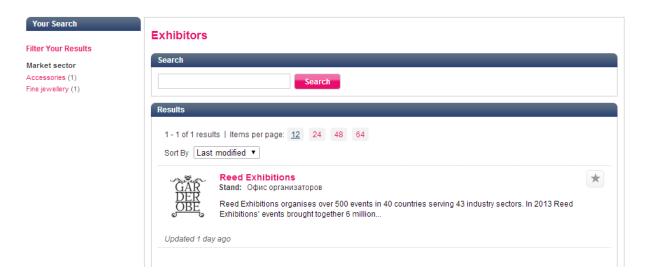# EXHIBITOR PORTAL USER MANUAL

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.

What information you are able to uploade?

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 USER MANUAL

How to log into the Exhibitor Portal

To log into the Exhibitor Portal go to:
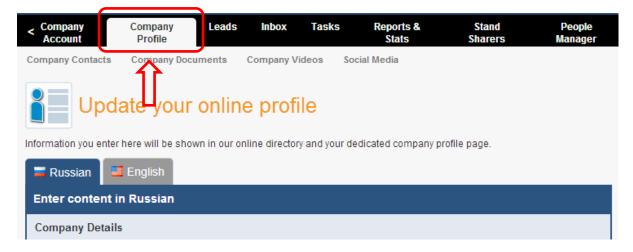http://www.garderobe-expo.ru/Pages/ExhibitorPortal/Login.aspx?pageculture=en

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.
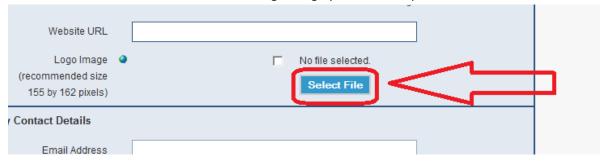
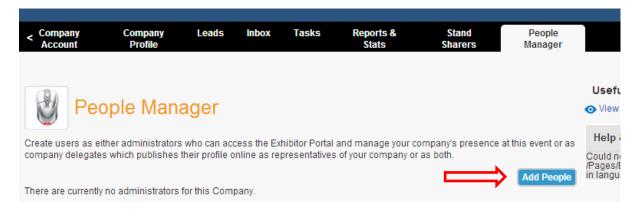# EXHIBITOR PORTAL USER MANUAL

How to upload your company logo

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

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.

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 log in to your company's Portal.