



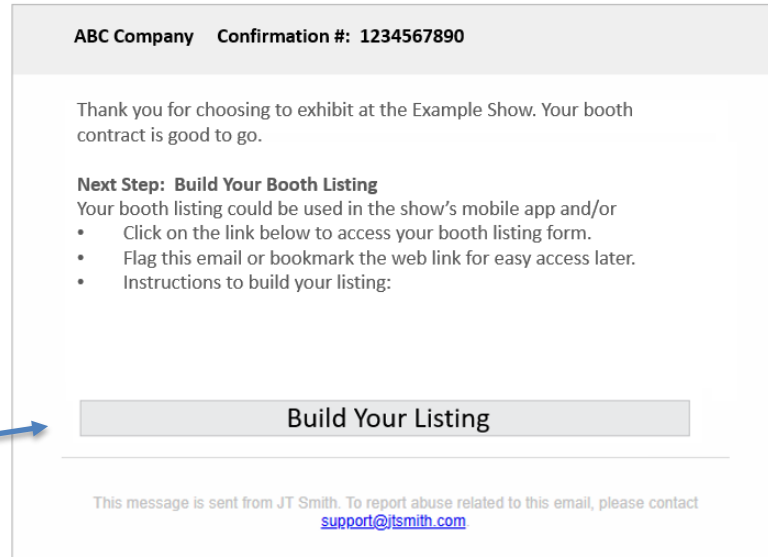
How to Build Your Booth Listing

Your booth listing could be used in the mobile app
and/or the printed program for the upcoming event.

STEP 1

You will receive an email from noreply@jtsmith.com with how to build your booth listing. It will look something like this example.

Subject: Build Your Booth Listing for upcoming show



STEP 2

Click on the web link in the email.

i **HELPFUL HINT:** Flag this email or bookmark the web address for easy access to your listing later.

STEP 3

Build your booth listing. The following pages will help you build it correctly.

BUILD YOUR BOOTH SCREEN

HELPFUL HINTS

Company Name: You can edit your name.

Booth and Categories: Cannot be edited.

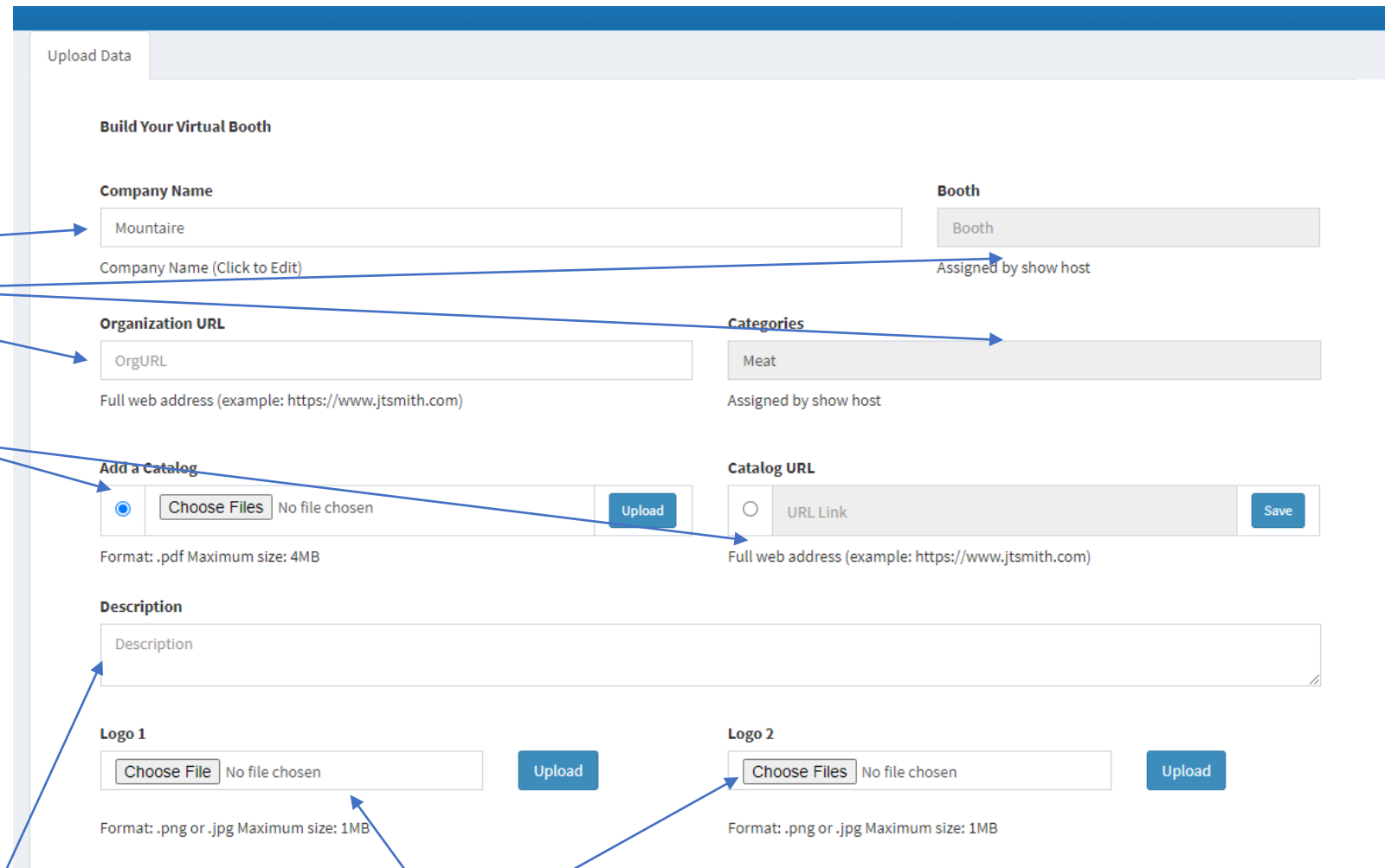
Organization URL: Add your web address.

Remember to put in the full web address (example: <https://www.jtsmith.com>)

Add a Catalog: You can either load a .pdf file or provide a link to a catalog. Press the circle to choose which option you prefer to use.

- If you choose to upload a file, the file must be a .pdf file and the maximum file size is 4MB.
- The file name does not populate the Choose file field. You will see a URL link populate with a link that is created when you upload the catalog.
- If you enter a weblink, it must be the full address (example: <https://www.jtsmith.com/example.pdf>)
- Need to load a new catalog. Either upload or add the new catalog URL. It overwrites the previous version loaded.
- Use Preview Listing to see how your catalog looks.

Add a Description: This is a written description about your company/products. It is recommended that you fill in this section, so the booth listing looks complete. There is no limit on the number of words.



The screenshot shows a web form titled "Build Your Virtual Booth" with the following sections:

- Company Name:** A text input field containing "Mountaire". Below it is a link "Company Name (Click to Edit)".
- Booth:** A dropdown menu showing "Booth". Below it is the text "Assigned by show host".
- Organization URL:** A text input field containing "OrgURL". Below it is the text "Full web address (example: https://www.jtsmith.com)".
- Categories:** A dropdown menu showing "Meat". Below it is the text "Assigned by show host".
- Add a Catalog:** A section with two radio buttons. The first is selected and labeled "Choose Files" with "No file chosen" and an "Upload" button. The second is labeled "URL Link" with a "Save" button. Below the radio buttons is the text "Format: .pdf Maximum size: 4MB" and "Full web address (example: https://www.jtsmith.com)".
- Description:** A large text area containing the word "Description".
- Logo 1:** A section with a "Choose File" button, "No file chosen", and an "Upload" button. Below it is the text "Format: .png or .jpg Maximum size: 1MB".
- Logo 2:** A section with a "Choose Files" button, "No file chosen", and an "Upload" button. Below it is the text "Format: .png or .jpg Maximum size: 1MB".

Blue arrows point from the hints on the left to the corresponding fields and buttons in the form.

Logo 1 & Logo 2: You can load 2 logos.

- Logo must be either .png or .jpg format. Recommended resolution is 72 or 96 ppi.
- Once you upload, you will not see the logo file name in the boxes.
- You can see the logos by clicking on Preview Listing.
- Need to load a different logo. Upload the new logo in either Logo 1 or Logo 2. The previous logo will be overwritten.

BUILD YOUR BOOTH SCREEN



HELPFUL HINTS

Additional Uploads: Your company is assigned a certain quantity of additional images, videos, and documents that you can add to your booth listing.

Additional Uploads Library: This is where the images, documents, and videos that you have uploaded.

Want to delete a file, just press the trashcan icon.

Images: You can either load a .png or .jpg file or provide a link to an image. Press the circle to choose which option you prefer to use.

- Logo must be either .png or .jpg format. Recommended resolution is 72 or 96 ppi.
- If you have an image URL (weblink), then you can use that.
- **IMPORTANT:** An Image URL must be a direct link to the image. It cannot be a link to a web page that has the image on it.
- How to find the image direct link: On the web page where the image lives, right click on the image. Select Copy Image Address. Then paste into Image Web Link location on the build booth screen.



Additional Uploads You can upload 0 / 3 image(s), 3 / 3 video(s), and 3 / 3 document(s). The numbers were assigned by the show host

Image
 Choose Files No file chosen
Format: .png or .jpg Maximum size: 1MB

Image Web Link
 URL Link
Insert hyperlink that goes directly to image.

Video
 Choose File No file chosen
Format: .mp4 or .mov Upload 1 video at a time. Maximum file size is 20000KB

Video Web Link
 URL Link
Insert hyperlink that goes directly to video. Do not use Social Media links.

Document / Brochure
 Choose Files No file chosen
Format: .pdf Maximum size: 4MB

Brochure Web Link
 URL Link
Insert hyperlink that goes directly to document.

Show 10 entries Search:

Name	Type	Size	Uploaded At	Action
https://jtsacdn.blob.core.windows.net/csrobsonia/images/202102151043408675lb.BLB.PNG	Image			<input type="button" value="Trash"/>
https://jtsacdn.blob.core.windows.net/csrobsonia/images/202102151045078635lb.Bags.PNG	Image			<input type="button" value="Trash"/>
https://jtsacdn.blob.core.windows.net/csrobsonia/images/202102151045256855lb.BnlsThighs.PNG	Image			<input type="button" value="Trash"/>

Showing 1 to 3 of 3 entries

BUILD YOUR BOOTH SCREEN



HELPFUL HINTS

Video: You can either load a .mp4 or .mov file or provide a link to a video. Press the circle to choose which option you prefer to use.

- You can upload a Video file, but the file size is very limited. The file must be an .mp4 or .mov and the maximum size is 20,000 KB.
- Recommended: Provide a web link to your video(s).
- IMPORTANT Video Web Link:
 - A video URL must be a direct link to the video.
 - You cannot use a link to a video on Social Media. Example: video on Facebook
 - YouTube video links must be the Share Link. Video share link will containyoutu.be
 - Vimeo video links must be the Share Link.

Documents: You can either load a .pdf file or provide a link to a document. Press the circle to choose which option you prefer to use.

- If you choose to upload a file, the file must be a .pdf file and the maximum file size is 4MB.
- If you enter a weblink, it must be the full address and be a direct link to the document (example: <https://www.jtsmith.com/example.pdf>)

Additional Uploads You can upload 0 / 3 image(s), 3 / 3 video(s), and 3 / 3 document(s). The numbers were assigned by the show host

Image

Choose Files No file chosen

Format: .png or .jpg Maximum size: 1MB

Image Web Link

URL Link

Insert hyperlink that goes directly to image.

Video

Choose File No file chosen

Format: .mp4 or .mov Upload 1 video at a time. Maximum file size is 20000KB

Video Web Link

URL Link

Insert hyperlink that goes directly to video. Do not use Social Media links.

Document / Brochure

Choose Files No file chosen

Format: .pdf Maximum size: 4MB

Brochure Web Link

URL Link

Insert hyperlink that goes directly to document.

Show 10 entries

Search:

Name	Type	Size	Uploaded At	Action
https://jtsacdn.blob.core.windows.net/csrobsonia/images/202102151043408675lb.BLB.PNG	Image			<input type="button" value="Delete"/>
https://jtsacdn.blob.core.windows.net/csrobsonia/images/202102151045078635lb.Bags.PNG	Image			<input type="button" value="Delete"/>
https://jtsacdn.blob.core.windows.net/csrobsonia/images/202102151045256855lb.BnlsThighs.PNG	Image			<input type="button" value="Delete"/>

Showing 1 to 3 of 3 entries

Previous 1 Next

PREVIEW LISTING BUTTON IS YOUR SECRET WEAPON TO BUILDING A CORRECT BOOTH

- If it is right, you will see it.
- If it is wrong, you will not see it.