



xperience

event technology experts

Online Exhibitor Manual

www.xperience.com

Xporience

Event Technology Experts

Xporience is a cloud-based Event Management Platform that empowers Event Organizers with cutting-edge event technology for Exhibitions and Conferences globally.



Xporience offers **360 degree Event Technology solutions** to Event Organizers



Online & Onsite
Event Registration



Exhibitor Online
Manual (OEM)



Dynamic Event
Websites



Event Management
System (EMS)



Lead Capture App
for Exhibitors



Interactive Floor
Plans



Visitor Mobile Apps for
events



AI powered
Event Chatbot



Surveys & Polls

Xporience Product Suite



Our Clients



EXPOSURE

strategic
MARKETING • EXHIBITIONS • CONFERENCES



Why Xporience Online Exhibitor Manual

- Quick and Easy Setup
- Zero third party integration fees
- Free Maintenance & Enhancement of features
- 24/7 online support
- Client Labeled Manual
- GDPR Compliance
- ISO 27001 compliant data security
- AWS cloud IT infrastructure
- Real time event analytics & Custom Reports
- Most Competitive Pricing
- Dedicated Account Manager



xperience
event technology experts

Online Exhibitor Manual Features



Online Exhibitor Manual Features

- Customizable forms
- Mobile Device Compatible
- Exhibitor Directory Listing (Web Page dynamically integrated with Event website)
- Third Party Integrations – CRM, Registration Systems, Event Websites,
- GDPR compliant Login Workflow
- Real time Exhibitor Dashboard View
- Event branded exhibitor dashboard Layout
- Content Management System
- Menu content management
- Document Library Management System
- Products & Order Management
- Badge Management Module
- Invoice Management
- Advertising and Marketing Opportunities Module

Online Exhibitor Manual Features

- Create Unlimited User Groups
- Custom Dashboards for Exhibitors, Co-exhibitors, Suppliers, Agents, Contractors, Sub-Contractors
- Bulk Exhibitor Import/ CRM Integration
- Manage Multiple Events from a Single Window
- Permission and role based access to System Users
- Event Archive Feature
- Event Duplication Feature
- Email management module/ Automated email notifications
- Email reminder module
- Form deadline management – Reset submitted Forms, Extend deadlines, etc
- Custom Reports & Event Analytics – Exhibitor, Form Submission, System User
- Custom Event Configurations – SSO settings, e-commerce, etc
- IP whitelisting

Fully Customizable HTML Form templates.

The screenshot displays the 'Add Forms' configuration page. At the top, the event name 'The Hotel Show Saudi Arabia 2019' is shown in the breadcrumb and a dropdown menu. The user is identified as 'Hi, Rohan'. The left sidebar contains a navigation menu with options like 'Manage Forms', 'Manage Exhibitor', 'Form Submission Status', 'Manage Stand Design', 'Custom Emailer', 'Manage Pages', 'Manage Media', 'Manage Reports', and 'Event Configuration'. The main content area is titled 'Add Forms' and features a grid of form fields for configuration. The fields include: 'Form No*' (text input with value 'form32'), 'Form Name*' (text input), 'Form Type*' (dropdown menu with 'Operational' selected), 'Form Sub-Type*' (dropdown menu with 'Compulsory' selected), 'Deadline Date*' (calendar icon), 'Closing Date*' (calendar icon), 'Deadline Text' (text input with value 'Deadline passed'), 'Message After Deadline*' (text input with value 'Please contact the Show Operations Team'), 'Contact Name' (text input), 'Form Sent To*' (text input), 'Contact Address' (text input), 'Contact Telephone' (text input), 'Form Rendering As*' (dropdown menu with 'Select' selected), and 'Multiple Submit' (dropdown menu with 'Yes' selected). 'Stand Types*' is a multi-select dropdown menu with options: 'Space Only', 'Shell Scheme', 'Co-exhibitor', 'Admin Stand', and 'Agent Stand'. In the top right corner of the form area, there are three buttons: 'BACK', 'PREVIEW', and 'SAVE FORM'.

emg events | The Hotel Show Saudi Arabia 2019 | The Hotel Show Saudi Arabia 2019 | Hi, Rohan

Super User | Event: The Hotel Show Saudi Arabia 2019

Manage Forms

Manage Exhibitor +

Form Submission Status

Manage Stand Design

Custom Emailer

Manage Pages +

Manage Media

Manage Reports




Event Configuration

Add Forms

BACK **PREVIEW** **SAVE FORM**


Form No*	form32	Form Name*	
Form Type*	Operational	Form Sub-Type*	Compulsory
Deadline Date*		Closing Date*	
Deadline Text	Deadline passed	Message After Deadline*	Please contact the Show Operations Team
Contact Name		Form Sent To*	
Contact Address		Contact Telephone	
Form Rendering As*	Select	Multiple Submit	Yes
Stand Types*	Space Only Shell Scheme Co-exhibitor Admin Stand Agent Stand		

Customized Exhibitor Dashboards




Online Exhibitor Manual
21-23 April 2019
Jeddah Centre For Forums & Events


HOME DOWNLOAD MANUAL TRAVEL & VISA INSURANCE


Welcome, Rohan Karnatak 


demo
Stand No - demo
Stand Type - Space Only
Stand Size - 5.00 X 5.00 meters
Contractual Sq.m - 25.00


[The Hotel Show Saudi Arabia 2019](#)


 Exhibition Timetable


 Space Only Regulations


 General Information

 Contacts

 Freight

 Deadline Checklist

 Health And Safety

 Warning Regulations & Non-

Welcome to [The Hotel Show Saudi Arabia 2019](#) Online Exhibitor Manual.

This manual contains comprehensive information to assist with your participation and to help you plan your show logistics, manage costs and ultimately have a successful event.

Please complete the below compulsory forms as directed and make yourself familiar with the Optional Forms, Branding, Advertising and Marketing Opportunities.

Kindly be informed that the manual is constantly being updated, should you have any queries relating to your stand that is not available in this manual, please do not hesitate to contact the show team for further assistance.

Compulsory Forms

10 DAYS LEFT	Catalogue Entry Form >	28 DAYS LEFT	Stand Design Submission And Contractor Agreement >	42 DAYS LEFT	Exhibitor Name Badges >
42 DAYS LEFT	Electrical Mains And Power Supply >				

Admin Dashboard to manage ALL events & custom Dashboards for Suppliers, Agents & Contractors

The screenshot displays the Admin Dashboard for 'The Big 5 Construct Egypt 2019'. The interface includes a sidebar menu on the left, a main content area with a search bar and filters, and a table of events.

Dashboard Header: The Big 5 Construct Egypt 2019 | The Big 5 Construct Egypt 2019 | HI, Rohan

Sidebar Menu:

- Super User
- Manage User +
- Manage Event +
- Manage Stand Types
- Manage Products +
- System Emailer
- View Exhibitor Dashboard
- Manage Settings +

Event: The Big 5 Construct Egypt 2019

Events Details + ADD EVENT

Search: Enter Keyword | Status | System Users | Download

<input type="checkbox"/>	Event Name	Start Date	End Date	Status	Action
<input type="checkbox"/>	The Hotel Show Saudi Arabia 2019	21 Apr 2019	23 Apr 2019	Active	Select Action
<input type="checkbox"/>	Stone & Surface Saudi 2019	21st Apr 2019	23rd Apr 2019	Active	Select Action
<input type="checkbox"/>	Saudi Entertainment And Amusement Show 2019	21st Apr 2019	23rd Apr 2019	Active	Select Action
<input type="checkbox"/>	The Big 5 Construct Egypt 2019	2 Sep 2019	4 Sep 2019	Active	Select Action

Exhibitor Dashboard real-time preview

Event: **✓ The Hotel Show Saudi Arabia 2019**
Stone & Surface Saudi 2019
Saudi Entertainment And Amusement Show 2019
The Big 5 Construct Egypt 2019

Space Only

Online Exhibitor Manual
21-23 April 2019
Jeddah Centre For Forums & Events

HOME DOWNLOAD MANUAL TRAVEL & VISA INSURANCE

Welcome, Rohan Kamatki

demo
Stand No - demo
Stand Type - Space Only
Stand Size - 5.00 X 5.00 meters
Contractual Sq.m - 25.00
[The Hotel Show Saudi Arabia 2019](#)

Exhibition Timetable
Space Only Regulations
General Information
Contacts
Freight
Deadline Checklist
Health And Safety

Deadline Checklist

FORM NAME	DEADLINE	CATEGORY	Days Left	EMAIL RECIPIENT	STATUS
Catalogue Entry Form	17 February	Compulsory	10	hdadmin@dmgevents.com	Not Filled
Stand Design Submission And Contractor Agreement	07 March	Compulsory	28	hotelstoneksaops@dmgevents.com	Not Filled
Exhibitor Name Badges	21 March	Compulsory	42	safoorasyeda@dmgevents.com	Not Filled
Electrical Mains And Power Supply	21 March	Compulsory	42	hotelstoneksa@arabexpo.me	Not Filled
Furniture And Display Items	21 March	Optional	42	hotelstoneksa@arabexpo.me	Not Filled
Mains Electrics Orientation Grid Plan	21 March	Optional	42	hotelstoneksa@arabexpo.me	Not Filled
Stand Cleaning Services	21 March	Optional	42	hotelstoneksa@arabexpo.me	Not Filled
Catering Services	21 March	Optional	42	hotelstoneksa@arabexpo.me	Not Filled
Free Lead Capture App	21 March	Optional	42	hotelstoneksaops@dmgevents.com	Not Filled
Temporary Stand Staff	28 March	Optional	49	tfarhan@popsandpeeps.com	Not Filled

04 One Admin pnc
welcome_email.csv
02 Exhibitor D pnc
Custom HTML pnc

Show All

Create Multiple User types and assign permissions

The screenshot shows a web application interface for managing user types and permissions. The main header displays "The Big 5 Construct Egypt 2019" and the user profile "Hi, Rohan". The left sidebar contains navigation options such as "Manage User", "My Profile", "Manage User Type", "Manage Users", "Manage Event", "Manage Stand Types", "Manage Products", "System Emailer", "View Exhibitor Dashboard", and "Manage Settings".

The main content area is titled "Manage User Type" and includes a search bar and a table of user types. A modal window titled "Form Permission" is open, showing the permissions assigned to the "System User - Ops Stand Services" group.

<input type="checkbox"/>	User Type	Status	Action
<input type="checkbox"/>	Super User	Active	Select Action
<input type="checkbox"/>	System User - Ops Stand Services	Active	Select Action
<input type="checkbox"/>	System User - Finance	Active	Select Action

Users Group
System User - Ops Stand Services
All Permission <input type="checkbox"/>
<input checked="" type="checkbox"/> Customs Letter Form
<input checked="" type="checkbox"/> View Details <input checked="" type="checkbox"/> Extend Deadline <input checked="" type="checkbox"/> Reset <input checked="" type="checkbox"/> Download
<input checked="" type="checkbox"/> Electrical Mains And Power Supply (SPACE ONLY)
<input checked="" type="checkbox"/> View Details <input checked="" type="checkbox"/> Extend Deadline <input checked="" type="checkbox"/> Reset <input checked="" type="checkbox"/> Download
<input checked="" type="checkbox"/> Exhibitor Name Badges
<input checked="" type="checkbox"/> View Details <input checked="" type="checkbox"/> Extend Deadline <input checked="" type="checkbox"/> Reset <input checked="" type="checkbox"/> Download
<input checked="" type="checkbox"/> Fascia Name Board
<input checked="" type="checkbox"/> View Details <input checked="" type="checkbox"/> Extend Deadline <input checked="" type="checkbox"/> Reset <input checked="" type="checkbox"/> Download
<input checked="" type="checkbox"/> International Performance Bond Form
<input checked="" type="checkbox"/> View Details <input checked="" type="checkbox"/> Extend Deadline <input checked="" type="checkbox"/> Reset <input checked="" type="checkbox"/> Download

Custom Workflows

Online Exhibitor Manual

26-29 November 2018
Dubai World Trade Centre



HOME DOWNLOAD MANUAL TRAVEL & VISA INSURANCE



Hindavi Technologies Pvt. Ltd.

Stand No - ST3047
Stand Type - Concourse Space Only
Stand Size - 10 X 12 meters

Exhibition Timetable

Your Stand

Stand Design Submission Status **NEW**

General Information

Freight

Contacts

Deadline Checklist


Your stand design submission status is

[MORE INFO REQUIRED]



<input type="checkbox"/>	Document Name	Document Status	Action
<input type="checkbox"/>	3D Renders/Visuals NEW	More Info Required	View Document
<input type="checkbox"/>	Stand Full technical drawings	Submitted	Upload
<input type="checkbox"/>	Stand Builder/Contractor Insurance-Third party liability	Approved	View Message History
<input type="checkbox"/>	Stand Builder/Contractor Trade License	Approved	
<input type="checkbox"/>	Risk Assessment	Approved	
<input type="checkbox"/>	Method Statement	Approved	

Product and Order Management

The Hotel Show Saudi Arabia 2019 The Hotel Show Saudi Arabia 2019 Hi, Rohan

Super User

Event: The Hotel Show Saudi Arabia 2019






- Manage Forms
- Manage Exhibitor
- Form Submission Status
- Manage Stand Design
- Custom Emailer
- Manage Pages
- Manage Media
- Manage Reports
- Event Configuration

FORM 5

Electrical Mains And Power Supply

Return by **21 Mar 2019**

ArabExpo
KSA Office: +966 557187658
UAE Office: +971 48850105
Telephone: Mob +966 557187658
Email: hotelstoneksa@arabexpo.me

IMAGE	Product Name	Before Deadline Price (USD)	After Deadline Price (USD)	QTY	TOTAL (USD)
Electrical Mains (Hotel&StoneKSA)					
	Kw Supply (minimum Order 3KW)	55	65	<input type="text" value="0"/>	0
	24 Hour Supply	71.50	84.50	<input type="text" value="0"/>	0
Distribution Board					
	Single Phase 40A Distribution Board	180	216	<input type="text" value="0"/>	0
	Three Phase 30A Distribution Board	250	300	<input type="text" value="0"/>	0
	Three Phase 60A Distribution Board	450	540	<input type="text" value="0"/>	0
Sub Total (USD)					0

System Generated and Custom Emailers

Edit Email Template

Subject*

Stand Type*

Forms*

File Edit View Insert Format Tools Table Help

Paragraph B I U S A A

Dear [Company-Name],

Welcome to [Event-Name], we are happy to have you onboard for this year's edition.

As an exhibitor, you now have access to your own online exhibitor manual. This includes ordering badges, completing your show guide entry form, exhibition timetable, relevant contacts and other important information.


Please use the login credentials below to access the Online Exhibitor Manual:

EXHIBITOR LOGIN

[Forgot Password?](#)

130 WORDS POWERED BY TINYMCE

Schedule

**OPERATIONS TEAM**

ATTENTION EXHIBITORS

WELCOME TO THE BIG 5 CONSTRUCT EGYPT 2019

Dear demo,

Welcome to The Big 5 Construct Egypt 2019, we are happy to have you onboard for this year's edition.

As an exhibitor, you now have access to your own online exhibitor manual. This includes ordering badges, completing your show guide entry form, exhibition timetable, relevant contacts and other important information.

Please use the login credentials below to access the Online Exhibitor Manual:

EXHIBITOR LOGIN

[Forgot Password?](#)

Username: rohankarnataki@hindavi.com

Please [click here](#) to create your password.



Terms & Conditions | Privacy Policy

dmg::events









You have received this email as you are an exhibitor for The Big 5 Construct Egypt 2019

E-cart and Payment Gateway Integration

Online Exhibitor Manual
21-23 April 2019
Jeddah Centre For Forums & Events

HOME DOWNLOAD MANUAL TRAVEL & VISA INSURANCE  Welcome, Rohan Karnataki 

Xperience
Stand No - STD A10
Stand Type - Admin Stand
Stand Size - 5.00 X 6 meters
[The Hotel Show Saudi Arabia 2019](#)

 Exhibition Timetable
 Shell Scheme Specifications
 Space Only Regulations
 General Information
 Contacts
 Freight
 Deadline Checklist
 My Invoices **NEW**

YOUR CART

SELECTED PACKAGES	QUANTITY	TOTAL (USD)
LISTING UPGRADE PACKAGE <ul style="list-style-type: none">Aluminium Frames, Structures & WorksCladding & FacadesGlass	3	150
PROFILE PACKAGE Logo & 360 characters, including spaces, alongside your basic profile*	1	350
STANDOUT PROFILE PACKAGE Logo & 720 characters, including spaces, alongside your basic profile*, included in a standout box within your chosen category listings	1	525
PRODUCT CATEGORY PACKAGE Include Logo beneath your chosen category heading & highlighted company name	1	525
ROUTE PLANNER BOOSTER Include your Logo as part of your listing in the Route planner only + logo on your stand on the sector map (PLEASE NOTE: Only available on stands bigger than 30sqm)	1	350
Sub Total (USD)		1900
VAT 5 %		95
Total (USD)		1995

* Click on the **Back to Form** button to change or edit your order

[Back to Form](#) [Make a Payment](#)

Document Management Module (Change Screen)

The screenshot shows the 'Manage Media' section of the 'The Big 5 Construct Egypt 2019' event management system. The user is logged in as 'Super User'.

Event: The Big 5 Construct Egypt 2019

Manage Media

Search:

File Type Filter:


- All Type
- ✓ Image
- PDF
- Word documents
- Video

Upload Area: No file selected

Media Grid:

- g-no-smoking.png
- g-parking.png
- g-no-kids.png
- g-noise-levels.png
- g-no-drill.png
- g-first-aid.png
- g-max-1000kg.png
- g-phone-ban.png
- g-safety.png
- g-ladder.png

Content Management Module

 The Hotel Show Saudi Arabia 2019 The Hotel Show Saudi Arabia 2019 Hi, Rohan

Super User
Event: The Hotel Show Saudi Arabia 2019

- Manage Forms
- Manage Exhibitor
- Form Submission Status
- Manage Stand Design
- Custom Emailer
- Manage Pages**
- Pages List
- Management Navigation
- Manage Media
- Manage Reports
- Event Configuration

Manage Pages BACK

Page title*














































Slug*

Parent Page

Sequence*

Description


File - Edit - View - Insert - Format - Tools - Table - Help -

Paragraph - **B** *I* U ~~S~~ **A**                                             


IMPORTANT

- All trucks must report and present a dmge vehicle access pass to the security for queuing. All vehicles attempting to go directly to Marshalling Yards will be refused access
- Vehicles are released as per availability of the Marshalling Yards with a 30 minute limit on all deliveries.
- Drivers and/or contractors must register and acquire contractor badge.
- NO contractor badge NO ENTRY.**
- Indicate on the vehicle windscreen the name of the Exhibition and the Exhibiting Company Name and Stand Number.


PPE requirements including hard hats if working at a height and where overhead work is being carried out, high visibility vests and protective footwear must be worn by all persons including stand contractors and exhibitors accessing the venue halls during build up and breakdown period.



High visibility vests



Protective footwear



Hard hats

307 WORDS POWERED BY TINYMCE

Meta title*

Meta keywords*

Meta description*

SAVE DETAILS

Custom Report Generation

Manage Reports

Event Snapshot | Exhibitor Reports | System User Logs

2502
Number of Exhibitors

150
Number of Co-Exhibitors

FORM COMPLETION STATUS

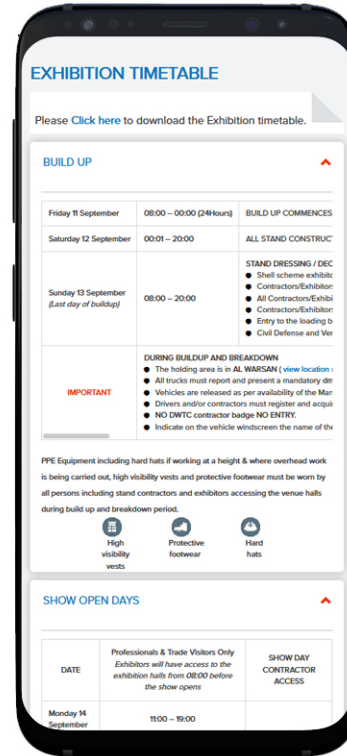
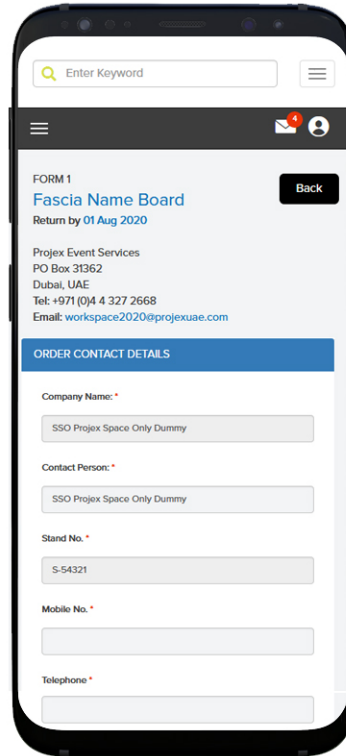
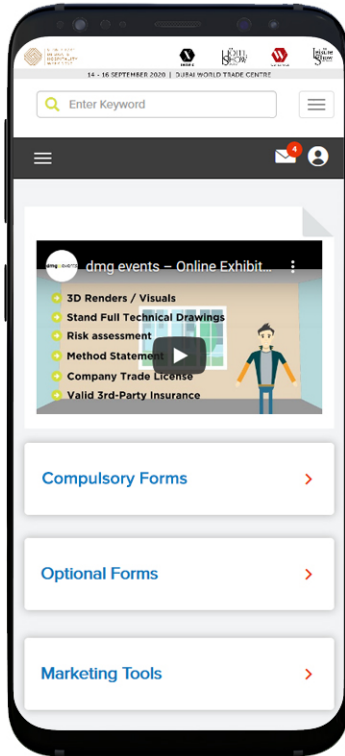
Status	Percentage
Complete	65%
Incomplete	35%

PRODUCT CATEGORIES

Category	Percentage
Category 1	50%
Category 2	16%
Category 3	18%
Category 4	16%

* For representation purpose only.

Mobile Device Compatible



Exhibitor Directory Listing

(Web Page dynamically integrated with Event website)

تحت رعاية معالي رئيس مجلس الوزراء وزير الداخلية الشيخ عبدالله بن ناصر بن خليفة آل ثاني

23 – 25 SEPTEMBER 2019
DOHA EXHIBITION &
CONVENTION CENTRE
11 AM - 7 PM DAILY
#THEBIG5QATAR

STRATEGIC PARTNER
QATAR
AEO
WINNER

Register For Free Book A Stand Go Back To Home

Company Name Product Category

Country

RESET SEARCH

	Al Fadel Glass Domes Qatar STAND NUMBER : E20 - 2F70
	AGC Ahlia General Trading Company Kuwait VISIT WEBSITE STAND NUMBER : A70 - 2A90
	ABI Middle East Netherlands VISIT WEBSITE STAND NUMBER : D48 - 2H58
	Al Adekhar Agriculture Co. Qatar VISIT WEBSITE STAND NUMBER : A30 - 1D30

Advertising & Marketing Opportunities Module

Customised free marketing options to increase visitors to your stand



EMAIL INVITATIONS

We can send personalised emails to your top contacts inviting them to your stand.*



FACEBOOK, TWITTER, LINKEDIN, INSTAGRAM PROMOTION

Promote to our huge fan following on social media.



EMAIL SIGNATURE

Add the event signature to your email to boost visitors to your stand.



SMS CAMPAIGN

We can send personalised SMS on your behalf to your top clients with details of your stand location.*



WEB BANNER

Choose from five sizes and display on your website to promote your location at the show.



HAND DELIVERED INVITATIONS

Personally invite your top clients in UAE to visit you at the show.

3rd Party Integrations

We have in the past carried out integrations with

- Event Registration companies
- Third party API Integrations with suppliers
- Internal CRM systems (Salesforce)
- SSO Integrations

IT infrastructure and web application QMS

- Quarterly security audit
- Yearly VAPT analysis
- Data Protection Policy audit

Amazon (AWS) HA architecture with Auto-scaling

Contact us

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THANK YOU

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