JUJAMA

Exhibitor Guide:
Virtual Booth
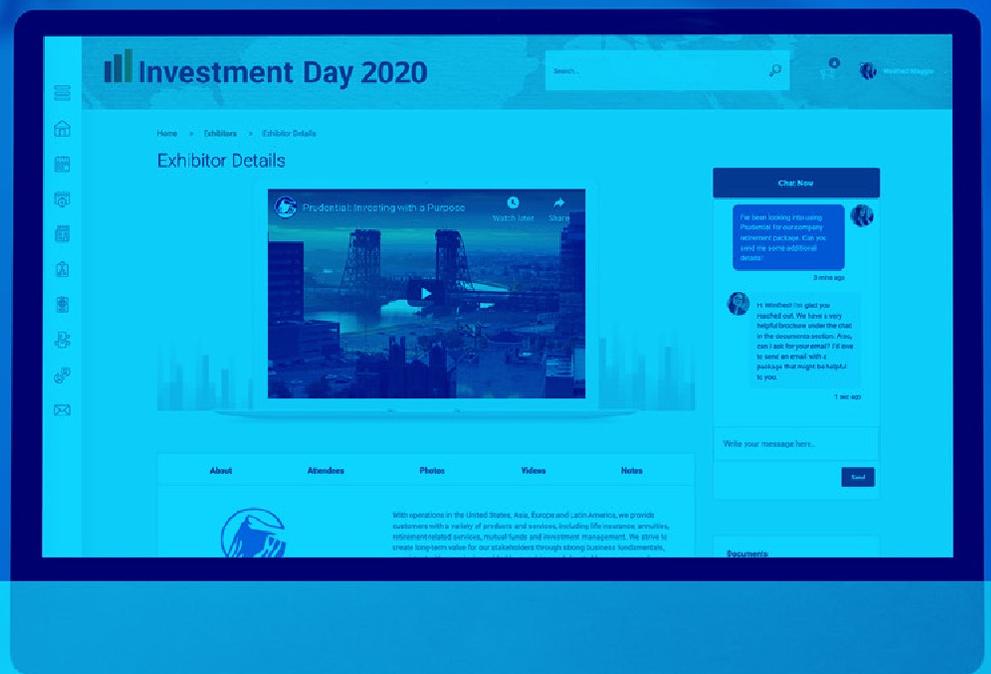
JUJAMA
Better Event Experiences

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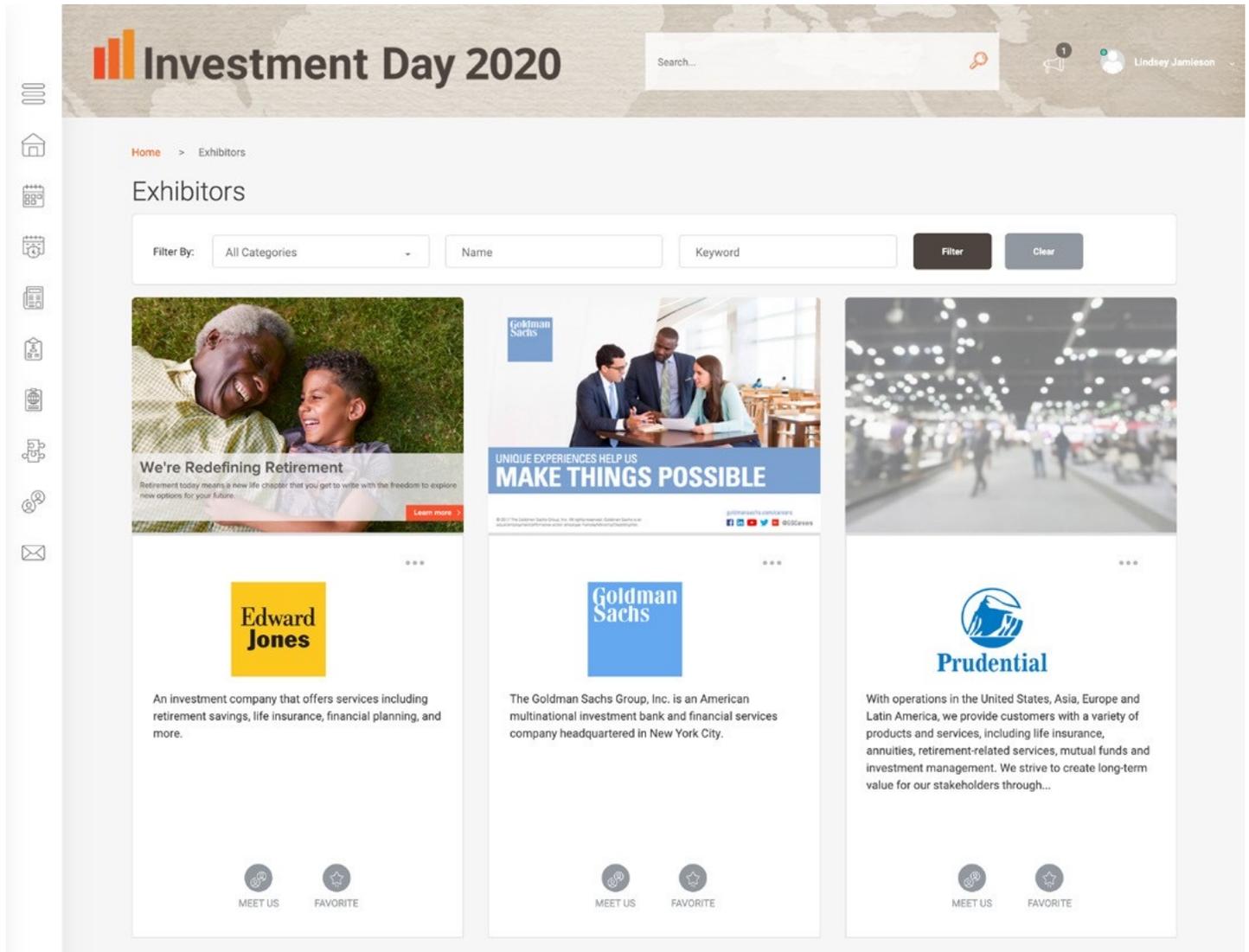
Exhibitor List showing logo, company bio excerpt, and advertisement image.

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. If preferred, the first video uploaded can be displayed on the exhibitor details page in place of the advertisement image.

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.

7. **Exhibitor Giveaway:** This features allows exhibitors the opportunity to collect attendee data by offering a contest of giveaway where the attendee will need to "click to enter" and give permission or be made aware of their information being gathered.

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.

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.