What to Expect as an Exhibitor

Your virtual exhibit booth will be held on the virtual event platform called Accelevents (www.accelevents.com). You can view this blog published by Accelevents that gives an overview on being a virtual exhibitor.

First- Your virtual booth will be built for you

1. After signing your agreement, you will be sent a Dropbox folder link and a ‘Virtual Exhibit Booth Information’ document. You will be given a deadline to upload your materials by.
   - The Dropbox link is where you will upload your logo, assets (.doc/.pdf), and images you’d like to be viewable for attendees.
   - The ‘Virtual Exhibit Booth Information’ document is where you’ll add company details and important information you’d like attendees to see. Images should be uploaded directly to the Dropbox folder and not embedded in the document. After completing, you will add the document to your Dropbox folder.

2. You will have until the deadline to upload the document, your logo (700x350 pixels required), and any other assets to your Dropbox folder.

3. The production team, AJI Media, will build your booth with the assets you submit prior to you receiving access to the virtual booth.

4. If you did not submit any assets by the given deadline, your booth will not be pre-built for you.

Second- You will attend a Virtual Exhibitor Walkthrough meeting

1. A Virtual Exhibitor Walkthrough meeting will be held with AJI Media. The walkthrough typically takes place 1-2 weeks prior to the event.

2. Anyone building the booth or exhibiting at the event should attend this meeting. How to edit your booth (if needed) and important information for the day of the event will be covered.

Third- You will receive access to your virtual booth

1. After the exhibitor walkthrough you will receive admin access to enter your virtual booth.
2. You can log into your booth at any time by adding /portal/mybooth at the end of the event registration page URL.
   a. Example: https://www.accelevents.com/e/[youreventname]/portal/mybooth

3. After receiving access, you will be able to see what your booth will look like to attendees and make any edits/changes that may be needed.

4. If you did not submit assets to your Dropbox folder prior to the deadline, you will be expected to build the booth yourself.