

EXHIBITOR MANUAL



**Virtual
Exhibition**
FoodBev,
Retail,
Health &
Beauty

Organized by



TABLE OF CONTENTS

	Page
1. Introduction to Virtual (Online) Exhibition	3
2. How to use this platform	
1. Registration	4
2. Update your profile	5
3. Update company profile	6
4. Company quota & entitlement from the platform	7
5. Upload product	8
6. How to manage staff	10
7. How to preview company profile	11
8. How to manage pre-matching	11
9. During show day (Business matching day)	13
10. E-Badge	16
11. Record of all activities	16
12. How to use VDO call room in meeting room	17

1. Introduction to Virtual (Online) Exhibition



Virtual Exhibition-Foodbev, Retail, Health&Beauty Platform is an online market which allows your company to promoted products to buyers through online platform.

If buyers' interest in your company or your products, they can leave message requesting for meeting via VDO call with you.

In this platform, you can:

- Update product information always
- Manage your in-charged staffs (change, add, remove)
- Make appointment with buyers prior to meeting date
- Chat and/or VDO call with buyers to provide products information
- Track number of buyers who visit company page
- Promote special promotion at Announcement Wall

2. How to use this platform

1. Registration

1.1 The Organizer will send passcode to given email.

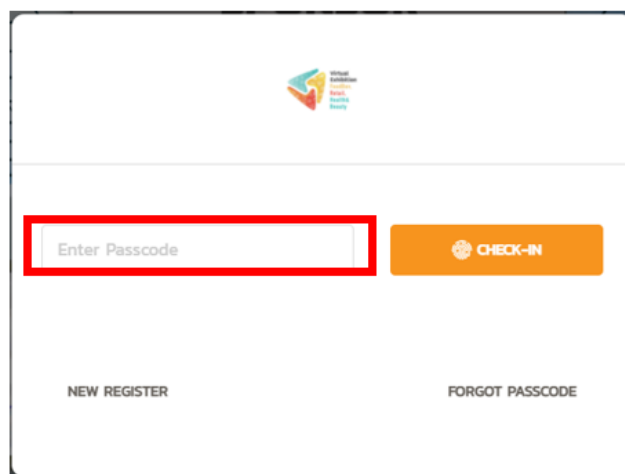
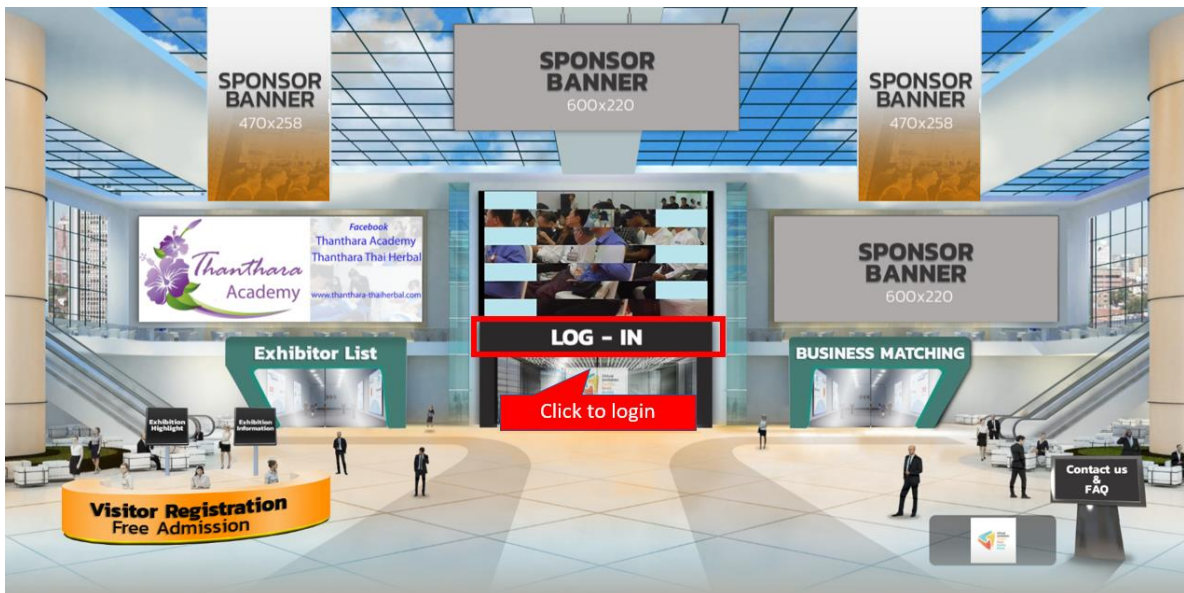
1.2 Once received passcode, please

1.1.1. access to Virtual Exhibition's link:

<https://beplace.thevista.co.th/exhibition/FBRETAILHEALTHBEAUTY/exhibition>

1.1.2. Click at "Log-in" and enter passcode, then click "Check-in"

1.1.3. Click at "Business Matching" to enter the platform



2. Update your profile

After access to the system, you can update your profile at menu “Hi (Staff name)”, then dropdown and select menu “Your Profile”

In case of any question, you can contact directly with the Organizer by click “HELP” button on bottom-right of the screen.

The screenshot displays the 'YOUR PROFILE' update form in the BEP.LAC system. The form is divided into several sections:

- PROFILE IMAGE:** Includes options for 'Upload Logo' and 'URL', with a 'SELECT IMAGE' button and a note: 'Limit Upload (500KB) (Format: jpg, png, jpeg)'.
- EXHIBITOR COMPANY:** A dropdown menu currently showing 'THE VITA CO., LTD'.
- FULL NAME:** Text input field containing 'DEMO EX'.
- JOB TITLE:** Text input field containing 'Developer'.
- ATTENDEE COMPANY:** Text input field containing 'The Vita Co.,Ltd'.
- ADDRESS:** Text input field containing '236 On Not 17 Alley, Lane 6, Suan Luang'.
- CITY:** Text input field containing 'Bangkok'.
- POSTCODE:** Text input field containing '10350'.
- COUNTRY:** Text input field containing 'Thailand'.
- PHONE:** Text input field containing '662720088'.
- FAX:** Text input field containing '662720088'.
- MOBILE:** Text input field containing '662000000'.
- EMAIL:** Text input field containing 'tanakorn@thevita.co.th'.

At the bottom of the form are 'NEXT' and 'SAVE' buttons. A 'Help' button is located in the bottom right corner of the page. On the right side, a sidebar menu is visible with 'YOUR PROFILE' highlighted in a red box. Other menu items include 'ALL ACTIVITY', 'BOOTH VISITED', 'RECEIVED LIST', 'Account', 'AVAILABLE TIME', 'ANNOUNCEMENTS', 'Company & Products', 'QUOTA', 'COMPANY PROFILE', 'PRODUCTS', 'STAFF', 'PREVIEW', and 'LOGOUT'.

3. Update company profile

The company profile is where buyers/visitors can know more about your company. For that reason, updating company profile is particularly important.


After access to the system, you can update company profile, logo, brochure and VDO for product presentation at menu “Hi (Staff name)”, then dropdown and select menu “Company Profile”

ANNOUNCEMENT WALL **TANAKORN S. VISITOR**
ANNOUNCEMENT IS SOMETHING THAT IS WRITTEN. LIMIT 75 CHARACTERS !

COMPANY PROFILE

COMPANY LOGO:

Upload Logo URL



LIMIT UPLOAD (200KB) / (200 X 200 PIXELS) / FORMAT: (JPG, PNG, GIF)

ZONE:	BOOTH:	COMPANY NAME:	FASCHA:
12.0000	DEMO02	The Vista Co., Ltd.	THE VISTA CO., LTD.

* ADDRESS:

286 Oranong Road Soi On Nuek 17, Suan Luang

* CITY: Suan Luang * ZIP: 10250 * COUNTRY: Thailand PHONE: 6627333888

FAX: * EMAIL: WEBSITE:

Activity

- ALL ACTIVITY
- BOOTH VISITED
- RECEIVED LIST

Account

- YOUR PROFILE
- AVAILABLE TIME
- ANNOUNCEMENTS

Company & Products

- QUOTA
- COMPANY PROFILE
- PRODUCTS
- STAFF
- PREVIEW
- LOGOUT


Help

BANNER : LIMIT UPLOAD (1MB) / (800 X 300 PIXELS) / FORMAT: (JPG, PNG, JPEG)

LANDING PAGE URL #1:


Upload Banner URL

Insert link of a page to link with the banner. (When visitors click on the banner, the page will be shown)




LANDING PAGE URL #2:

Upload Banner URL



BROCHURE : LIMIT UPLOAD (5MB) / FORMAT: (PDF, JPG, PNG, JPEG)

Upload Brochure URL



4. Company quota and entitlement from the platform

Quota and entitlement to each company depends on purchased package. You can check this from menu **"Hi (Staff name)"**, then dropdown and select menu **"Quota"** You also can check number of quotas being used and remaining quota at **"Occupied"**

- Meeting Room

You can CHAT / TALK / VDO CALL with buyers by using “MEETING ROOM” function. Numbers of entitled meeting room depends on purchased package.

- Banner

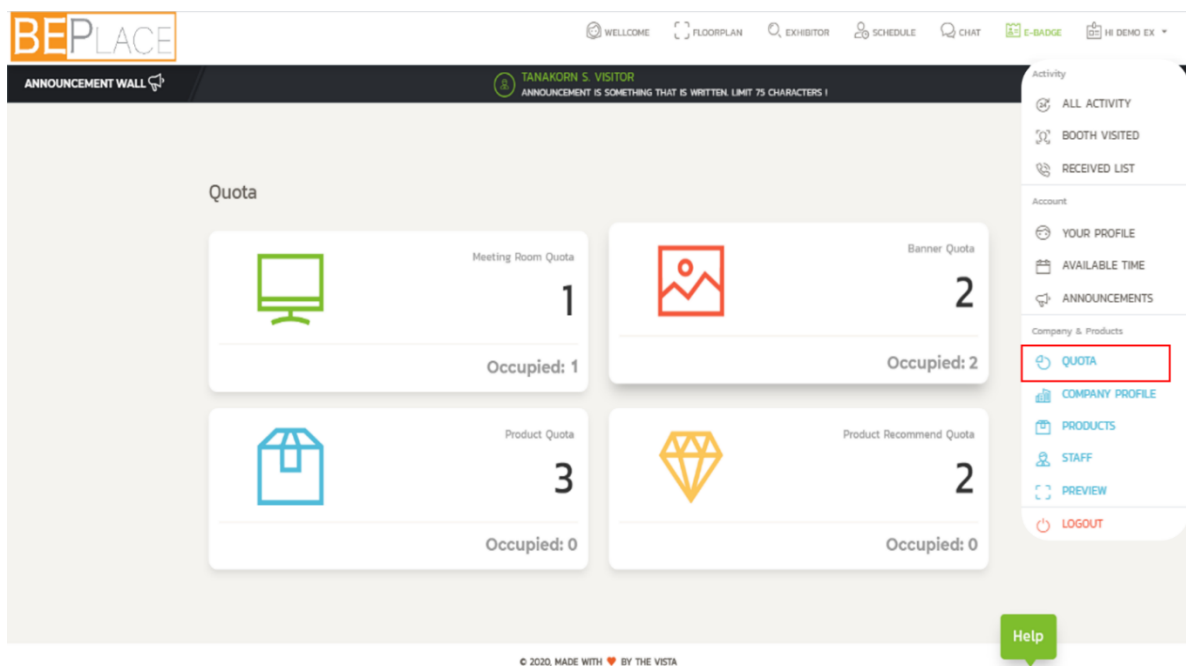
You can promote your company / products / services by uploading banner and numbers of banner depend on purchased package.

- Product

Number of products to be posted depends on your purchased package

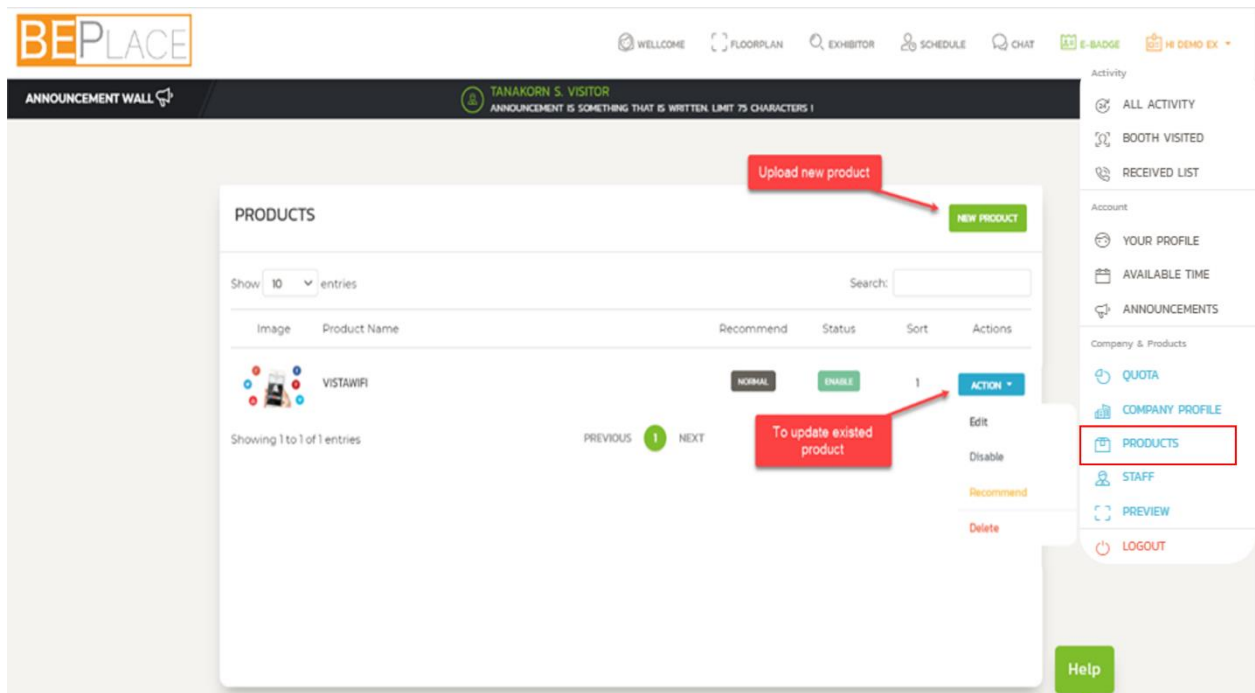
- Product Recommend

If you would like to promote special product or promotion, you can tags “Recommended” to that product.



5. Upload product

Managing your products to be shown on the platform can be done by click at “Hi (Staff name)”, then dropdown and select menu “Product”



5.1. How to input product information

5.1.1. To upload product's pictures, go to **"New Product"**, then upload product's pictures and click at **"Select Image"** with maximum 2 images

5.1.2. Then key in **"Product Name"**, **"Sort order"** to prioritize important of each product

5.1.3. Select **"Categories"**


5.1.4. Key in product detail at **"Short Details"** (for maximum 500 characters), which show on product card in search product page, and **"Details"** (for maximum 1,000 characters) which show on product detail page

5.1.5. Then click **"Save"** to complete process

NEW PRODUCT


PRODUCT IMAGES : LIMIT UPLOAD (MB) / (350 X 200 PIXELS) / FORMAT (JPG, PNG, JPEG)

Upload URL Upload URL



no image

SELECT IMAGE



no image

SELECT IMAGE

PRODUCT NAME : **SORT ORDER :**

SHORT DETAIL :

Rich text editor toolbar: Undo, Redo, Bold, Italic, Text Color, Background Color, Styles, Format, Font, Size, Bulleted List, Numbered List, Link, Unlink, Table, Table of Contents, Help.

Paragraphs: 0, Words: 0, Characters: 0/500

DETAIL :

Rich text editor toolbar: Undo, Redo, Bold, Italic, Text Color, Background Color, Styles, Format, Font, Size, Bulleted List, Numbered List, Link, Unlink, Table, Table of Contents, Help.

Paragraphs: 0, Words: 0, Characters: 0/1000

EDIT **SAVE**

5.2. How to change or update product information

After uploaded products information, you can change or update that information by click at “Action”, select “Edit” and please “Save” after editing

6. How to manage staff

You can edit/ change responsible staffs by go to menu “Hi (Staff name)”, then dropdown to menu “Staff”, click “Action” to edit/ change

Number of responsible staffs are 2 persons / package

The screenshot shows the BEPLACE website interface. At the top, there is a navigation bar with icons for WELCOME, FLOORPLAN, EXHIBITOR, SCHEDULE, CHAT, E-BADGE, and HI DARYL MUNCER. Below this is a dark header with 'ANNOUNCEMENT WALL' and a cursor icon. The main content area is titled 'STAFF' and includes a 'QUOTA EXCEEDED' badge. A table lists staff members with columns: Passcode, Full name, Email, Phone, and Actions. The first row shows 'TAP845', 'Daryl Muncer', 'variya@thevista.co.th', and '(66)27303888'. The 'Actions' column has a blue 'ACTION' dropdown menu. A red arrow points to this menu, and a red callout box says 'Click to edit or delete'. On the right, a sidebar menu is visible with options like 'ALL ACTIVITY', 'BOOTH VISITED', 'RECEIVED LISTS', 'MY PROFILE', 'AVAILABLE TIMES', 'ANNOUNCEMENT WALL', 'QUOTA', 'COMPANY PROFILE', 'PRODUCTS', 'STAFF', 'PREVIEW', and 'LOGOUT'. The 'STAFF' option is highlighted with a red box. A 'Help' button is at the bottom right.

7. How to preview Company Profile

As company profile is the important thing to attract buyer/ visitor’s interest. While updating company profile, you can click “Preview” to see your company profile in a visitor’s view.

The screenshot shows the BEPLACE website interface displaying a company profile preview. The top navigation bar is the same as in the previous screenshot. The main content area is titled 'The Vista Co., Ltd.' and features a logo, a photo of a boat on a beach, and placeholder text. The right sidebar menu is visible with options like 'ALL ACTIVITY', 'BOOTH VISITED', 'RECEIVED LISTS', 'MY PROFILE', 'AVAILABLE TIMES', 'ANNOUNCEMENT WALL', 'QUOTA', 'COMPANY PROFILE', 'PRODUCTS', 'STAFF', 'PREVIEW', and 'LOGOUT'. The 'PREVIEW' option is highlighted with a red box. A 'Help' button is at the bottom right.

8. How to Manage Pre-Matching

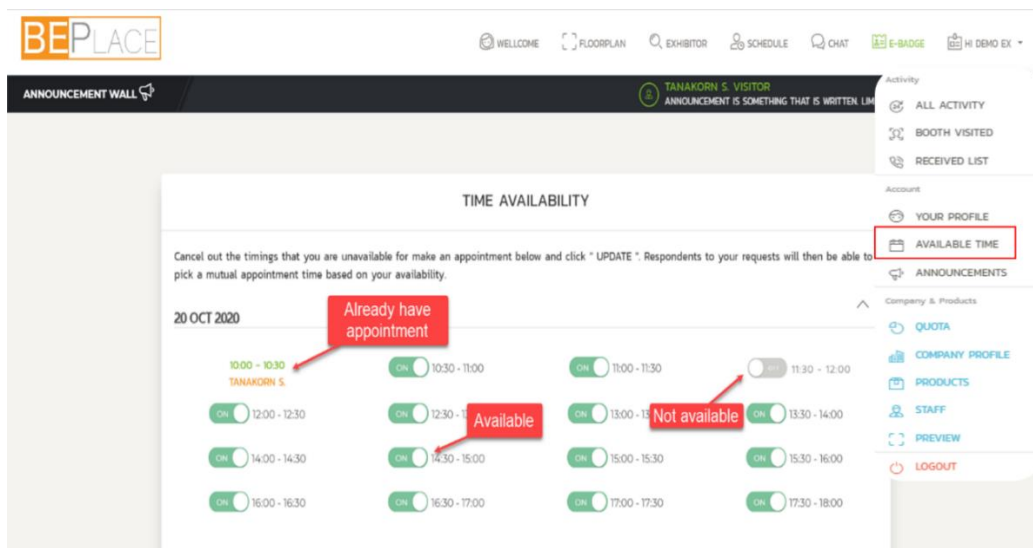
After got the passcode, besides update profile and product, you must update your available time for pre-matching with your potential buyers by:

8.1 Go to menu “Hi (Staff name)”, then dropdown and select menu “Available Times”

8.2 Switch off at the time that you are unavailable to match with buyers/visitors

8.3 Click “SAVE” after updating

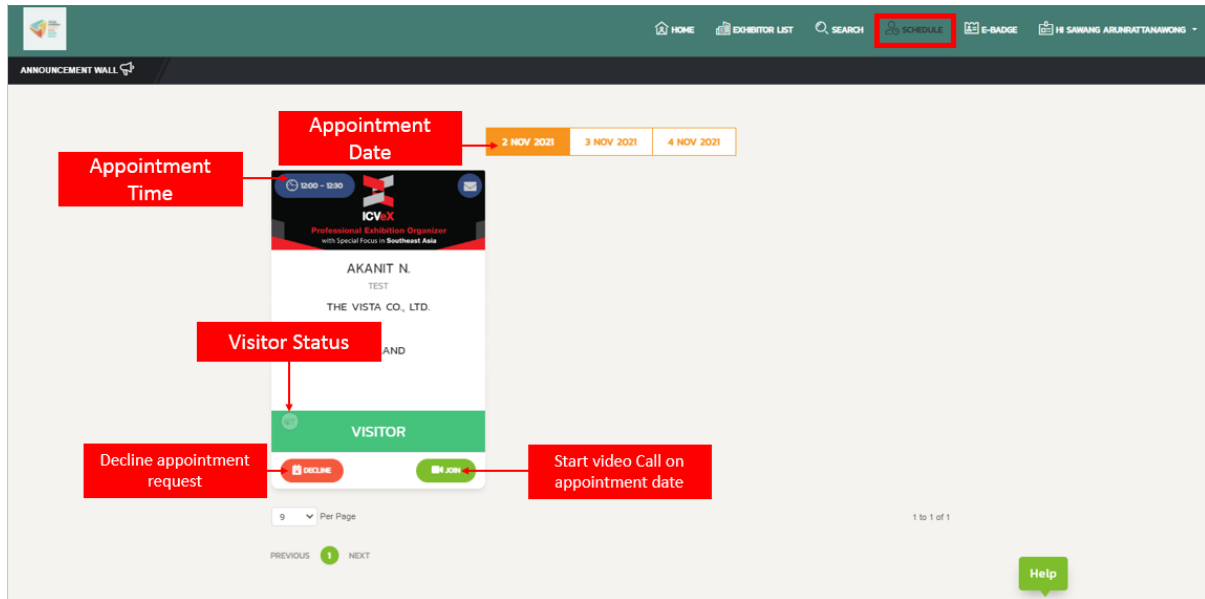
Buyers can request for making appointment with you only on your selected available date & time.



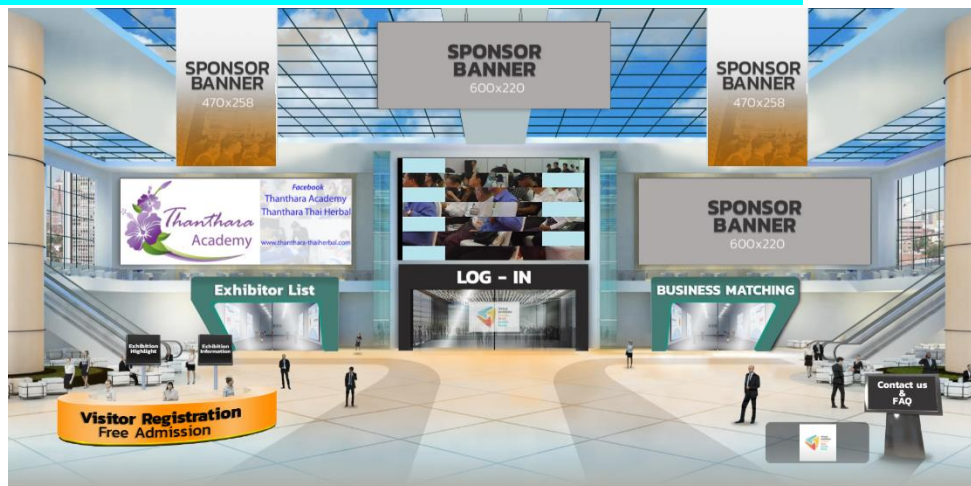
Steps to arrange pre-matching

This platform will allow only BUYER to send meeting request to exhibitor.

- You can check meeting request at menu “Schedule”. After receiving request from buyer, you can accept or decline that request.
- On meeting date, exhibitor must start meeting by VDO call via this platform



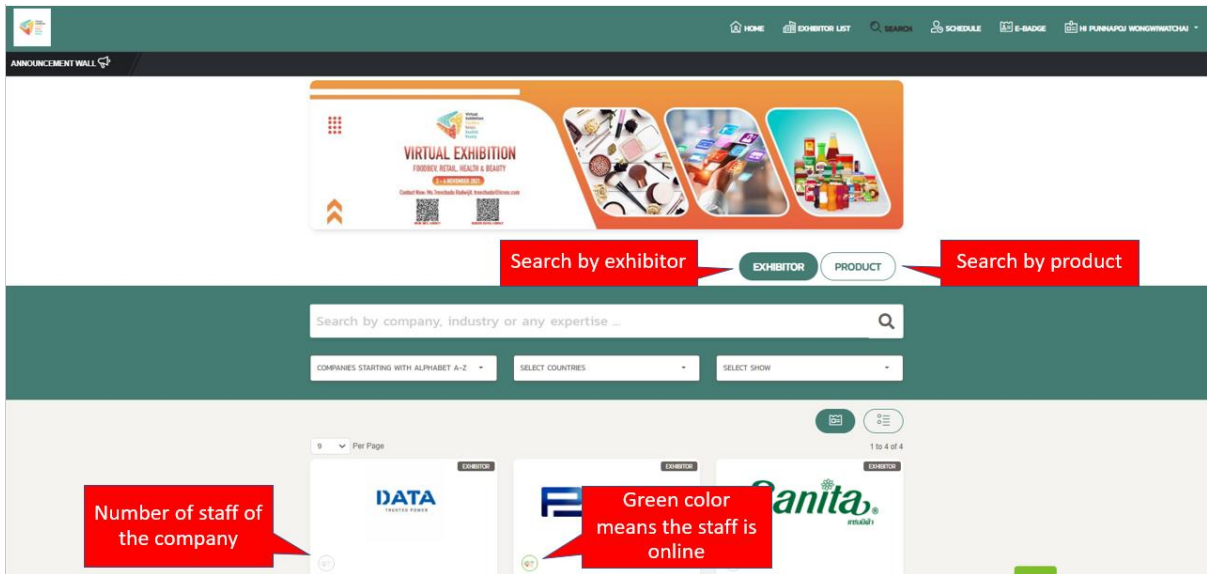
9. During Show Day (Business Matching Day): 2-4 November 2021



On show day (business matching day), you can access the platform to stand by for buyer by click at log-in, then key in your passcode.

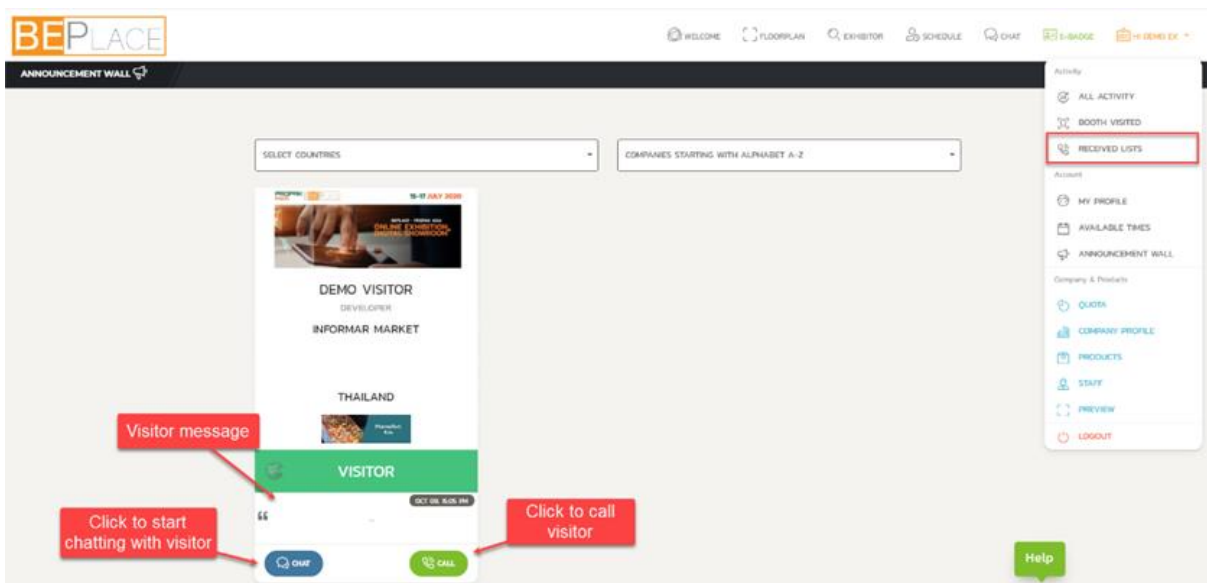
During show day, you can

- 9.1 See other exhibitors' company profiles and products by select menu "**Search**" and click "**Read More**" (the book symbol)



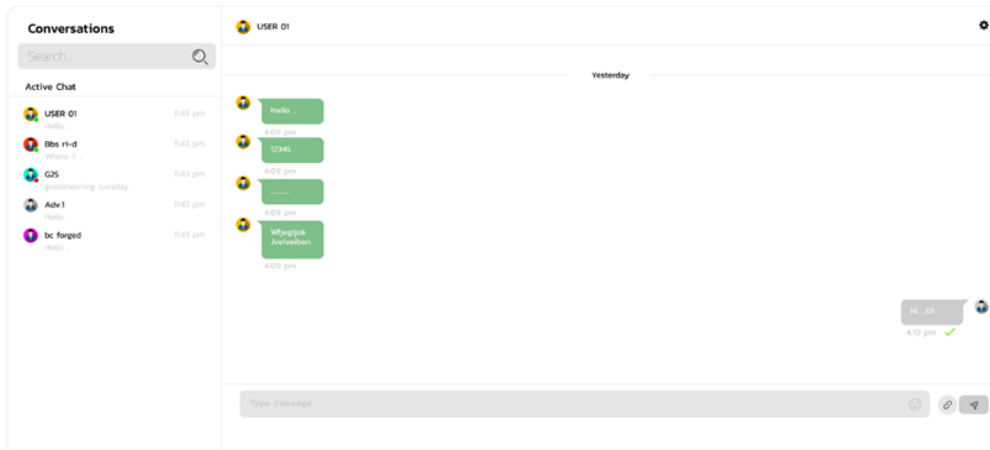
9.2 Chat with buyers/visitors by click **“CHAT”** button on visitor’s badge at menu **“Hi (staff name)”**, then drop down to 2 menus,

9.2.1 Received List, where show all request meetings from buyer/visitor.



9.2.2 All Activities, where show all your activities in this platform.

Moreover, you can get back to your conversation at **“Chat”** on menu bar



9.3 VDO Call

9.3.1 with buyers/visitors who arranged pre-meeting with you by click at menu,

9.3.1.1 **“Schedule”**, filter by date and click **‘JOIN’** to start calling at the appointment time.

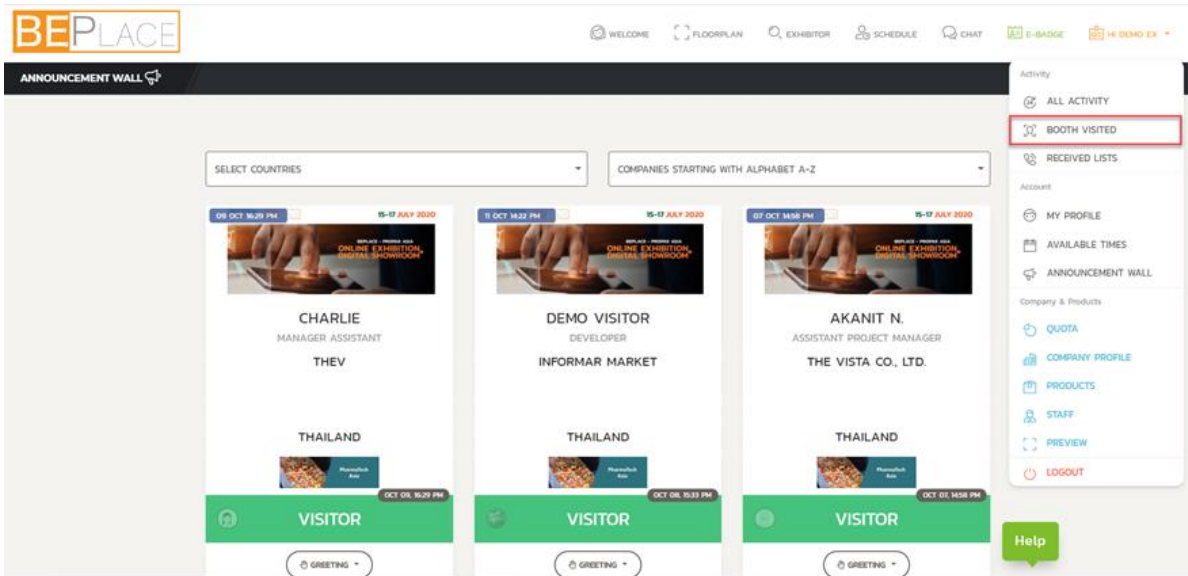
9.3.1.2 **“All Activities”**, select status **‘Received Appointment’**, then click **‘CALL’** to call with them.

9.3.2 with buyers/visitors who send request meeting on show day by click at menu,

9.3.2.1 **“All Activities”**, select status **‘Received Call’**, then click **‘CALL’** button.

9.3.2.2 **“Received List”**, where show all meeting requests sent by buyers/visitors, click at **‘CALL’** button.

9.4 Track on number of buyers/ visitors who visited your company by click at menu **“Hi (Staff name)”**, then drop down to menu **“Booth Visited”**. You can see buyers’ visitors name, visited date & time.



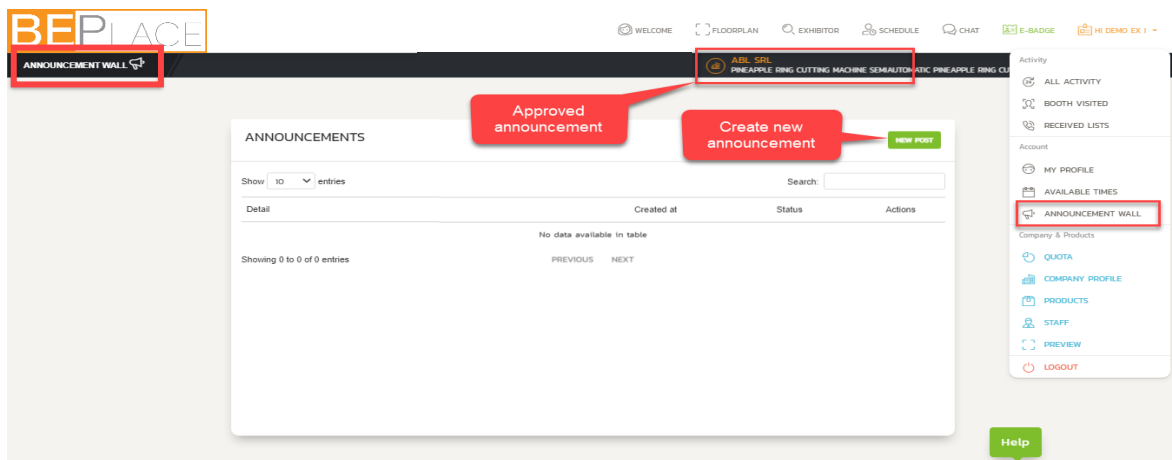
9.5 Greet buyers/visitors who visited your company by click at **“Greeting”**, and drop down to select greeting message at menu,

9.5.1 **“Booth Visited”**

9.5.2 **“Visitor announcement”** on the announcement wall (black tab under menu bar) to send greeting message to visitor.

After send greeting message, you can choose to talk by chatting or VDO calling with them from menu **“All Activity”**

9.6 Promote products via **“Announcement Wall”** by go to menu **“Hi (Staff name)”**, then dropdown to menu **“Announcement”** and click at **“New Post”** to type message (maximum 75 characters). Then wait for approval by the organizer.



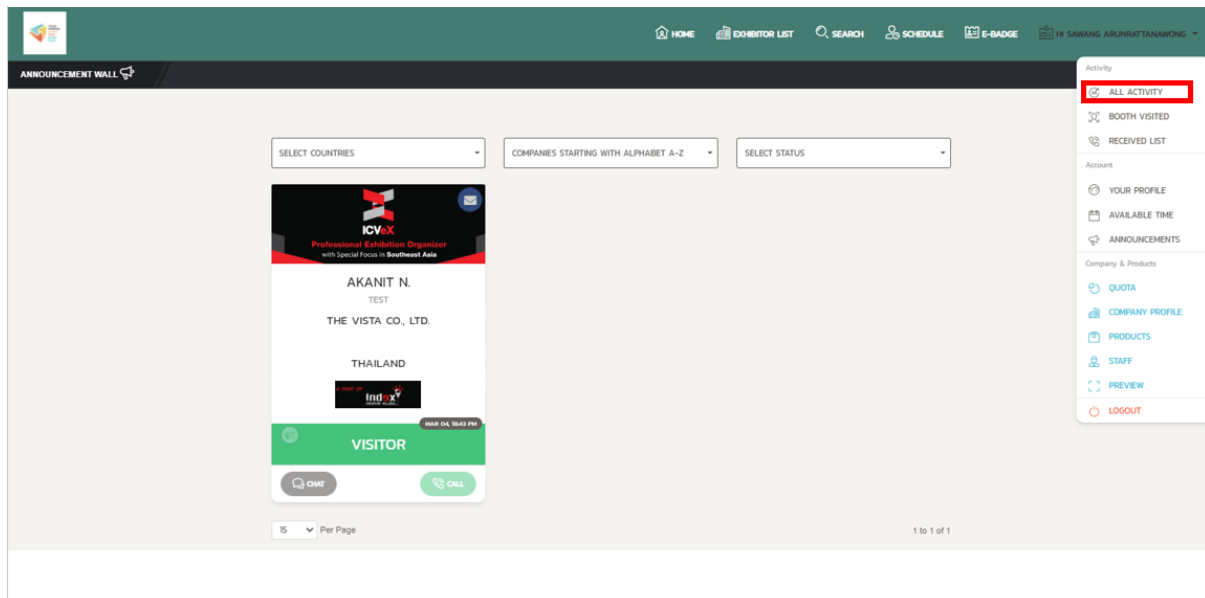
10. E-Badge

At E-Badge menu, your electronic badge, where show your name, job title, company name, country, and your own passcode (only you can see this passcode).



11. Record of all activities

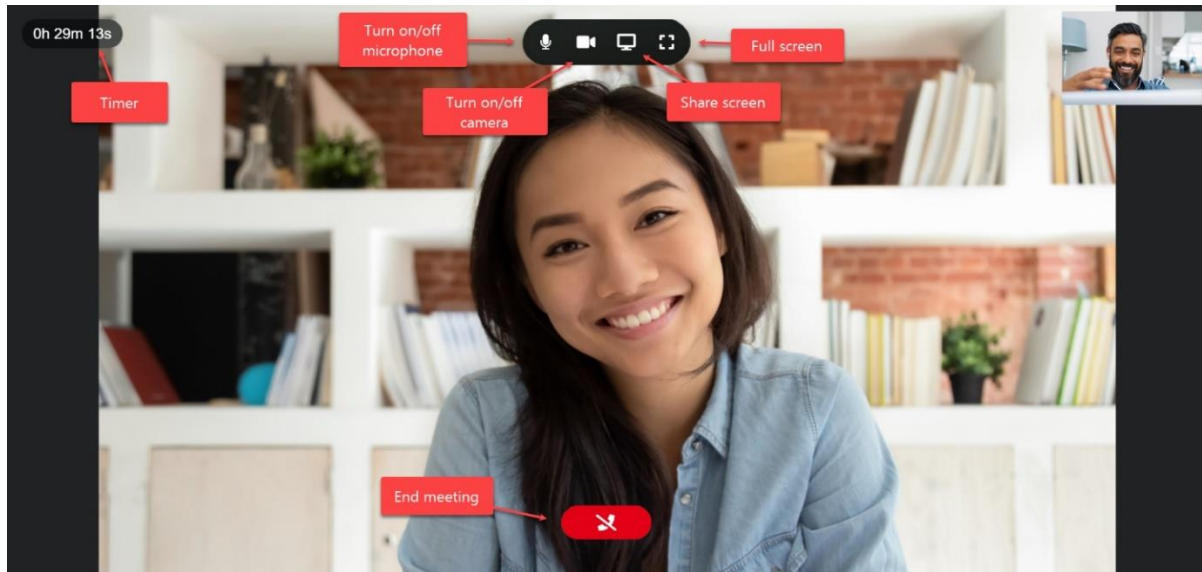
“All Activity” menu, activity page is where all your activities, received, successful and missed call, received, successful and decline appointment, and greeting, are showed. This page allows you to make call by click at “CALL” and start to chat by click at “CHAT” on the buyers/visitors’ badge.



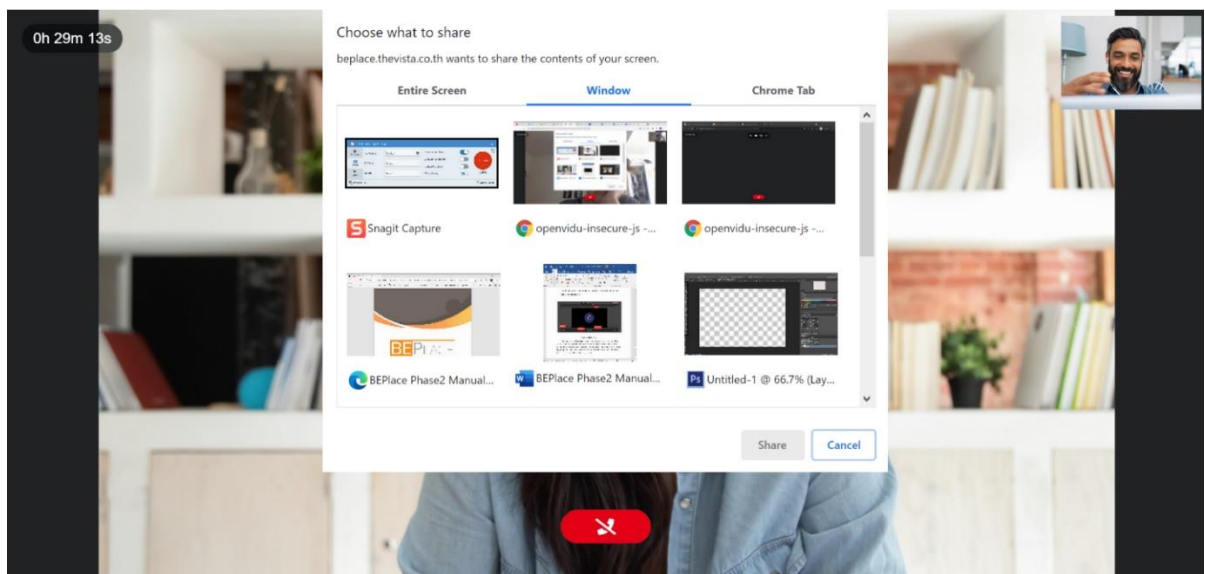
12. How to use VDO Call Room in Meeting Room

On business matching day, you can VDO Call to buyers/ visitors according to meeting schedule via **"Meeting Room"**.

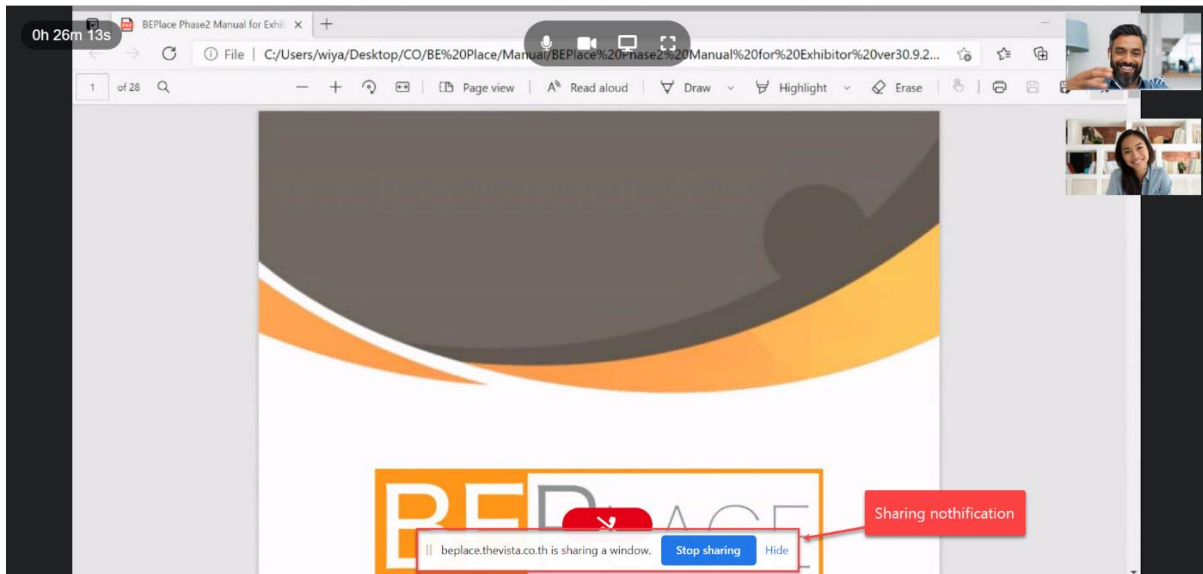
However, the meeting room are available only in a limited time (30 minutes), the timer is appeared on top-left corner of the screen. When time's out, the system will automatically turn off.



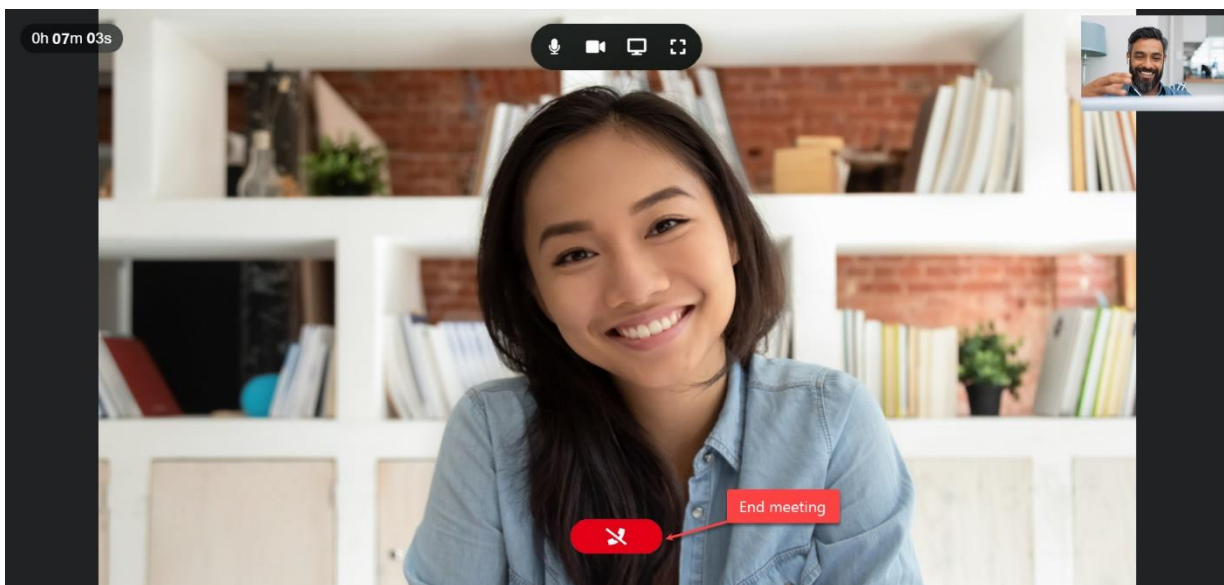
During meeting, you can share screen to show presentation to your potential buyers by turn on camera and select menu **"Share Screen"**



If you are showing a presentation or document file, you should open the file before clicking at the symbol for a smooth.



While you are sharing the screen, there are a small pop-up at the bottom of the screen. Click at the blue button to stop sharing your screen or another button to hide the pop-up.



In case one of you want to end the meeting before the time's out, click red button with “END MEETING” characters on it.