

Exhibitor Portal User Manual

What is the Exhibitor Portal?

The Exhibitor Portal provides you with a host of free tools for you to create more visibility for your company, drive traffic to your stand, and inform the market about your products and services.

You are able to:

- Add company details – website URL, company address and categories;
- Add company description – for your online listing
- Upload your company logo

To check which Internet Package you are currently on or to upgrade, please contact daria.malysheva@reedexpo.ru.



The screenshot displays the IFSA Exhibitor Portal interface. At the top, there is a banner for the "26th EXHIBITION OF THE PROMOTIONAL PRODUCTS INDUSTRY" held from "SEPTEMBER 23-25, 2014". Below the banner is a navigation menu with links: Home, About, Exhibiting, Visiting, Gallery, Contacts, and News. A search bar is located in the top right corner.

The main content area is titled "Your Search" and "Exhibitors". It shows a list of search results for exhibitors. The results are filtered by "Country" (Russia) and "Stand" (A-13). The list includes the following exhibitors:

- ФЛОРИУС РПК** (stand: A-13): Производство рекламных автомобильных ароматизаторов воздуха и магнитов. Основной компании является мощная производственная база, все представленное на...
- ТриСар** (stand: B-5): Компания «ТриСар» специализируется на производстве и продаже трикотажной продукции: футболок, рубашки поло, толстовки, ветровки, бейсболки. Преимущества компании...
- Мастерская ТРИВЕСТА** (stand: 1, D-3): «Мастерская «Тривеста» (Studio Trivesta) специализируется на : 1. Изготовление латунных гравированных штампов любой сложности для всех видов тиснения. 2....
- Transitplus International Ltd.** (stand: C-8): Transitplus International Ltd., официально зарегистрированная экспортно-импортная компания на территории Китая, основная деятельность направлена на...
- ТЕКСТИЛЬПРИНТ** (stand: G-5):

Each result is marked as "Updated 12 hours ago". The left sidebar contains a "Filter Your Results" section with various categories and their counts, such as "Deal with: BOTH advertising agencies and end clients (55)", "Country: China (1), Germany (1), Russia (59)", "Print making techniques: Blind Emboss (17), Dye (11), Dye-sublimation (12), Embroidery (13), Foil stamping (18), Hot stamping (13), Infoglo (19), Laser engraving (16), Screen printing (18)", "Stationery: Ball-pens (10), Calculators (8), Penpals (9), Self-adhesive paper-blocks (9), Stationery (9)", "Leather goods: Bags (12), Business leather accessories (18), Leather and leatherette goods (20), Make up bags (13), Travel bags and backpacks (14), Wallets (14)", "Customized business alcohol gifts: Brandy/Whiskey (8), Gift champagne (5), Gift vodka (5), Gift wine (4), Hand-made jars (4)", "Promotional toys: Anti stress toys (10), Soft toys (11)", and "Equipment and technologies: Equipment for promotional industry (1)".

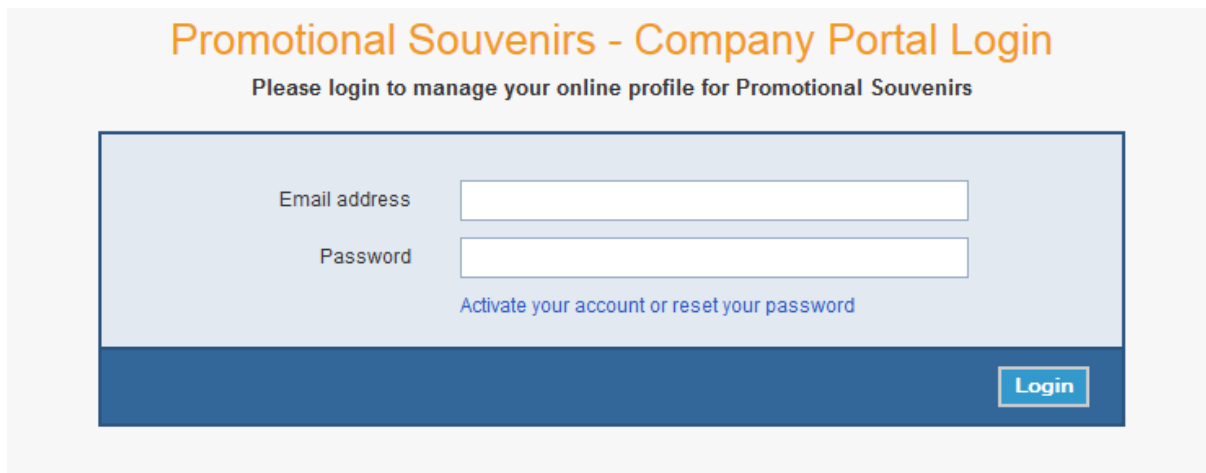
Exhibitor Portal User Manual

How to Log into the Exhibitor Portal

To log into the Exhibitor Portal, please go to:

<http://v2-promotionalsouvenirs.rxnova.com/Pages/ExhibitorPortal/Login.aspx>

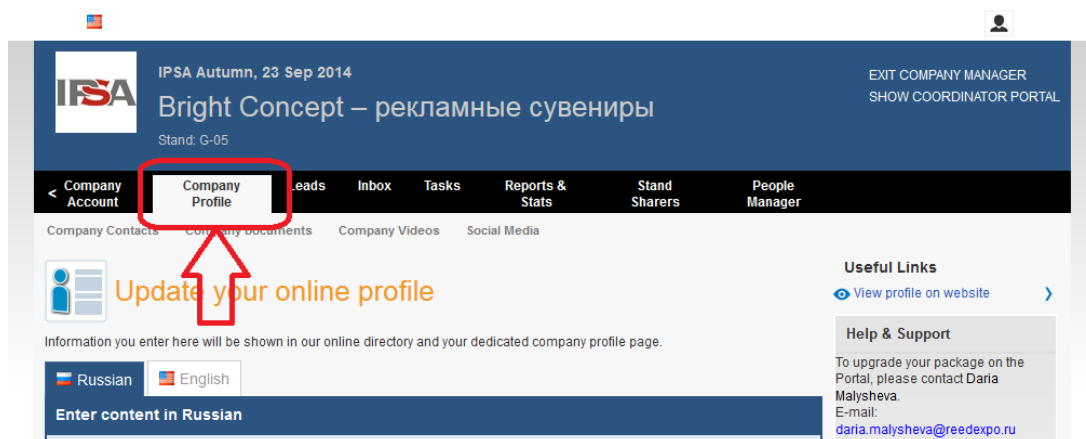
Enter the log in details that were e-mailed to you. If you do not have these details, please click on the link below "Activate your account or reset your password".



If you require any further assistance, please send an e-mail with your **name**, **company name** and **stand number** to daria.malysheva@reedexpo.ru.

How to Complete your Company Profile

To add your Company Profile information click on the **Company Profile** tab.

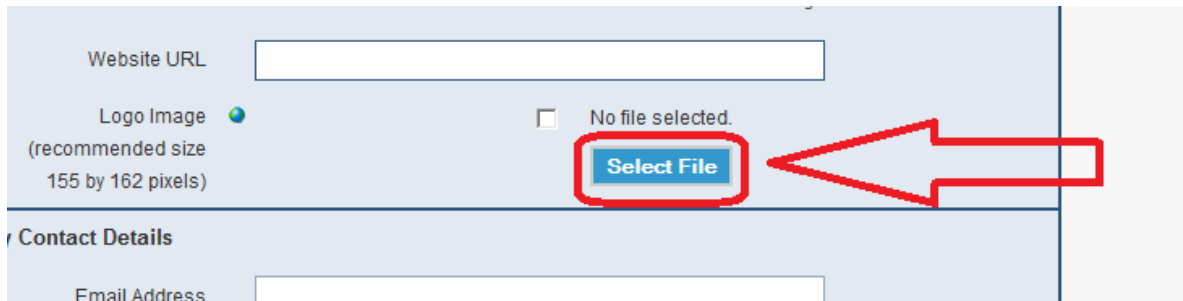


Complete all of the sections. Mandatory sections are marked with a red asterisk * but we recommend that you complete ALL sections so that visitors to the website can learn the most about your company.


Exhibitor Portal User Manual

How to Upload your Company logo

Click on “Select File” and browse to find the logo image you want to upload.



Website URL

Logo Image  ☐ No file selected.

(recommended size 155 by 162 pixels)

Select File

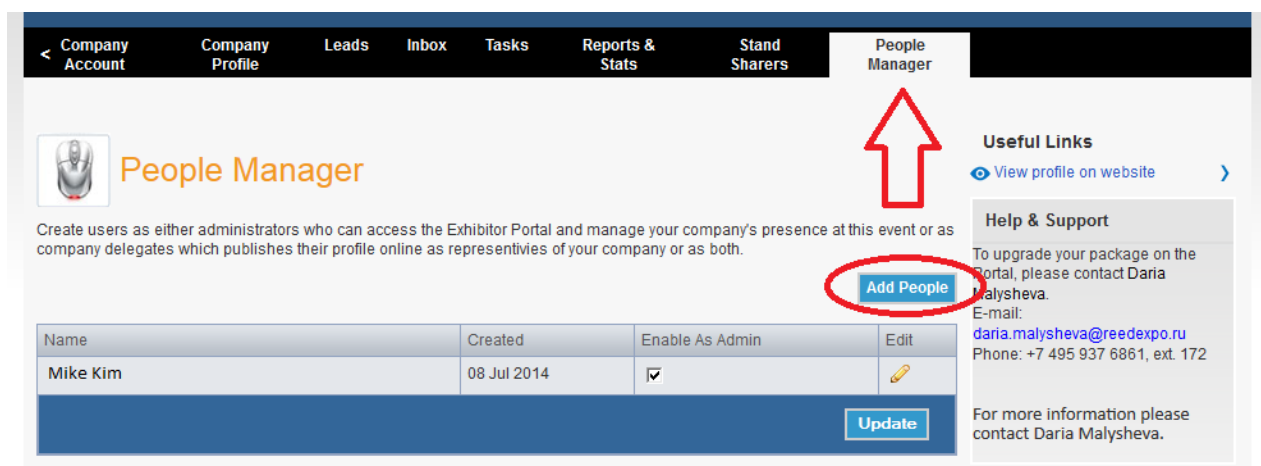
Contact Details

Email Address


Select the file and click **Save** to upload the logo image.

How to Add Your Colleagues as Administrators

To allow additional colleagues to have access to the Portal, please go to the People Manager tab in the Portal, which is located on the top navigation bar. You can then add details of each person whom you wish to have access to the system.




Company Account Company Profile Leads Inbox Tasks Reports & Stats Stand Sharers **People Manager**

 **People Manager**

Create users as either administrators who can access the Exhibitor Portal and manage your company's presence at this event or as company delegates which publishes their profile online as representatives of your company or as both.

Add People

Name	Created	Enable As Admin	Edit
Mike Kim	08 Jul 2014	<input checked="" type="checkbox"/>	

Update

Useful Links

[View profile on website](#)

Help & Support

To upgrade your package on the Portal, please contact Daria Malysheva.
E-mail: daria.malysheva@reedexpo.ru
Phone: +7 495 937 6861, ext. 172

For more information please contact Daria Malysheva.

Please make sure you tick the box “enable as admin”. Once you have submitted their details, they will receive an email asking them to login and create their own individual password. Under the People Manager tab you can also see all colleagues who have access to log in to your company’s Portal.