



Quick Start Guide - Exhibitor

Connect - Collaborate - Promote



Login Information: As an Exhibitor, you will receive email from (Organizer) via eZ-Xpo. It will contain the following:

- Link to the Expo
- Your Username
- Your Password

Hi Sponsor ,

Thanks for registering in the following virtual event as a Sponsor. This email is to confirm that the user Sponsor is registering for a new account at ezxpo.net:

eZ-XPO - Virtual Boot Camp

URL: <https://ezxpo.net/xpobootcamp>

username: #####

password: #####

For any technical issues and support, please feel free to contact us at support@ez-xpo.com



Sign in to eZ-XPO - Virtual Boot Camp

[Forgot Password](#)

Keep me reminded



Log In

or



Create an account



Powered by eZ-Xpo

Information

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Booth Set Up – Step 1 – Booth Label & Theme



Dashboard

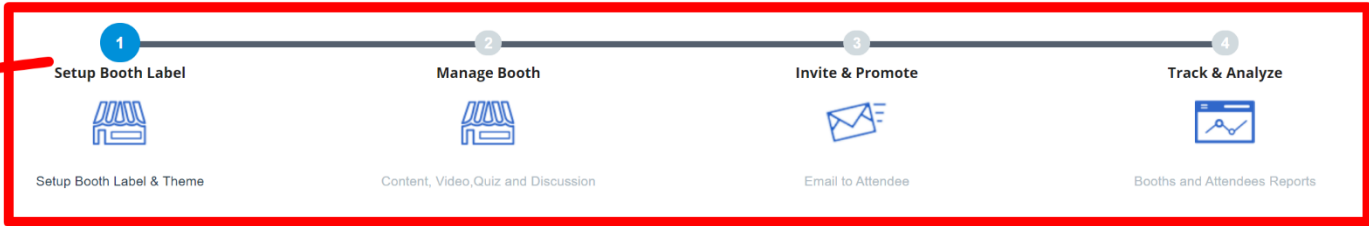
Other Networks

Booth Private Label

Booth Theme

Lead Keywords

Track & Analyze



Hosting Virtual Expos



eZ-XPO - Virtual Boot Camp

eZ-XPO - Virtual Boot Camp...

Let's Go

Select Booth Theme



Setup Booth Label & Theme

Theme Selection

To change your theme, select thumbnail image and update it

Choose File [No file chosen] Upload Image

Approximate dimension (1160x790)

Current Selection:

Update Theme Set Default Theme

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Select or Upload Your Booth Theme

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Set Up Booth Labels - Left & Right Banner



Setup Booth Label & Theme

Label Title:

Label URL:

Label Position:

Status:

Order:

DEFAULT TITLE	PRIVATE LABEL	POSITION	STATUS	ACTION
links	Join ZOOM Webinar	0	active	<input type="checkbox"/>
voting_review	Voting and Review	0	active	<input type="checkbox"/>

Menu Item:

- External URL
- Select one
- Quizzes
- Conference
- Discussion Board
- Special Offers
- Contact Us
- External URL**
- LinkedIn
- Facebook
- Twitter
- Skype
- WeChat
- WhatsApp
- Facebook Live
- Periscope Live
- Voting and Review
- Active

Virtual Training Network

Virtual Expo Network

Collaborate

Promote

How to Onboard Exhibitors & Attendees

Join ZOOM Webinar

Judge's Reviews

User's Reviews

Dashboard

Other Networks

Booth Private Label

Booth Theme

Lead Keywords

Track & Analyze



eZ-XPO - Virtual Boot Camp

Booth List

search by Name, keyword Search

+ Add Booth

NAME	SEARCH KEYWORD	CREATED BY	PRICING PLAN	STATUS	OPERATIONS
Getting Started with eZ-XPO	Getting	sponsor	Silver	Published	Go to Booth

Manage Booth – Add Logo



Dashboard Lobby Exhibit Hall Auditorium Lounge Other Networks Sponsor

1 Setup Booth Label 2 Manage Booth 3 Invite & Promote 4 Track & Analyze

Setup Booth Label & Theme Content, Video, Quiz and Discussion Email to Attendee Booths and Attendees Reports

Add Logo Add Video Add Content Announcements Discussion Quiz

Upload Logo:
Choose File No file chosen
Maximum Image Size (260 X 164)

Update

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Add Your Logo and Display in the left Banner

Dashboard Lobby Exhibit Hall Auditorium Lounge Other Networks Sponsor

How to Onboard Exhibitors and Attendees ...

How to Onboard Exhibitors & Attendees

Matt Fok Watch on Laptop

GREEN TECH NETWORK

Watch At: 1x 1.2x 1.5x 1.7x 2x

6 min

Theatre view

Q & A Discussion
Announcements
Contact Us

Featured Content

Getting Started
How to Set Up Your Virtual Booth

Click Here for Text Chat

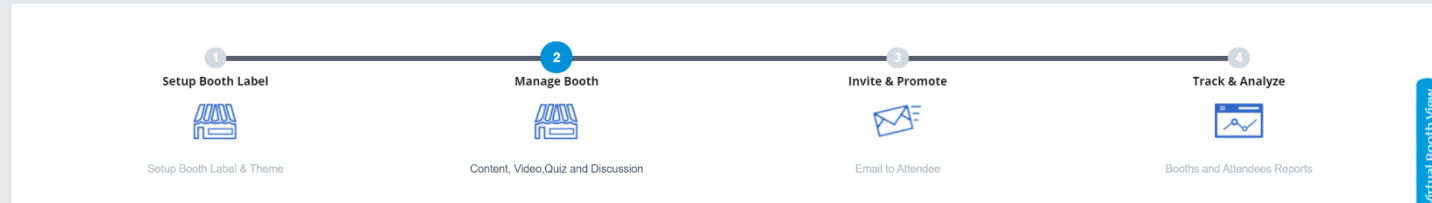
Virtual Training Network

Virtual Expo Network

eZ-XPO

Manage Booth – Add Video

- Dashboard
- Other Networks
- Announcements
- Discussions
- Trivia/Quiz
- Featured
- Conferences
- Virtual Lobby
- Booth Setup**
- Add Booth



- Add Logo
- Add Video**
- Add Content
- Announcements
- Discussion
- Quiz

Upload Video or Image

Select Content Type:
select

Title:
How to Onboard Exhibitors and Attendees

Embed IFrame Video:
<div style="position: relative; padding-bottom: 56.25%; height: 0;">
<iframe
src="https://www.loom.com/embed/6c4455718d594afbda6e7c4a64" />
</div>

Upload Graphic Image:
Choose File No file chosen
Maximum Image Size (260 X 164)

Submit

Add Video or Graphic for the Booth Video Below



Manage Booth – Add Content



1. Add Content to Right Banner

2. Add Heading

Virtual Booth View

Virtual Booth

+Content



Add Item to CEA

Add **Web Page** to featured content

Web Page
Youtube Video URL
Embed Code
File

Page Name:

Cancel Add Item

Manage Booth – Add Content



Manage Booth – Private or Group Text Chat



Dashboard Lobby Exhibit Hall Auditorium Lounge Other Networks Organizer

Join ZOOM Webinar
Click Here for Video Chat

Judge's Reviews
★★★★★
0 judge reviews

User's Reviews
★★★★★
0 user reviews

How to Onboard Exhibitors and Attendees...

How to Onboard Exhibitors & Attendees
Matt Fok Watch on Loom
GREEN TECH NETWORK
Watch At: 1x 1.2x 1.5x 1.7x 2x
6 min
Theatre view

* Connect
* Collaborate
* Promote

Virtual Training Network

Virtual Expo Network

Text Chat for Private or Group

Q & A Dis
Announce
Contact L
Featu
Getting S
How to S

eZ-Chat
GettingStartedwithZXPO
June 6, 2020
6:27 PM User Gett13360 added by Admin.
9:20 PM User eZ-X12287 added by Admin.
June 20, 2020
10:56 AM User Mend15334 added by Admin.
10:57 AM User Wayn15415 added by Admin.
10:57 AM
Hi, this is a test
Let me know if you get tit

Message

Manage Booth – eZ-Chat Video on Left



Dashboard Lobby Exhibit Hall Auditorium Lounge Other Networks Sponsor

How to Onboard Exhibitors and Attendees ...

How to Onboard Exhibitors and Attendees

Matt Fok Watch on Learn

Watch At: 1x 1.2x 1.5x 1.7x 2x 6 min

Theatre view

Q & A Discussion

Announcements

Contact Us

Featured Content

Getting Started

How to Set Up Your Virtual Booth

Click Here for Text Chat

Virtual Training Network

Virtual Expo

Connect Collaborate Promote

Click here for Video Chat



Dashboard Lobby Exhibit Hall Auditorium Lounge Other Networks Organizer

eZ-CHAT

How to Onboard Exhibitors and Attendees ...

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Virtual Training Network

Virtual Expo Network

Connect Collaborate Promote

Chrome or Firefox Desktop Only

Make sure connect to the right device for audio & camera

Questions



Please contact us for further information – Virtual Summit & Expo Network Staffs:

eZ-Support Team

<https://ezxpo.freshdesk.com/support/home>

Or

Matt Fok – Founder of eZ-XPO

Email - mfok@eZ-Xpo.com

Mobile – 415-533-8866

