



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.

Your Search

Filter Your Results

Market sector

Accessories (1)

Fine jewellery (1)

Exhibitors

Search

Search

Results

1 - 1 of 1 results | Items per page: 12 24 48 64

Sort By Last modified ▾

Reed Exhibitions ★

Stand: Офис организаторов

Reed Exhibitions organises over 500 events in 40 countries serving 43 industry sectors. In 2013 Reed Exhibitions' events brought together 6 million...

Updated 1 day ago

What information you are able to upload?

- 1) **Standard exhibitor package include:**
 - Company description (up to 500 symbols)
 - Contact details
 - Type of activity (categories)
 - List of company's brands.

You can also upload company's logo to the online catalogue.

Price for logo placement: **4 640 RUR (online catalogue + printed catalogue)**

To upgrade your package please contact your Sales manager or email to Alexandra.vasina@reedexpo.ru

Exhibitor Portal Support: Alexandra Vasina

Tel.: +7 495 937 6861 ext. 155 // E-mail: Alexandra.vasina@reedexpo.ru



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How to log into the Exhibitor Portal

To log into the Exhibitor Portal go to:

<http://www.gardero-be-expo.ru/Pages/ExhibitorPortal/Login.aspx?pageculture=en>

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 Alexandra.vasina@reedexpo.ru

How to complete your Company Profile

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

When you fill in or edit the form please click Save to update your profile.

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How to upload your company logo

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

The screenshot shows a form with the following fields:

- Website URL: [text input]
- Logo Image: (recommended size 155 by 162 pixels) [checkbox] No file selected. **Select File** [button]
- Contact Details: [collapse icon]
- Email Address: [text input]

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 locate the People Manager tab in the Portal, which is located on the top navigation bar. You can then add each colleague's details that you wish to have access.

The screenshot shows the top navigation bar with the following tabs: Company Account, Company Profile, Leads, Inbox, Tasks, Reports & Stats, Stand Sharers, and People Manager. The People Manager tab is active, showing a mouse cursor icon and the text "People Manager". Below this, there is a description: "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." A red arrow points to the "Add People" button. The text "There are currently no administrators for this Company." is visible below the description.

Please make sure you tick the box under '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 login to your company's Portal.