



EXHIBITOR ZONE

USER GUIDE

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USER GUIDE



1 You will receive an email inviting you to participate as an exhibitor for the event. Click on the link in the email, create a password to login to your account.

2 If you already have an account, but can't remember your password please use the "Forgot password" link.

Login

Email

Password

☐ Remember email

Login

[Forgot password](#)

3 Once you have logged in, you will be able to see your exhibitor information. Depending on the event settings, other information may be available, such as "Catalogue" & "Sessions".

DASHBOARD

TRANSACTIONS

Basket (0)

Saved items (0)

Complete (0)

Incomplete (0)

EXHIBITOR ZONE

Tasks (2/3)

Public Profile

Sessions (2)

Catalogue (3/10)

Exhibitor Stand (1)

Organisation info

Users

ACCOUNT

LOGOUT

Privacy Policy

Terms & Conditions

Exhibitor zone / Tasks

eversio

Exhibitor tasks

Please complete all tasks before their due dates by following their links and then **Set Task Status to Complete**

#	Task	Due Date	Completed Date	Set Task Status
1	<div>Health & Safety Form</div> <div>Health & Safety Form</div> <div>Read This Web Page</div> <div>COMPLETED BY: Gary Clement</div>	12/06/2019, 09:45	23/05/2019, 15:55	<div>Set Task As Incomplete</div>
2	<div>Rules and Regs</div> <div>Rules and Regs This is not a required task, this is optional</div> <div>Read This Web Page</div> <div>COMPLETED BY: Gary Clement</div>	<div>Overdue</div> 04/06/2019, 00:00	02/04/2019, 15:09	<div>Set Task As Incomplete</div>
3	<div>Task 1</div> <div>Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur?"</div> <div><div>INCOMPLETE:</div><div>Read This Document</div></div>	31/12/2019, 23:55	-	<div>Set Task As Complete</div>

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4 Check your...

Tasks

Exhibitor tasks

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3	Task 1	31/12/2019, 23:55	-	-

Your public profile

Public profile PUBLISHED [Preview profile](#)

Please, complete the profile for your organisation so that it can be included in the published organisation list.

[Edit profile](#)

Organisation Name
Evesio

Domain
evesio.com

Short description
What we do...
Evesio is a software platform that hosts, manages and runs awards, conferences and exhibitions. Evesio delivers all the functionality required to run these type of events in one environment. You choose what functionality your event website requires.

Your catalogue*

Exhibitor Catalogue

Please, fill in exhibitor product catalogue. Click the 'Add item' button to create a new product. Use arrows to define the order of catalogue items for displaying on the event website pages.

3 of 10 available items added [Save order](#) [Add Item](#)

#	Item	View details
1	Evesio Awards Key features... > Secure private judging space > Users able to modify nominations until closing date > Quick category and question set up > Managed feedback which can be aggregated and sent to entrants > Invite judges to complete their profile and publish > Create winners and shortlisted pages > Guest planning and table allocation > Revenue and transaction management Awards Confferences	View details
2	Evesio Exhibitions Key features... > Bookings and registration > Exhibitor zone and task management >	View details

Your sessions*

*Availability depending on the event setting.

5 Invite others from your organisation to help you...

Users [+ New User](#)

Show 10 2 entries Search:

#	User name	Email	Status	Role
1	Gary Clement		Active	Exhibitor Admin
2	Gary Clement		Invited	Exhibitor Admin
3	Gary Clement		Invited	Exhibitor Admin
4	Gary Clement		Active	Exhibitor Admin
5	Thomas Howie		Active	Exhibitor Admin



EXHIBITOR ZONE

USER GUIDE

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View your exhibition stand, technical information and supporting information.

DASHBOARD

TRANSACTIONS

EXHIBITOR ZONE

ACCOUNT

LOGOUT

Basket (0)

Saved items (0)

Complete (0)

Incomplete (0)

Tasks (2/3)

Public Profile

Sessions (2)

Catalogue (3/10)

Exhibitor Stand (1)

Organisation Info

Users

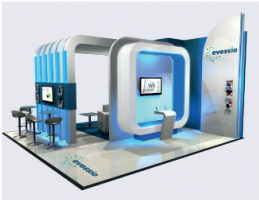
Privacy Policy

Terms & Conditions

Exhibitor zone / Exhibitor Stand / Evessio Stand Special Stand

Evvessio Stand Special Stand

Transaction: BCD201900045
Code: ESNSSPCWOXDEU16
Stand #: -



Evvessio Stand Special Stand

Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur?

Technical Document

Add-on Items

Add-ons Basket (0)


£ 0.00

Exhibition Upgrade

+ Add Item


Bar table rental

BCD201900046




Bar table rental

BCD201900046



Bar stool rental

BCD201900046



orders close in

228 02:55

days hours mins

Add-on products*

Upgrade your stand and buy additional products.

Select add-ons for Evvessio Stand Special Stand

Select type

Exhibition Upgrade




1

Additional products for exhibitions

Custom Colour Upgrade 1

Exhibition Upgrade 1

Total: € 0

Item / Options		Quantity	Total	
 Bar table rental	Why not upgrade to the bar table	<div>1</div> <div>€ 150.00</div>	€ 150.00	+ Add
 Bar stool rental	Upgrade the bar stool	<div>1</div> <div>€ 75.00</div>	€ 75.00	+ Add
 Plasma screen rental	Plasma screen rental	<div>1</div> <div>€ 60.00</div>	€ 60.00	+ Add

Close




Logout

Exhibition Upgrade

Proceed

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*Availability depending on the event setting.

