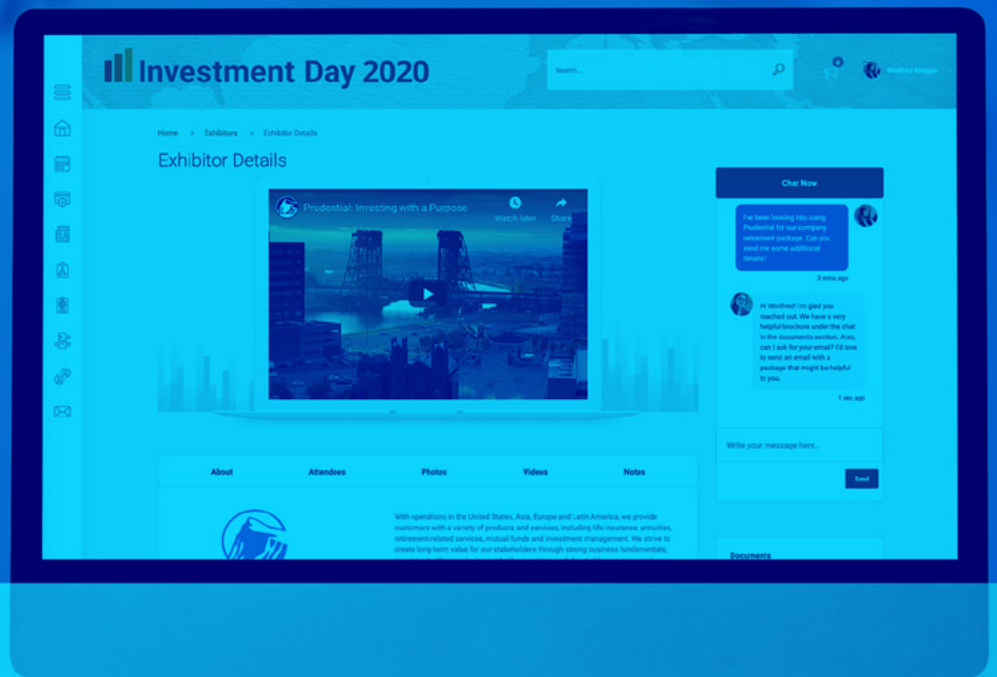
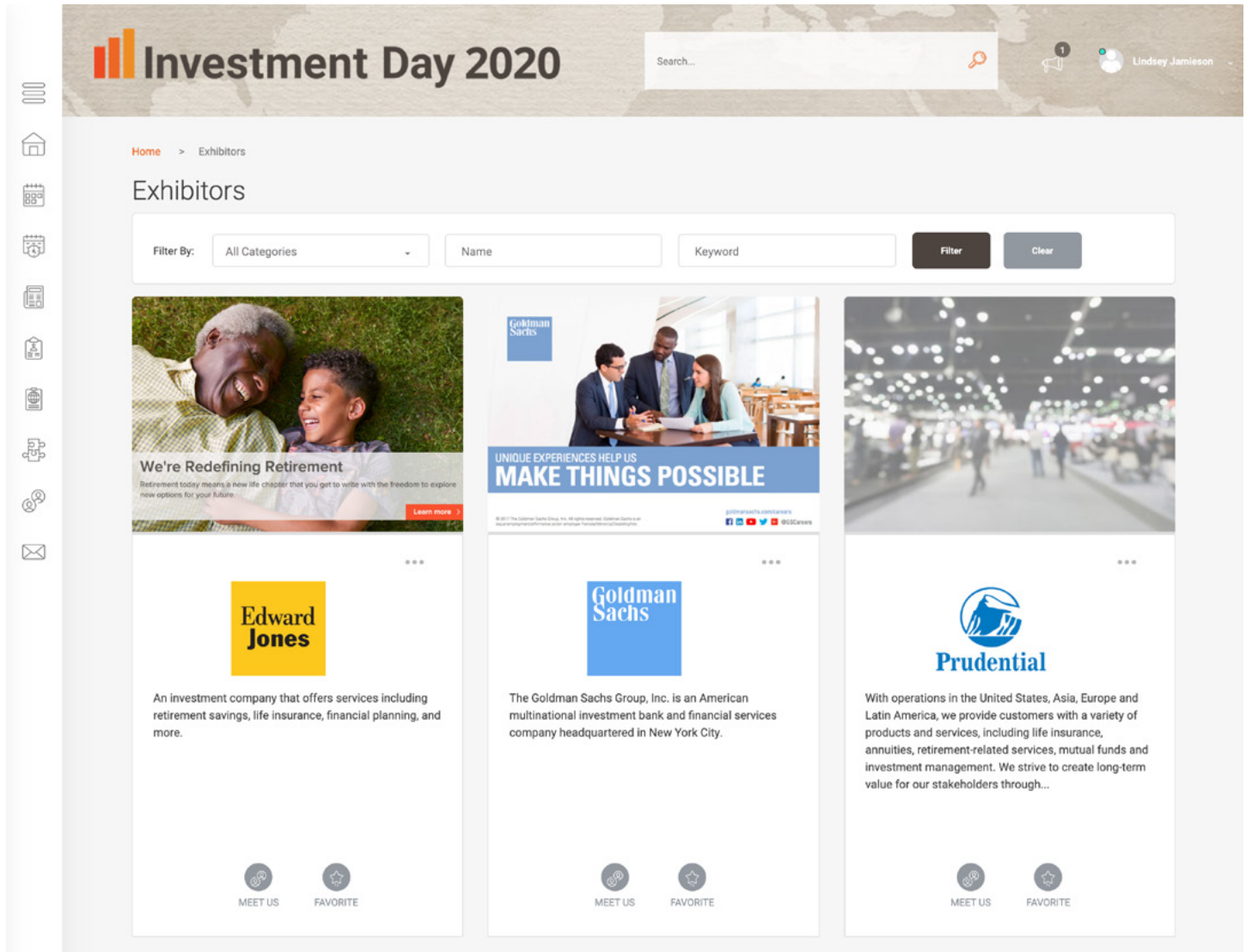


Exhibitor Guide: Virtual Booth



OPPORTUNITIES

Jujama, an event technology provider, partners with events to create a members only networking application. With the latest pivot to virtual, Jujama has created several opportunities for Exhibitors to showcase their content using virtual booths. These virtual booths offer logo and advertisement visibility, upload of documents, videos, and products, and a chat now feature. Exhibitors can entice virtual attendees by offering downloads or even a chance to win a prize!



Exhibitor List showing logo, company bio excerpt, and advertisement image.

OPPORTUNITIES & SPECS

Each exhibitor profile can contain:

1. **Logo:** A company logo will display on the exhibitor list screen as well as on the exhibitor details screen. The preferred size is 400(w) x 130(h) pixels. If larger logos are provided, they will scale proportionately in the platform to the allotted space.
2. **Company Bio:** A detailed description along with optional location, social media link, and website fields.
3. **Website Link:** A website URL can be provided which will be available as a "Visit Website" button at the bottom of the profile.
4. **Advertisement Image:** If the event coordinator allows, advertisement images can be displayed as part of the exhibitor listing. This image allows for an extra area to show off additional company branding above your logo. Advertisement images should be provided as 1112(w) x 789(h) pixels. On the list view, this image will scale down, but on the exhibitor details profile page this images can display full size. Until an image is uploaded, a placeholder image will display by default.
5. **Videos, Photos, and Documents:** Each attendee that is part of the exhibitor company has the ability to upload videos, photos, and documents to the company profile from their My Account tab.
6. **Chat Now Feature:** The chat feature allows one attendee of the exhibitor company to designate themselves as the manager of the chat now feature. Event attendees can begin a chat from the exhibitor profile. The designated team member from the exhibitor company can manage these chats from the Messages tab.

The screenshot displays the exhibitor profile for Prudential on the Investment Day 2020 platform. The header includes the event title "Investment Day 2020" and a search bar. The breadcrumb trail shows "Home > Exhibitors > Exhibitor Details". The main content area features a video player with the title "Prudential: Investing with a Purpose" and a placeholder image of a bridge. Below the video, a note reads: "Check with the event organizer if videos are allowed as the main image. If not, the Advertisement Image may be placed here or this space may be removed". The profile includes tabs for "About", "Attendees", "Photos", "Videos", and "Notes". The "About" tab is active, showing the Prudential logo and a description of the company's operations. A "Chat Now" sidebar is visible on the right, showing a conversation with Winifred Maggio. The "Documents" section at the bottom right lists a file named "ASCoreBroc.pdf" uploaded on Oct 22, 2020, with a size of 1 MB.

MANAGING EXHIBITOR CHAT

The chat feature allows one attendee of the exhibitor company to designate themselves as the manager of the chat now feature. To designate a team member for the exhibitor chat, follow the instructions below:

1. Login to the event networking application
2. From the menu on the left, select the messages tab
3. Team members connected to the exhibitor company will have an Exhibitor Chat Designation box at the top of the page. Check the box next to "Designate myself for chat" to mark yourself as the manager of the chat feature. Only one team member can be designated at a time. If that person becomes unavailable, to change the designation, they must uncheck the box so that a new team member can designate themselves.
4. Exhibitor chats can be managed from the messages tab and will be labeled as "From Exhibitor Chat". The designated team member will receive an email and in-app notification when a chat is received.

The screenshot displays the 'Investment Day 2020' messaging interface. At the top, there is a navigation bar with the event title, a search bar, and a user profile for 'Leland Beier'. Below the navigation bar, the 'Messages' section is active, showing a breadcrumb 'Home > Messages'. The main content area is divided into two columns. The left column contains an 'Exhibitor Chat Designation' box with a checked checkbox labeled 'Designate myself for chat'. Below this is a search bar for 'Search person name or person company...'. The right column shows a chat conversation with 'Winifred Maggio'. The chat history includes a message from 'Winifred Maggio' (1 sec ago) and a message from 'Leland Beier' (1 min ago). The chat is currently open with 'Winifred Maggio' (1 sec ago) and a text input field at the bottom labeled 'Write your reply here...'. A vertical sidebar on the left contains various navigation icons.

Important: It is up to the event organizer whether to allow for an advertisement image and the exhibitor chat feature. Please check with the event coordinator to see if these features will be available.