Additionally, the booth admin (main host) can create breakout rooms and assign visitors to breakout rooms.
- Review the event schedule to predict when booth traffic will be at its highest.