

## How to Set-Up Your Exhibitor Booth

Step 1: You will be receiving an email from our AWT Team inviting you to set up your booth. Please click the hyperlink “Booth Setup Link” to direct you to our 6-step form.

### Setting up AWT Test Account for AWT 2020 Interactive Annual Convention & Exposition

**BB** Barbara Bienkowski <barbaraawt@vfairs.com> Yesterday at 8:54 AM  
To: Courtney Jan; Cc: aroojs@vfairs.com; ammemah@vfairs.com; Grace Jan; bbienkowski@awt.org; hzimmerman@awt.org

Dear Courtney Jan,

Please use the following link to fill in the details of your booth.

[Booth Setup Link](#)

The deadline to submit this information is **2020-09-09**.

If you have any questions, feel free to reply back to this email and someone from our team will reach out to you.

Thank You



Step 2: You will start with ‘Step 1: Basic Information’. The top picture can be scrolled through to give a general idea of what your booth will end up looking like. Scroll to the bottom of the page and fill in your Company Name, Company Description, and your Company Logo. Your logo can be in a .jpeg or .png file.

## AWT Test Account

Booth Setup Form | Need Help

Step 1  
Basic Information

Step 2  
Booth Graphics

Step 3  
Content Links

Step 4  
Documents / Videos


Step 5  
Booth Rep Accounts


Step 6  
Review/Finalize


### Before We Start!


Here are some sample screenshots of booth designs we've created in the past. This will give you an idea of what a completed booth looks like and what we're aiming to do with the information we'll collect from you.


Step 3: Step 2 is where you will choose the design of your booth. Use the arrows on the picture to scroll through the 72 different options. Please see attach document for each layout option. Once you choose your layout, click “Use this layout.”


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### Booth Design


The booth graphic is the first thing attendees see when they open your booth. So we'll need to make it look nice and also rep of your brand.

[Click here to watch a 2 minute video to learn how to use this booth design tool.](#)

### Setup your Booth

Use the carousel below to select a booth template that you'd like to use.





Select the booth wall colors

Back Panel Color:

Front Panel Color:

Show Dimensions: ☒

In this layout option, you see there are 3 banners you will need to upload images to. These banners give you the size they are looking for, however, once you upload an image you will be able to adjust how it looks in the frame.

To upload an image, click on one of the banners and it will bring a pop-up box to upload the file.

You will also see on the bottom you can choose the booth wall colors. To change the colors

click the box to the right of “Back Panel Color” and choose the color you would like.

Step 4: The next step is to input your content links. This is where you can add external websites to your booth.

Step 1  
Basic Information

Step 2  
Booth Graphics

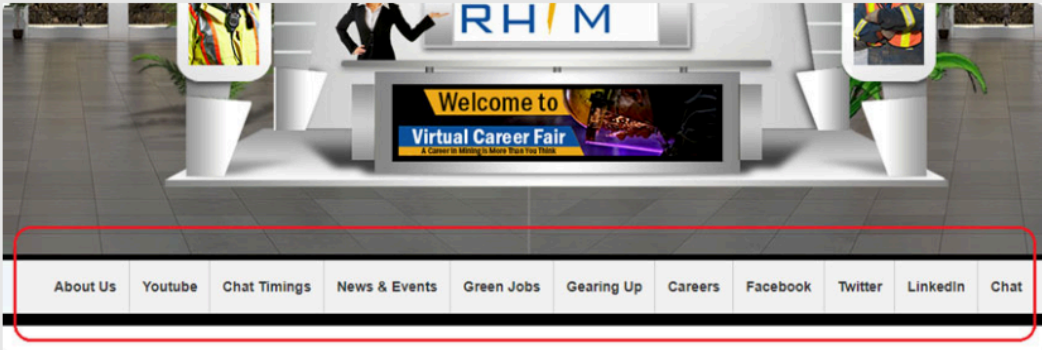
Step 3  
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You can add links to external websites on your booth. This is the perfect place to add links to your corporate website, social media pages, career site etc.



**Please provide your Content Links**

Link Title:	URL
<input type="text"/>	<input type="text"/>
Link Title:	URL
<input type="text"/>	<input type="text"/>

[Add another Link](#)

Step 5: Here at Step 4 you can upload documents and videos that the attendees can view and download off your booth.


Step 2  
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**Please provide your Documents  
(PDF, Word, Excel, Powerpoint)**

☒ Yes. I have documents that I'd like to add to my booth

☐ No. I don't have any documents to add

Document Title:

Drop a file here to upload!

**Step 6:** Booth Rep Accounts are your team members that will have access to online interact with the attendees. These are the members that will be chatting/ videoing with people.

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On the event day, we usually recommend having a couple of team members available online to interact with the attendees via chat.

All we need is their name and email address, and we'll create Booth Rep accounts for them. Each rep can then login with their own accounts when the event goes live.

You can also provide the times each rep will be online to chat and we can display that on the booth so that attendees know when to expect you.

Create your Booth Rep Accounts

Add User

Name	Email	Action
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Continue

**Step 7:** The final step is to review your booth and submit.

Step 1  
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You're almost done.

Once you press the submit button below, our rep will be notified.

Please review your booth details below. If you need to make changes, use the buttons on the left.

Once everything looks good, click on the 'Submit Booth' button at the bottom of the page.

If you need any assistance, use the support email address listed at the top of this screen.

Login:

Visit the event URL: [awtconf2020.vfairs.com](http://awtconf2020.vfairs.com)

<div>Username</div>	<div>Password</div>
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Review Booth Information:

We are displaying the following information on your stand

Chat: