

Whova Exhibitor Guide

Page URL: <https://whova.com/pages/whova-app-exhibitor-guide/>

Access the Setup Page

On Desktop

- [Interacting with Attendees](#)

OPTION 1: The event organizer should send you a personal link to access an online form. The URL looks like “<https://whova.com/xems/engage/exhibitor/eventID/letters1234567/>”. When you open it, you will see the name of the event at the top of the page and your company name beneath it. No sign-in is necessary; the link will allow you to set up your booth.

OPTION 2: Sign into the web app and enter the Exhibitors tab on the left-hand side of the page. Find your booth in the list of booths and click Edit Booth, this will take you to the same form. **To successfully log in, please sign-in with the email you used when you registered the event as an exhibitor.**

- You will get four sections to fill out: Promotional Offers, Company Showcase, Company Information, and Primary Contact. Photos and company name can only be updated from the mobile app.
- Once you have filled out all relevant information, agree to the Whova Terms of Service, and click Submit.
- You will then get a confirmation email from Whova that includes a link you can use to continue to update your booth.



CEC/ICMC'21

Please submit any promotional offers you may have and add members to your booth staff

CEC/ICMC'21

Whoava Exhibitor Guides

Step-by-step Guide for Exhibitors - [View Guide](#)

Promotional Offers

Promotion Type:

Please select your promotion type

Promotion details:

e.g., Enter to win THE BIG SHORT on Digital HD and the Apple Watch. Winner chosen on Thursday, Sept, 17th at noon!

Images

You can upload up to 5 images

[Upload Image](#)

Company Showcase

Live Product Demo

[Add Live Product Demo](#)

Product Video

[Add Product Video](#)

Handouts

[Upload PDF File](#)

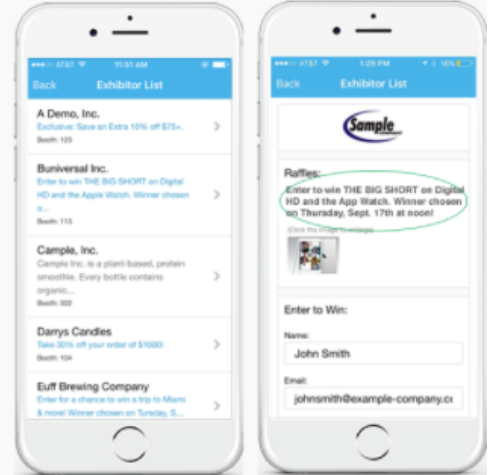
Maximum 2 handouts with 10 MB file size limit

Company Information



Phone Number:

Company contact phone number



Example Exhibitor List in the app

Frequently Asked Questions

What are the benefits of providing promotions in Whoava?

The new feature provides another way for you to engage with attendees and gain more leads. You can attract more visitors to your booth even before the event starts.

What information do I need to provide?

Currently we support two types of promotional information: Raffles/giveaways and coupons. For raffles/giveaways, you will need to provide a description and simple rules if you have any. For coupons, in addition to the description, you will also need to provide the coupon image.

Do I have to participate? What if I don't have any promotions?

No, you don't have to participate. If you don't have any promotions, you will still be listed as a regular exhibitor in the app.

How do I know who requested and received my promotion information? How can I announce the winners?

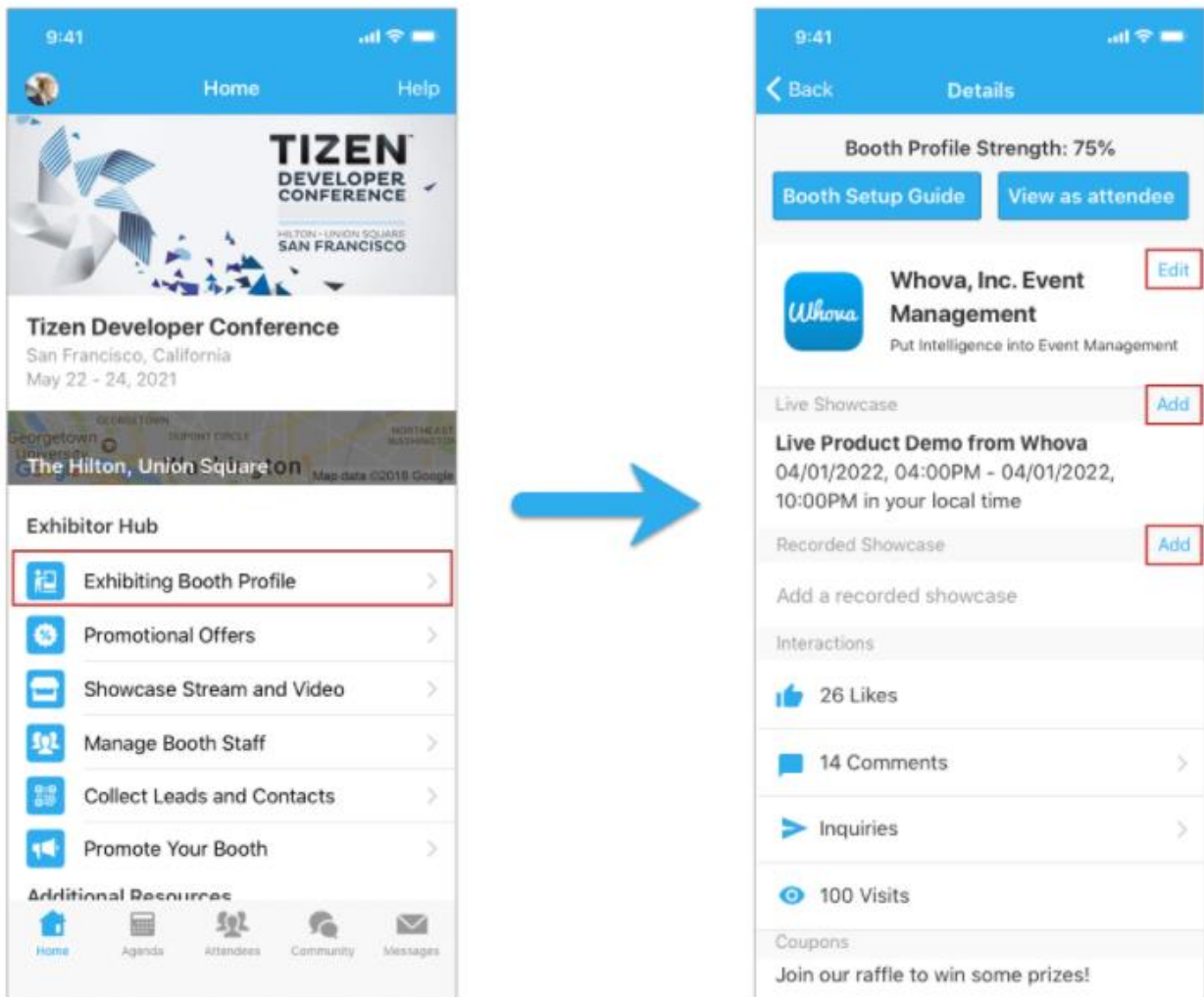
During and after the event, we will send you a summary of attendees who have signed up for your promotional activities. With this list, you can easily contact and



On Mobile App (available after platform is live)

1. Sign into the app with the email the event organizer registered you with. Go to the Home tab at the bottom of the screen.
2. Find the Exhibitor Hub section and click on the Exhibiting Booth Profile.

3. From there, you can fully customize your profile by adding a company photo, uploading general photos for the booth, changing your company name, and more. Check more customization options below.
4. To add information or change it later, just click Edit on the side of each section title, change what you want, and click Save.



Upload handouts, videos, and setup live showcase

You can upload a product video or setup live showcase. Besides being displayed on your exhibitor profile, the videos and streams will also be compiled in a pinned Community Board topic.

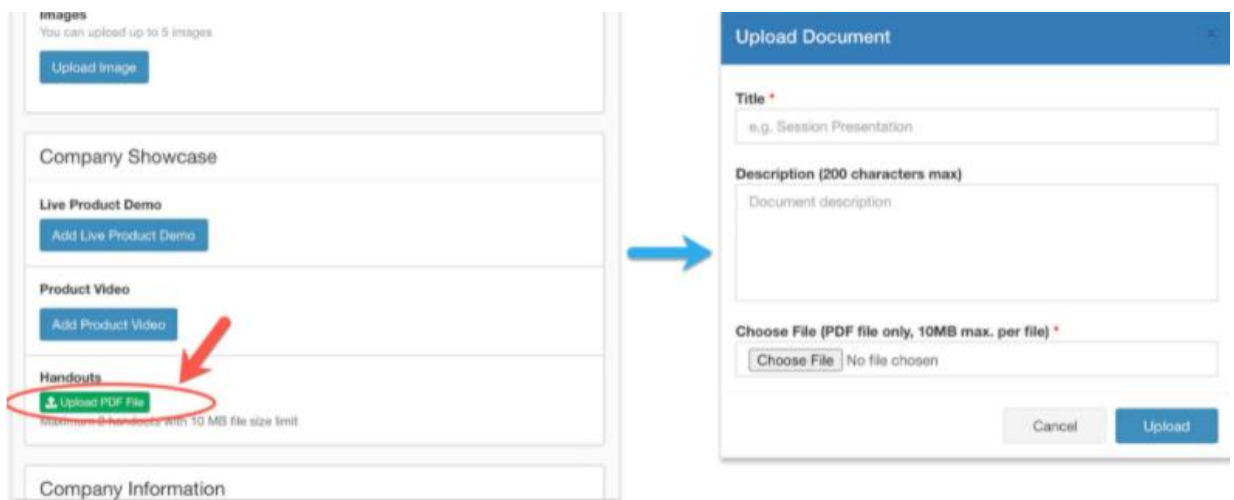
On Desktop

Prerequisites: Follow the previous step to access the setup form on your browser.

Add handouts

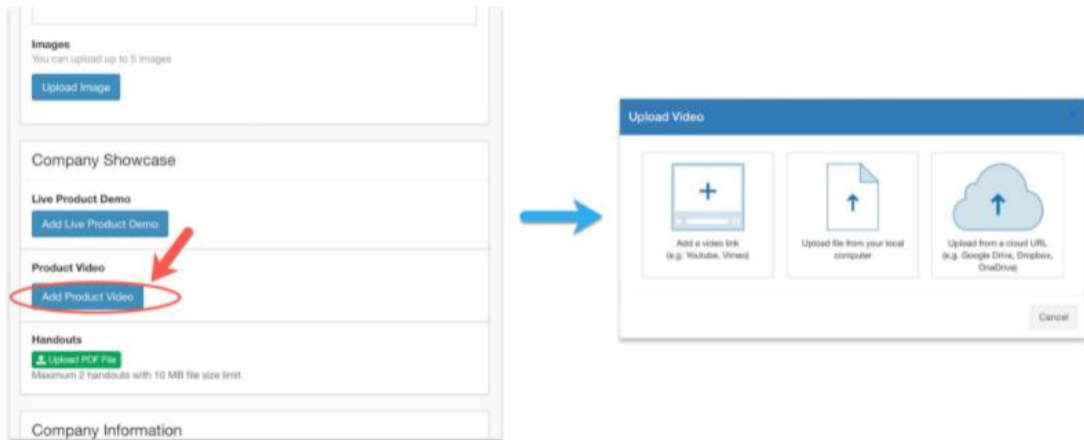
Click “Upload PDF file”. You may upload at most 2 PDF files, each with a max size of 10MB.

1. Add a title for the handout and select a PDF file from your local computer.
2. Click “Upload” and save the form.



Add product video

1. Click “Add Product Video”, and select an option to upload your video, either by copying a link from 3rd party video storage or upload a video file from your local computer. The file size limit if you are uploading a video is 100 MB.
2. If you choose to copy a link from other video storage sites, we recommend you use Youtube, Vimeo, Dailymotion, our own self-video hosting, Wistia, Zoom recorded Video, or Slidlive.
3. Upload the file or copy-paste the video link.
4. Click Save.



Setup live showcase

1. Create a livestream from the service of your choice, and get the livestream link. To utilize the embedded streaming, we suggest you use the following services: Zoom meeting/webinar, Vimeo, Youtube live, Dailymotion, Slidelive.
2. Click Edit next to Live Showcase.
3. Paste the link under Live Showcase Link.
4. From there, you can choose the date and time that the livestream will begin.
5. Click Save.

When you begin the livestream, start the meeting through Zoom rather than the Whova app.

The link in the booth is for the attendees.

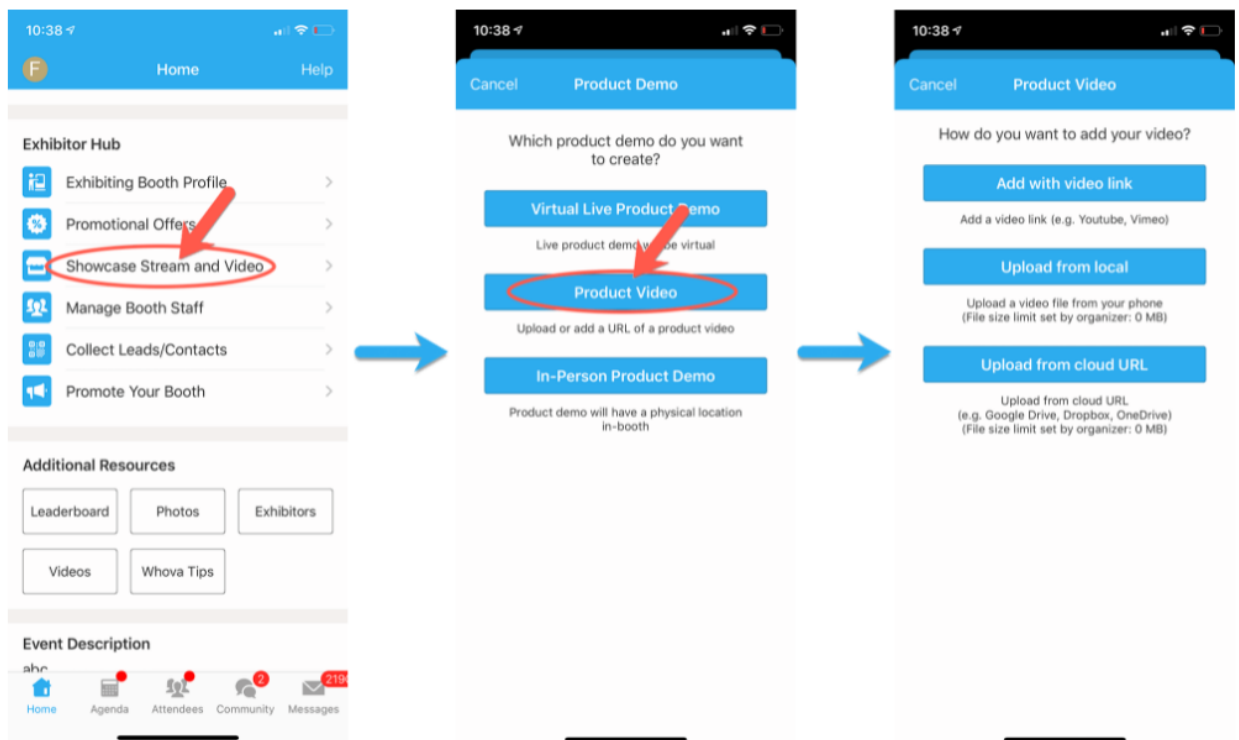


On Mobile App (available after platform is live)

Prerequisites: Follow the previous steps to log in to the app.

Add video

1. From **Showcase Stream and Video**, tap **Product Video**.
2. You may either choose to either copy a link from a 3rd party video storage or upload a video file from your phone.
3. If you choose to copy a link from other video storage sites, we recommend you use Youtube, Vimeo, Dailymotion, Wistia, Zoom recorded Video, or Slidelive
4. Upload the video or copy-paste the video link.
5. Tap Save.

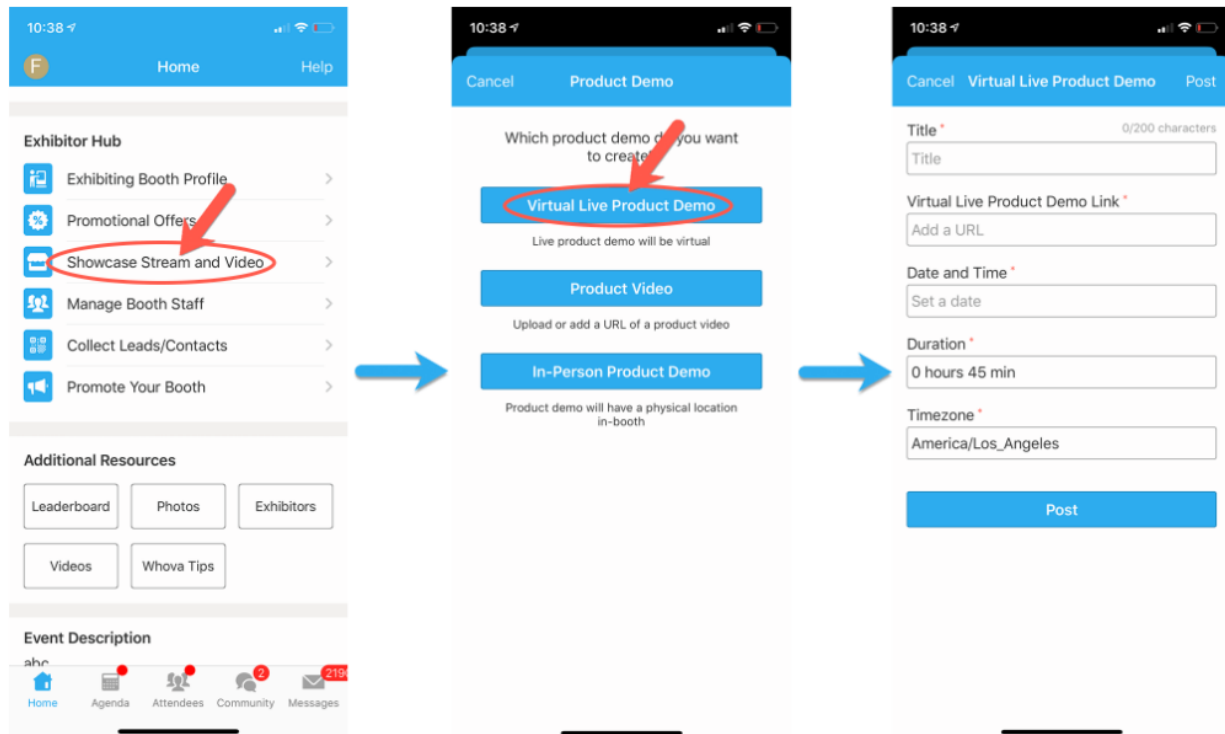


Set up live showcase

1. Create a livestream from the service of your choice, and get the livestream link. To utilize the embedded streaming, we suggest you use the following services: Zoom meeting/webinar, Vimeo, Youtube live, Dailymotion, Slidelive.
2. Under the Exhibitor Hub section, select **Showcase Stream and Video**.

3. Tap **Virtual Live Product Demo**.
4. Copy-paste the stream link.
5. From there, you can input the title, and choose the date and time that the livestream will begin.
6. Tap **Post**.

When you begin the livestream, start the meeting through Zoom rather than the Whova app. The link in the booth is for the attendees.



Add a Promotional Offer

You can set up a promotional offer to attract attendees. The attendees who claim your offer will be added to your leads list.

On Desktop

Prerequisites: Follow the previous step to access the setup form on your browser.

1. Under the “Promotional Offer” section, choose whether your promotion will be a raffle, giveaway, or a coupon that attendees can apply in the booth. If you’ll be using coupons, choose a total number of coupons that can be applied.

2. Fill in the details of your promotion under Promotion Details.
3. Upload up to 5 relevant images to be featured alongside your promotion.
4. If you no longer want to feature a promotion, scroll to the bottom of the page and click “Take down the promotion” next to “Submit.”

Whova
Booth Location: 100

Promotional Offers

Promotion Type
Raffle

Promotion Details
e.g. Enter to win THE BIG SHORT on Digital HD and the Apple Watch. Winner chosen on Tuesday, Sept, 17th at noon!

Images
You can upload up to 5 images
[Upload Image](#)

Company Showcase

Live Showcase Link

Services supported: Zoom Meeting, Google Hangouts Meet, Vimeo Streaming, Twitch, Youtube Live, Facebook Live, Periscope, Younow, iRIS, Ustream, Dacast, Livestream, and Brightcove

Stream Time **Time Zone**

Exhibitor List

- A Demo, Inc.**
Exclusive Save on Extra 10% off 20%
Booth 100
- Business Inc.**
Enter to win THE BIG SHORT on Digital HD and the Apple Watch. Winner chosen on Tuesday, Sept, 17th at noon!
Booth 110
- Camp, Inc.**
Camp, Inc. is a plant-based, protein smoothie. Every bottle contains organic...
Booth 200
- Darya Candies**
New 20% off your order of \$1000!
Booth 100
- Eiff Brewing Company**
Enter for a chance to win a trip to Miami & more! Winner chosen on Tuesday, 9/17/24
Booth 100

Example Exhibitor List

Frequently Asked

What are the benefits of promotional offers on Whova?
The new feature provides another way to engage with attendees and gain more visitors to your booth before the event starts.

What information do I need to provide to create a promotion?
Currently we support two types of promotions: Raffles/giveaways and coupons. For raffles/giveaways, you will need to provide the following information:



On Mobile App (available after platform is live)

Prerequisites: Follow the previous step to log in to the app.

1. Under the Exhibitor Hub section, select **Promotional Offer**
2. Choose whether your promotion will be a raffle, giveaway, or a coupon that attendees can apply in the booth. If you'll be using coupons, choose a total number of coupons that can be applied.

3. Fill in the details of your promotion under Promotion Details.
4. Upload up to 5 relevant images to be featured alongside your promotion.
5. Click Save.
6. If you want to take down a promotion, tap **Edit** button in **Promotional Offers**, and tap **Remove Promotion** button.



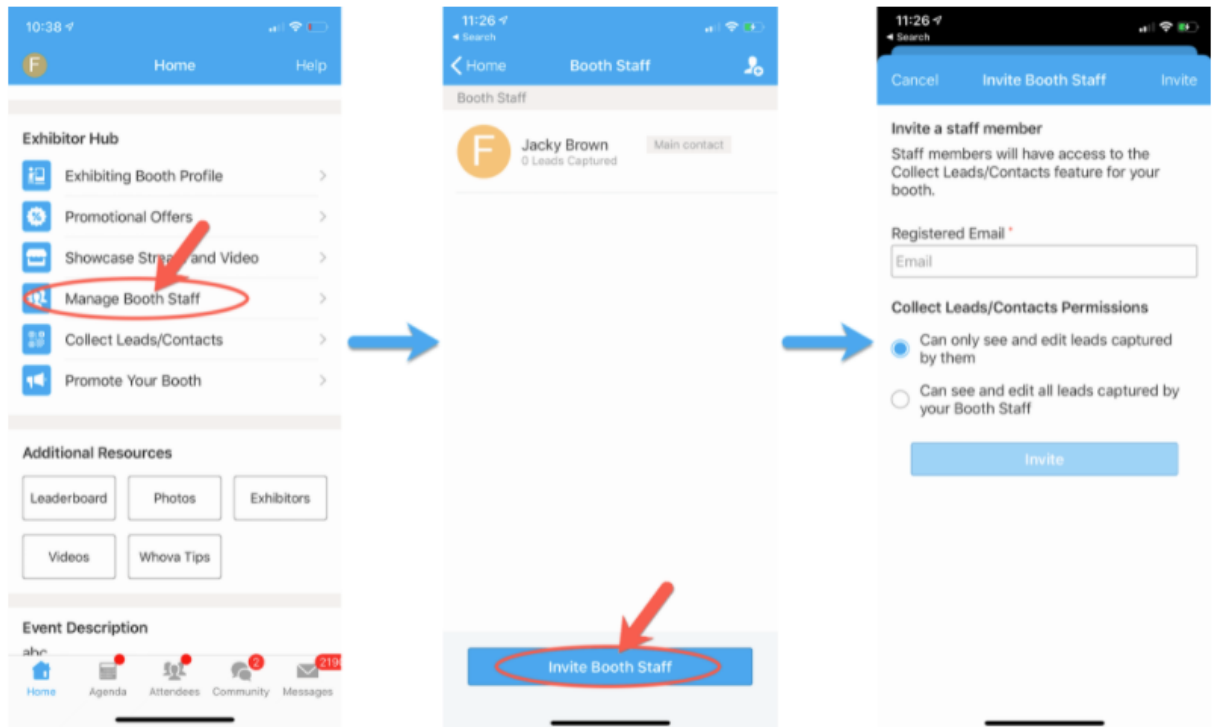
Adding Booth Staff (Available after July 15)

You can add booth staff to help you collect leads. Currently, you need to use the Whova Mobile app to add booth staff.

Prerequisites: Follow the previous steps to log in to the mobile app.

1. Find the Exhibitor Hub section, and click on **Manage Booth Staff**. There you will see a list of all featured staff members, as well as how many leads each have captured.
2. Click **Invite Booth Staff** at the bottom of the screen.
3. Input the email that that staff member is registered with for the event. **The staff needs to be in the attendee list – if not, please register them to attend the conference and they will be added to the attendee list.**
4. Choose how much access you want that staff member to have to the leads.

5. Click Invite



Interacting with Attendees

On Desktop

1. Sign-in to the webapp with the email you used to register the event as an exhibitor.
2. Find the Exhibitors tab under Main navigation on the left hand side.
3. From there you should see a list of all exhibitors for the event. Find your booth in the list and click on it.
4. Once you've entered your booth, find Chat on the right side.

Whova
National Business Conference 2021
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SAN DIEGO, CALIFORNIA | OCTOBER 8 - 11, 2021 PST
Twitter
Sponsor Area | Impact Partners

MAIN NAVIGATION

- Home
- Agenda
- Attendees
- Community
- Meetup
- Exhibitors**
- Sponsors
- Messages

RESOURCES

- Photos
- Documents
- Logistics
- Pools
- Session Q&A
- Surveys
- Twitter

WHOVA

- Feedback to Whova
- Organizer Tips
- About Whova

All exhibitors

Search name, location, or coupon...

A

Apple
Booth 201


U

UC San Diego
Showcase is live in 15 min

W

Whova
Booth 430

← Whova, Inc. Event Management
View Recording
Chat
Delete



200 Visited

Whova, Inc. Event Management

Put Intelligence into Event Management

www.whova.com
(855) 978-4579
San Diego, CA

88 Signed Up
Sign up for deals and offers
View map
Post photo

Live Showcase

Showcase is live in 15 minutes

Andrew Lee

Hi Helen! I'm also from San Diego! I would love to get together for lunch one of the days.

Brian North

Welcome Helen!

Lianne Gowdy

Welcome Helen!

Today 3:45PM

Andrew Lee

Hi Helen! I'm also from San Diego! I would love to get together for lunch one of the days.

Jane Do

Welcome everybody! ✔

Andrew Lee

Hey Jane! If you have any questions for me or the booth, feel free to let any of the booth staff know!

Lianne Gowdy

How long are you keeping the promotion up?

Hello everyon|

Send



On Mobile App (available after platform is live)

Prerequisites: Follow the previous steps to log in to the app.

1. Find the Exhibitor Hub section, and click on the Exhibiting Booth Profile. **If you cannot find it, please make sure you signed up with the email you registered as an exhibitor**
2. Once you've entered your booth, look for Comments and Inquiries. Click on either of them to start chatting with the attendees or answer their inquiries.

