



Virtual event place

3D VIRTUAL BOOTH

Adding Contents Overview

Getting to your Booth

Login to www.virtualeventplace.com

Click on *My Tradeshow*s

The screenshot shows the Virtual Event Place website interface. At the top is a dark blue navigation bar with buttons for 'My Profile', 'Booth Demo', 'My Company', 'My Tradeshow's', 'My Virtual Events', and 'About Virtual Event Place'. A red arrow points to the 'My Tradeshow's' button. Below the navigation bar is a teal header with the text 'Virtual Event Place' and '1. Click on My Tradeshow's'. The main content area has a white background with the 'Virtual event place' logo and contact information. Below this is a section titled 'Booths' with a sub-header '1. Booth'. A table lists booths, with the first one being '1 - VIRTUAL EVENT DEMO - Classic Style w/Fireplace Lounge'. A red arrow points to the 'Booth Name' column header. The table has columns for 'Trade show', 'Display', and 'Statistic'.

Click on your booth name to open your booth and start editing

Login and Booth Location video guide here:

https://drive.google.com/file/d/1I7U4rD3u_3aEq1dKPw51fUeNx7iISxLN/view?usp=sharing

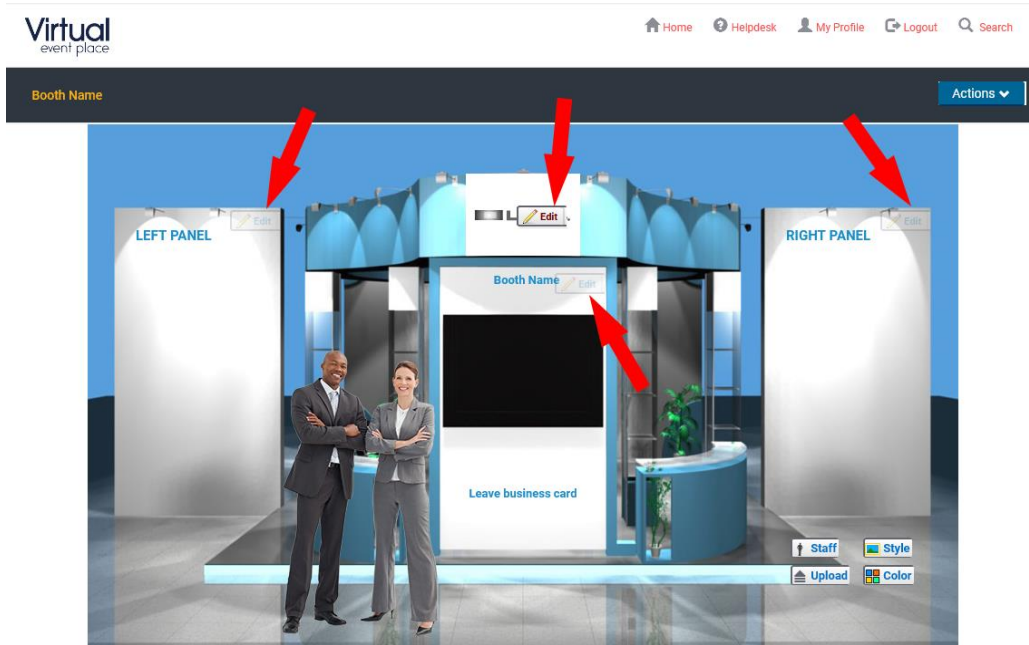
*If you don't see the My Tradeshow's button, you may need to have the proper booth admin rights added to your profile first. Please use the **Need Help?** Button located at the lower right of the browser. Our HelpDesk team can provide you the admin rights with real-time assistance.*

Acquiring Admin Access video guide here:

<https://drive.google.com/file/d/1ZmBHbZaKPjWJGjGVNLI6RrR2PaOYovI/view?usp=sharing>

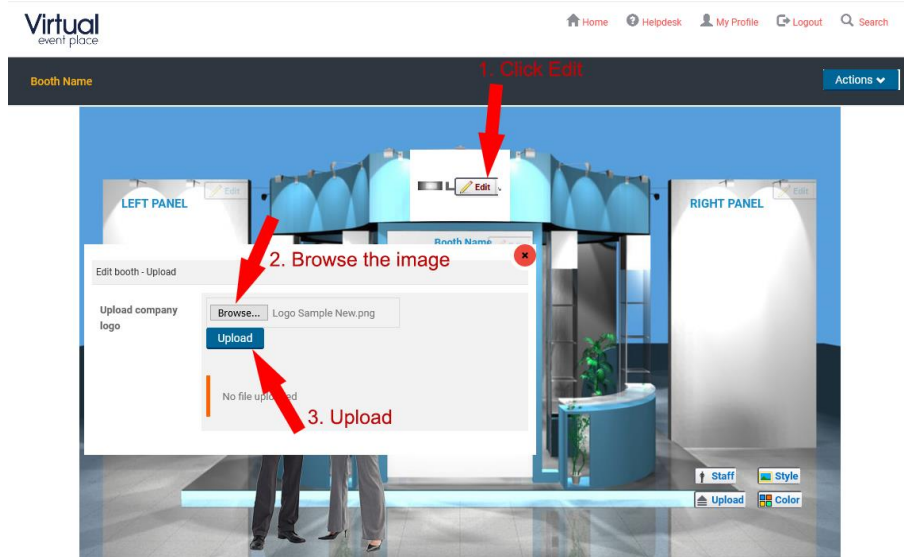
Start Editing Your Booth

You can click on any of the *Edit* buttons to begin editing each section of your booth



Upload your Logo

Click *Edit* on the top middle box. Browse the image file from your computer. Click *Upload*



MIDDLE PANEL

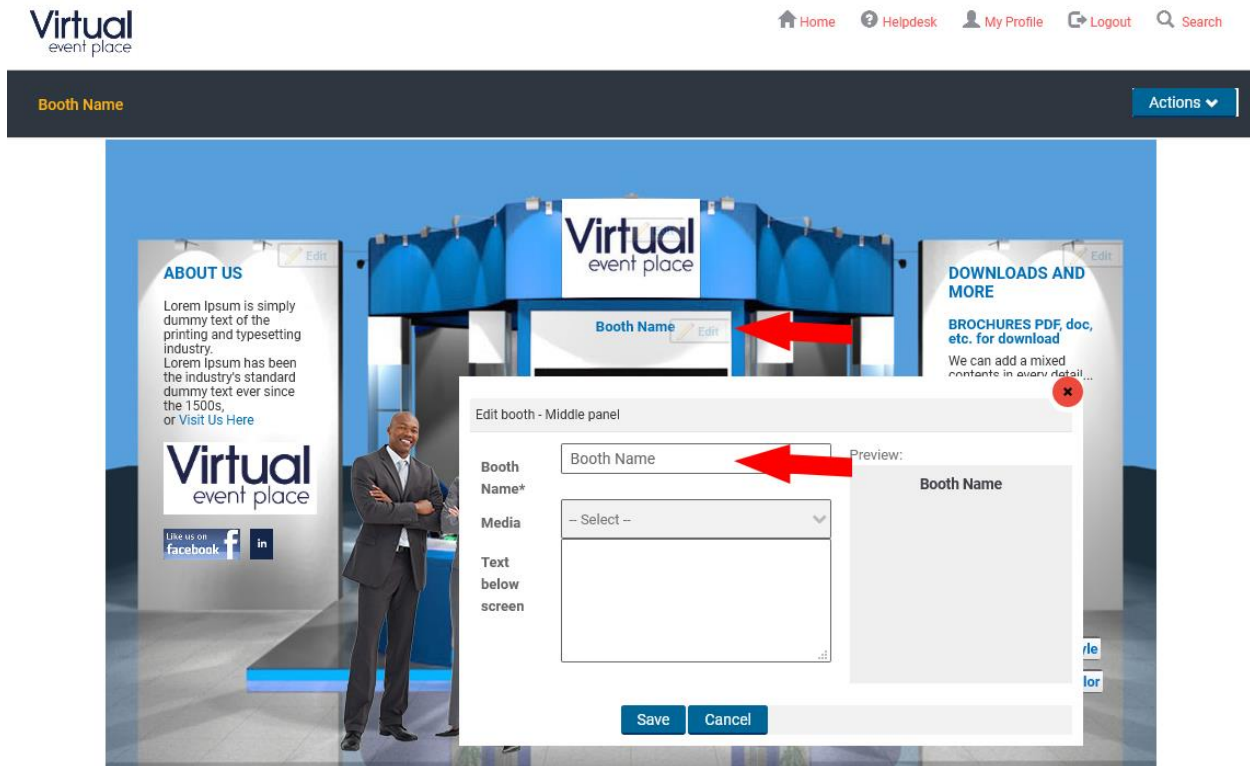
Editing your Booth Name

Click *Edit* on your Middle Panel

Type in your booth name on the *Booth Name* box provided and *Save*

Mandatory field. Cannot be left blank.

Input your correct booth name so visitors may be able to locate your booth if they use the Search button



Adding a Logo, Booth Name, video guide here:

https://drive.google.com/file/d/17XQZNVwgG7K96tDv08dWIV2ToNkXNCq/_view?usp=sharing

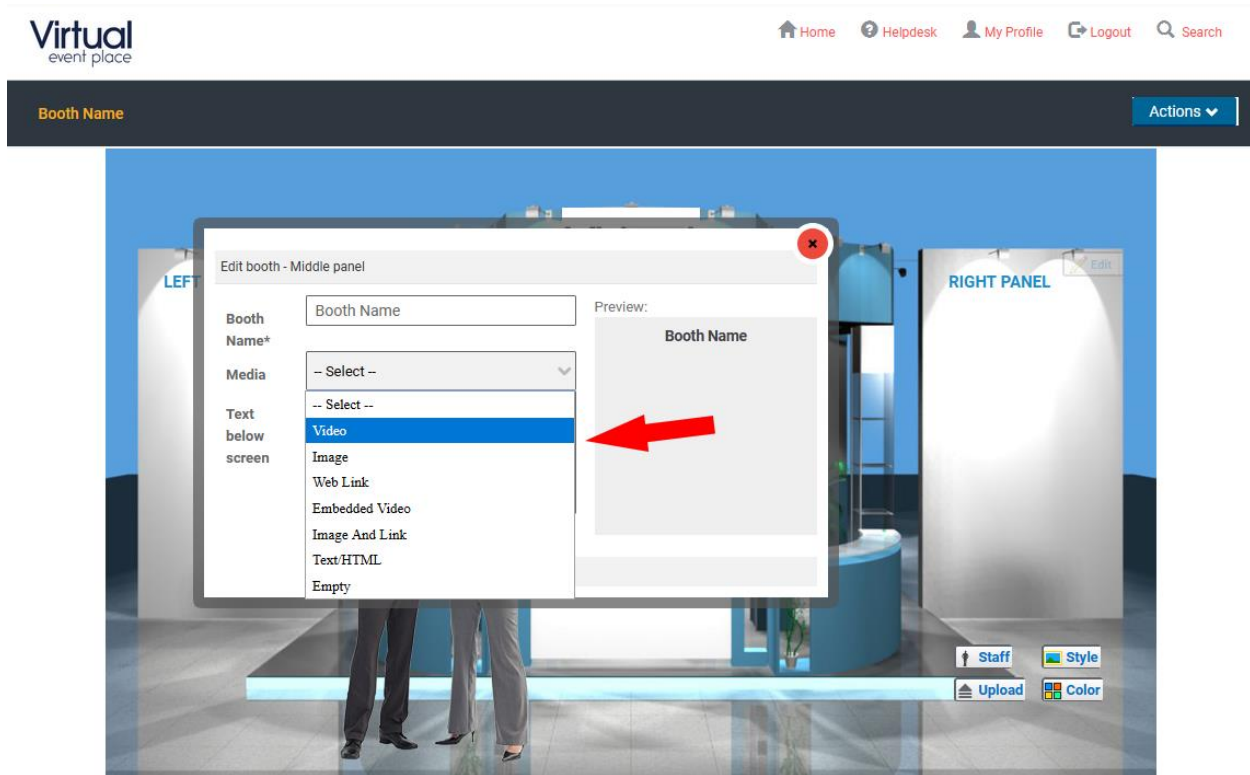
Uploading Videos

Have a video to share? Place it in your middle panel!

Click *Edit* on the middle panel and select *Video*

Recommended video format - MP4 and MOV

Maximum file size: 200mb



You can also use your video from external video hosting sites like YouTube, Vimeo, or Google Drive. Just select *Embedded Video*, and place the embed code on the box provided.

To obtain the embed code of your video, refer to this guide

https://drive.google.com/file/d/140LZg6iCcDPBWxzWL6O9YSZ_EuN7iG1w/view?usp=sharing

Text Below Screen Box

Type in anything on this box to show below your video or leave it blank if you prefer.

Virtual event place

Home Helpdesk My Profile Logout Search

Booth Name Actions

ABOUT

LOREM ipsum printing industry Lorem ipsum the industry the 15th or Visit

V

Like us on facebook

Edit booth - Middle panel

Booth Name

Booth Name*

Media

Embedded Video

Embed code:

<iframe width="560" height="315" src="https://www.youtube.com/embed/y4xBFHjkUvw" title="YouTube" />

Text below screen

Welcome to our booth!

Preview:

Booth Name

Welcome to our booth!

Save

Cancel

DOWNLOADS AND MORE

BROCHURES PDF, doc, etc. for download

We can add a mixed contents in every detail... >> More

Click here for VIDEO CLIPS

Add as much videos as you need

IMAGES Booth Color Samples

Or set of images if you like. Then add links to those... >> More

Staff

Style

Upload

Color

Media Types

Other options are also available if you don't have a video.

(Image, Web Link, Image & Link, Text HTML)

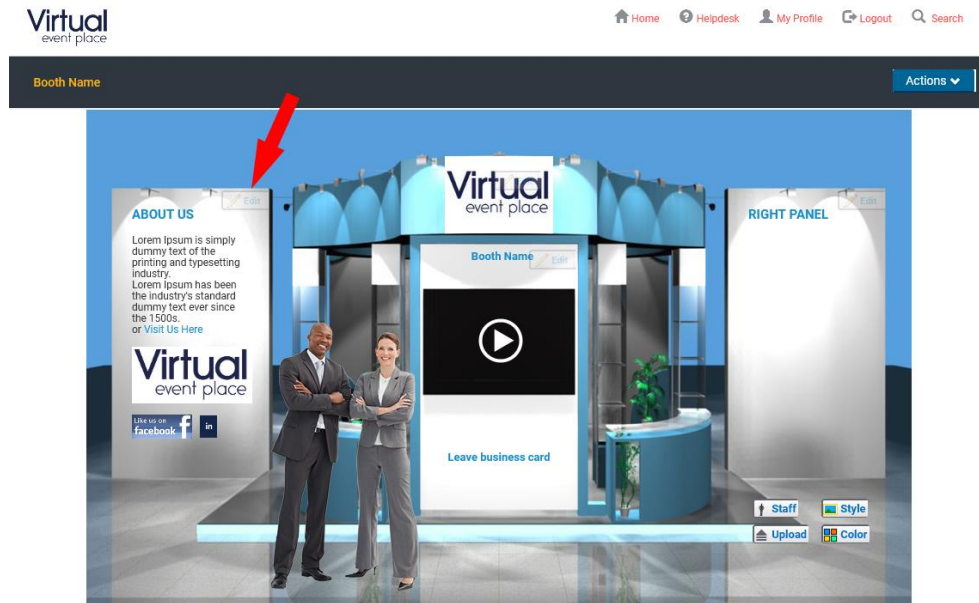
Only one of the Media drop down menu can be selected to show on the middle panel

Media drop down selection on the Middle panel video guide here:

<https://drive.google.com/file/d/1VowSwg6AwkiQSfJVcKysqVGzvy9tJN5h/view?usp=sharing>

LEFT AND RIGHT PANELS

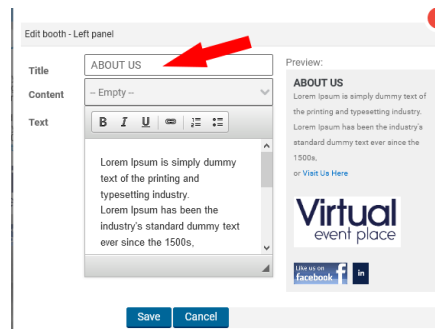
Add contents to your left and right panels by clicking *Edit*.



Add a Title

Place your panel title (or leave it blank if you prefer) on the *Title Box*

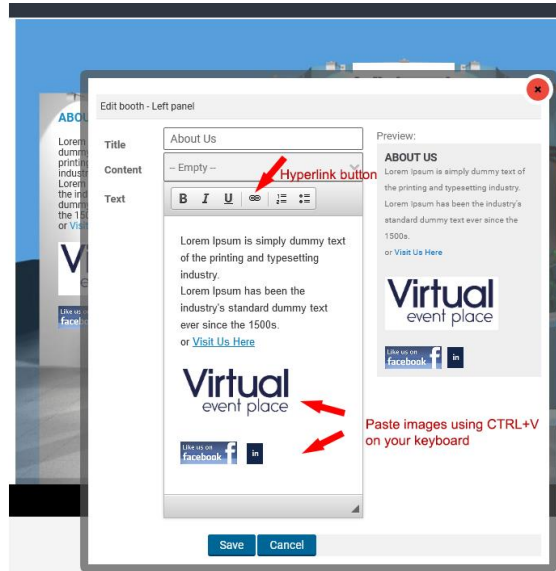
By default, titles are automatically converted to capital letters



Adding Text, Images & Links

To Add An Image

Copy image from your computer and paste on the Text Box using **CTRL+V** on your keyboard



To adjust image size, right click on the image and select *Image Properties*

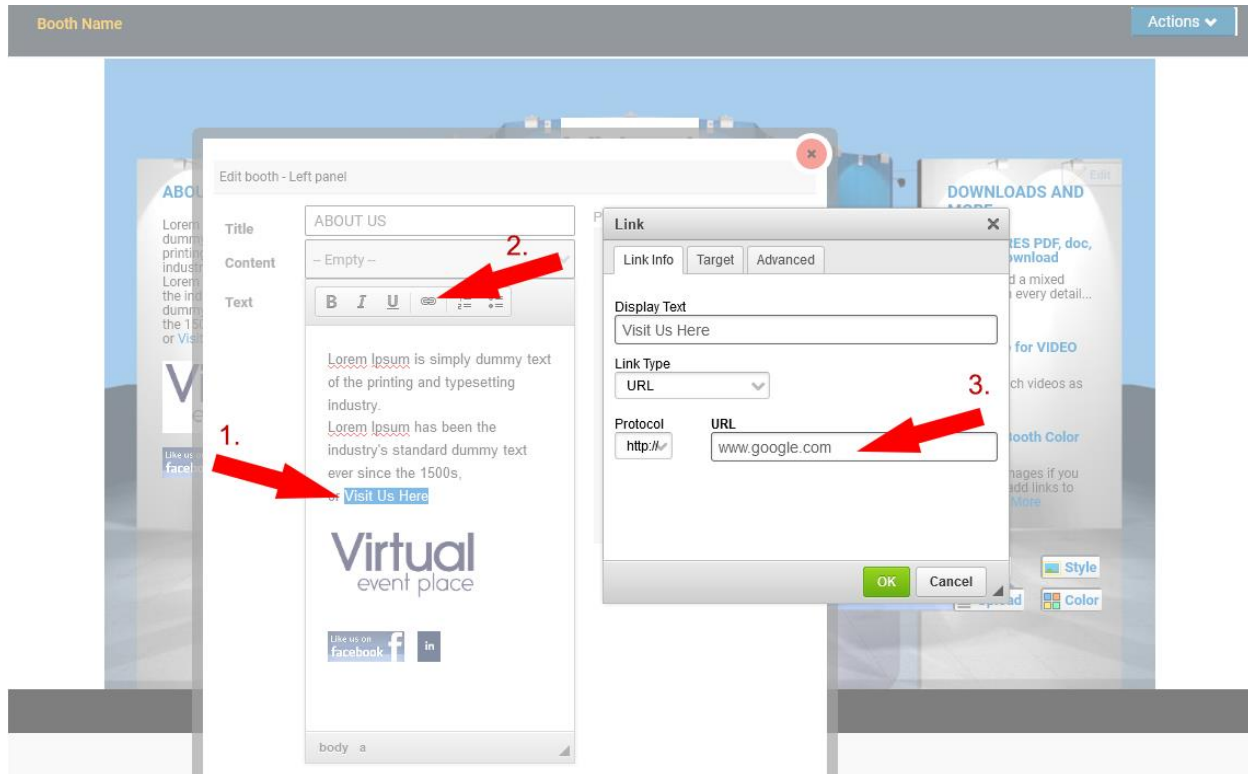
Recommended Image Width: 140 px

Text can also be added in between images

*>>More link will be added on longer contents which opens all the remaining contents in a pop-up window
Regulate the amount of words and images on each panel for best results*

To Add Hyperlink to external site

1. Highlight the words or Click on an image you want to hyperlink
2. Click the *Link* button.
3. Add the URL and Save



Set the Target to Open In a New Window recommended to avoid leaving the booth page once a link is clicked.

Title, Text Body, Adding Images and Links video guide here:

<https://drive.google.com/file/d/19Xk5oJFBjprGXYIBBRvQ5t0eb8sshL1-/view?usp=sharing>

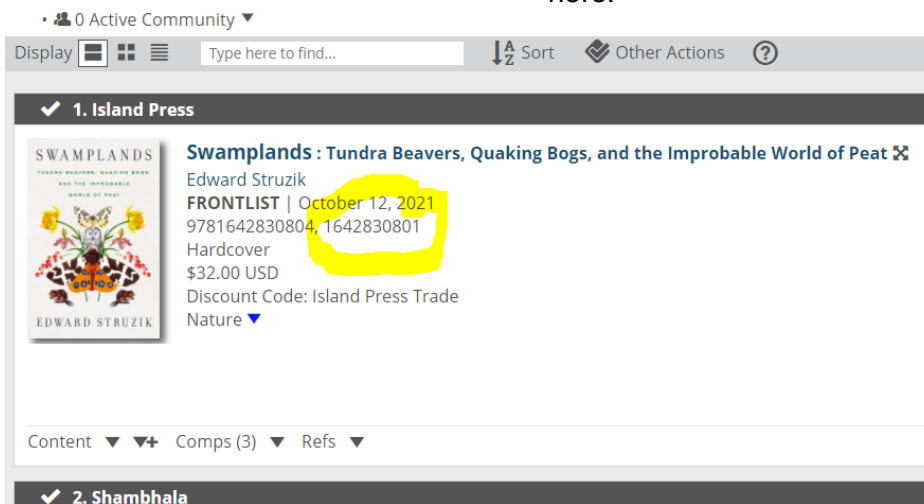
Edelweiss Connect

Edelweiss Connect connects attendees Bookfest experience to their Edelweiss account as well as functionality and data within Edelweiss. Throughout Bookfest, attendees can explore books by speakers and collections/catalogs by exhibitors within their Connect.

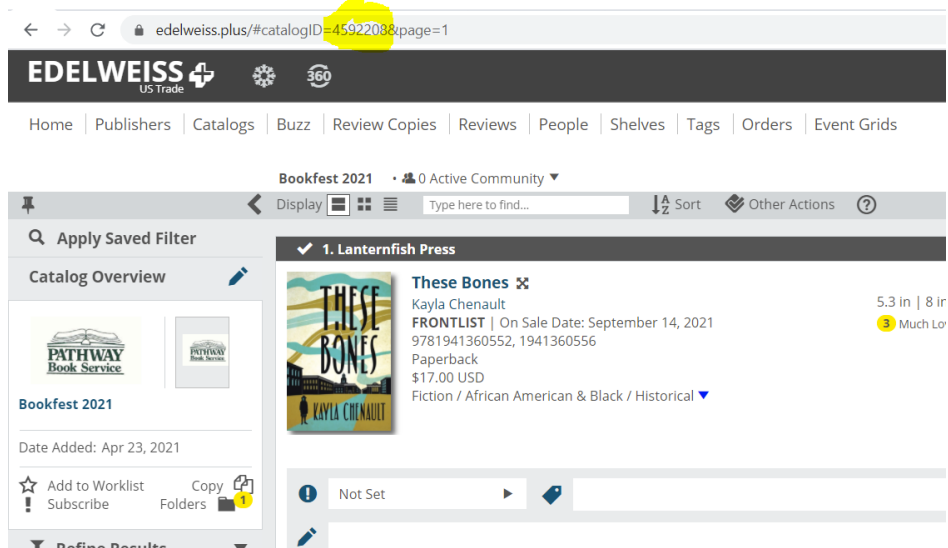
By following the linking steps below, you can enable users to click on a link at your booth and have it open in Connect, they'll be able to review the rich title metadata from Edelweiss, add titles to their tote bag, and even purchase directly from the indie of their choice, all without leaving your booth.

To link content in Edelweiss Connect

1. Highlight the words or Click on an image you want to hyperlink
2. Click the *Link* button.
3. Identify the 10-digit ISBN or Catalog/Collection ID you'd like to link to, you can find those here:



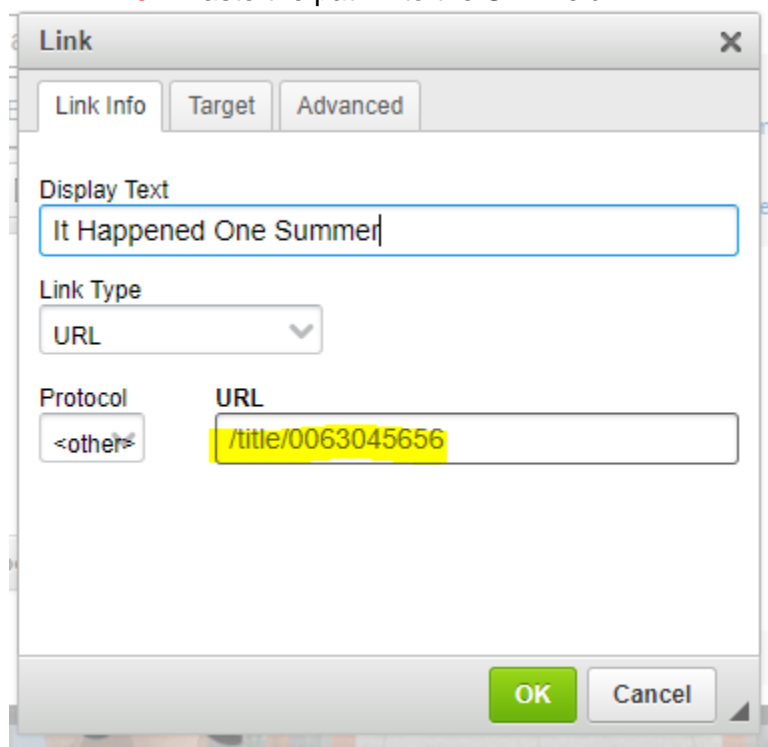
(For linking to a title)



(For linking to a catalog or collection)

4. Copy the 10-digit ISBN or catalog/collection ID and add it to the URL field like so:
 Example: /title/0063045656 (add /title/ before the 10-digit ISBN for linking to titles)
 OR /collection/4592208 (add /collection/ before the catalog/collection ID for linking to catalogs or collections)

5. Paste the path into the URL field



6. Click the Advanced tab in the Link dialog box. Add “eConnectLink” to the Stylesheet Classes field. This will force the link to open in Edelweiss Connect.

The screenshot shows a 'Link' dialog box with three tabs: 'Link Info', 'Target', and 'Advanced'. The 'Advanced' tab is selected and highlighted. The dialog contains several input fields and a checkbox. The 'Stylesheet Classes' field is highlighted and contains the text 'eConnectLink'. The 'Language Direction' dropdown is set to '<not set>'. The 'Force Download' checkbox is unchecked. The 'OK' button is green, and the 'Cancel' button is grey.

Id	Language Direction	Access Key
<input type="text"/>	<not set>	<input type="text"/>
Name	Language Code	Tab Index
<input type="text"/>	<input type="text"/>	<input type="text"/>
Advisory Title	Advisory Content Type	
<input type="text"/>	<input type="text"/>	
Stylesheet Classes	Linked Resource Charset	
eConnectLink	<input type="text"/>	
Relationship	Style	
<input type="text"/>	<input type="text"/>	

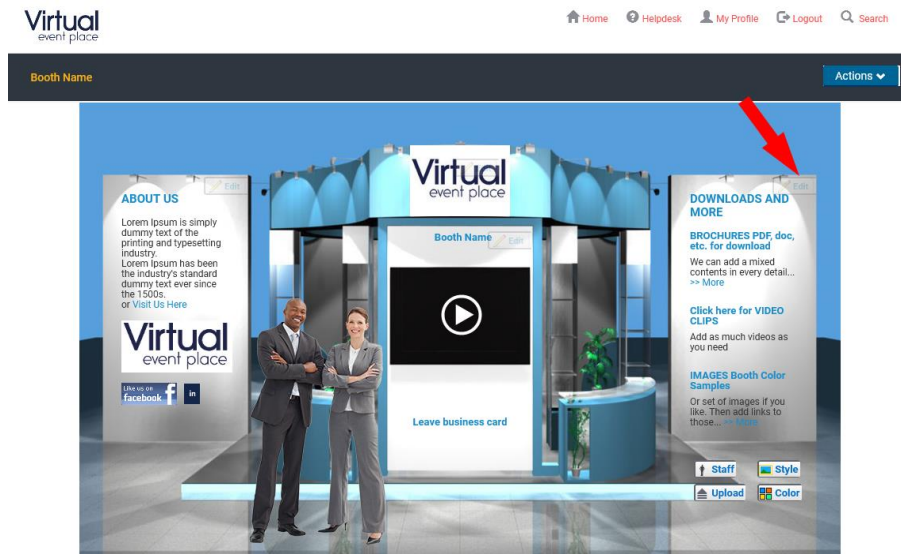
☐ Force Download

OK Cancel

7. Don't forget to hit SAVE after you hit OK in the above image box.

Adding Documents, Files and More

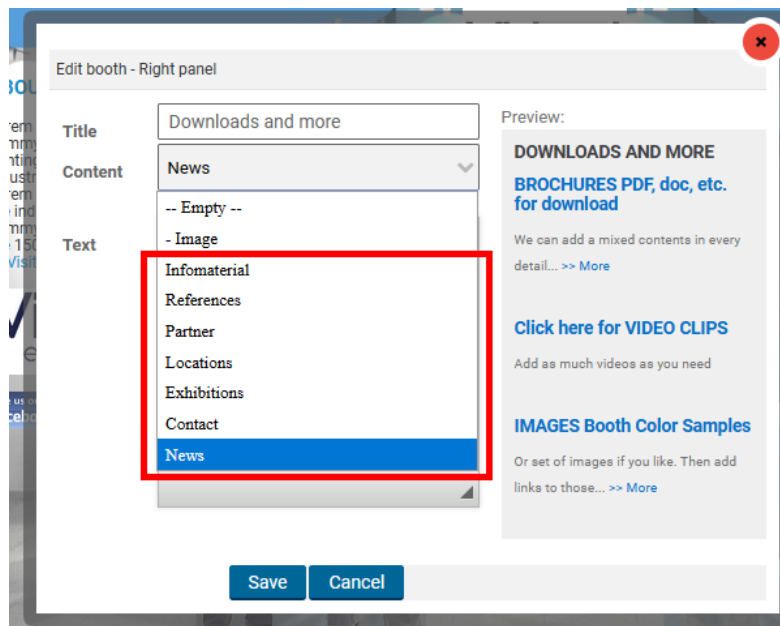
Upload your brochures, handouts, and other documents for download!



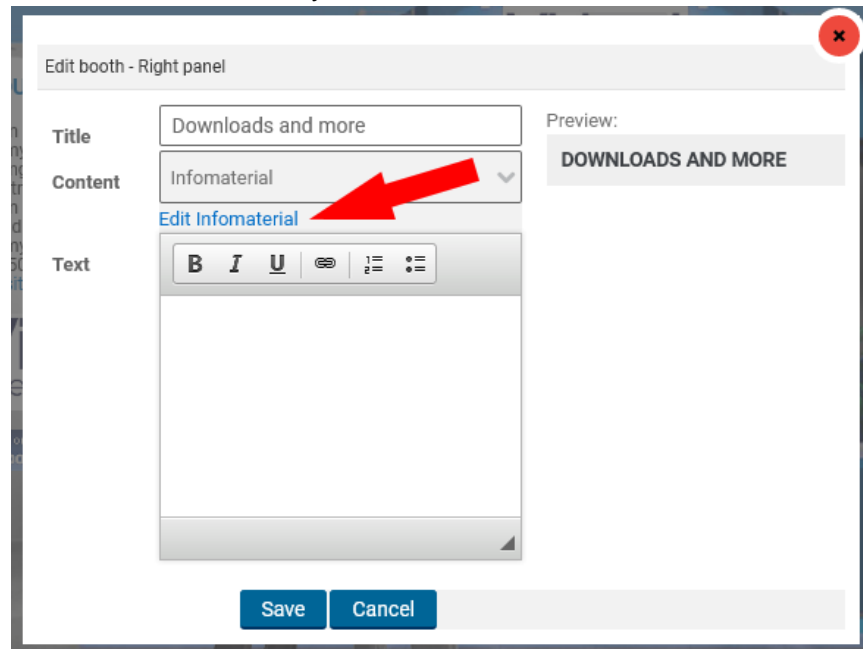
How to Upload

Click *Edit* on either left or right panel and choose from the *Content* drop down menu
Select from any of the *Content Folder* (*Infomaterial*, *References*, to *News*)

All Content Folders work similarly. Their names are just folder names to sort your details.



Click *Edit Infomaterial* if you selected the Infomaterial Content Folder



Edit booth - Right panel

Title: Downloads and more

Content: Infomaterial

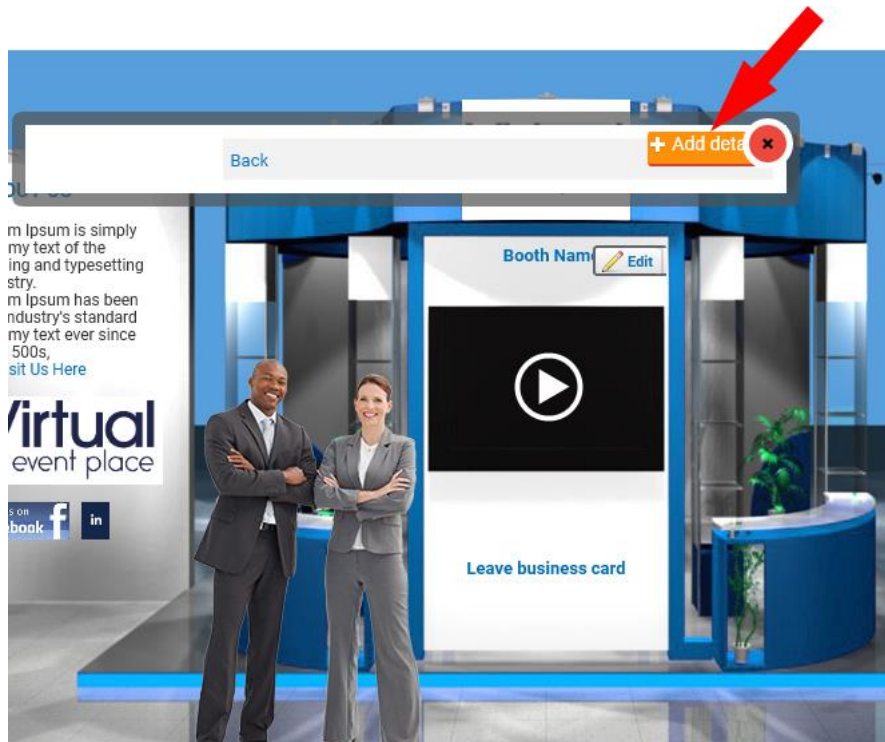
[Edit Infomaterial](#)

Text: [Rich text editor with Bold, Italic, Underline, Link, Bulleted List, and Numbered List buttons]

Preview: DOWNLOADS AND MORE

Save Cancel

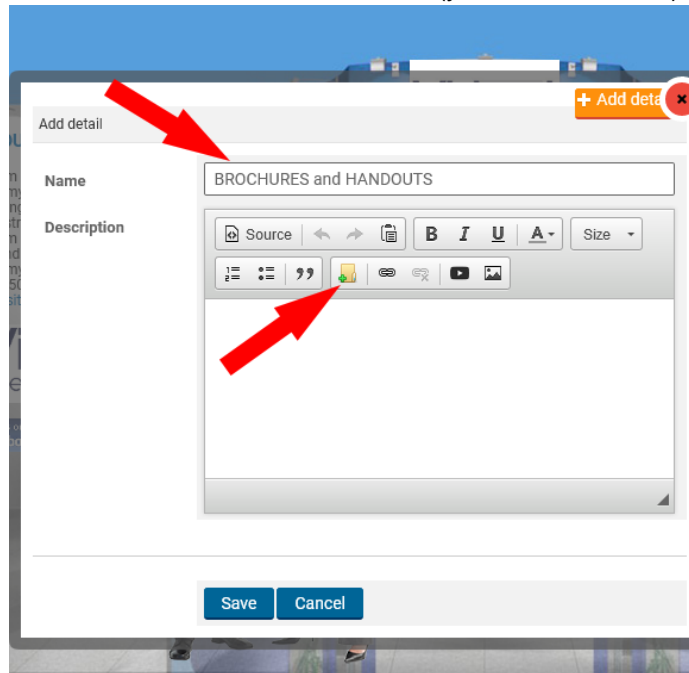
Click the *Add Detail* button



Type in your Detail Name on the *Name* field

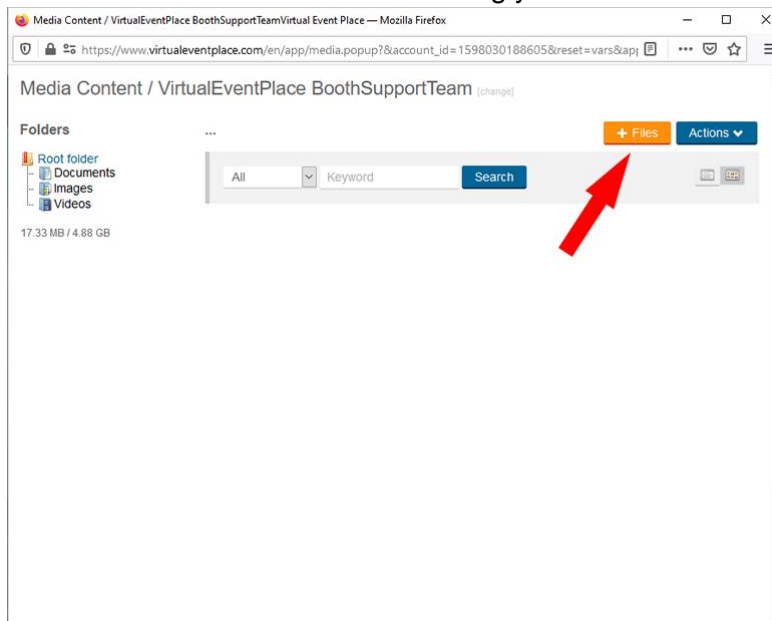
Mandatory field. Cannot be left blank.

Click on the *Media Pool* button (yellow folder icon)

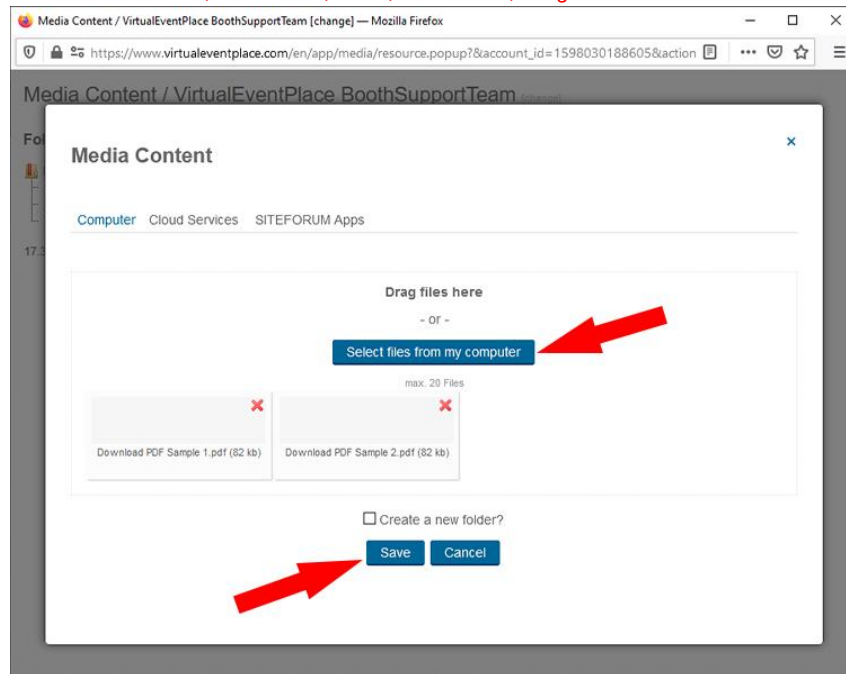


Your *Media Pool* will open in a pop-up window

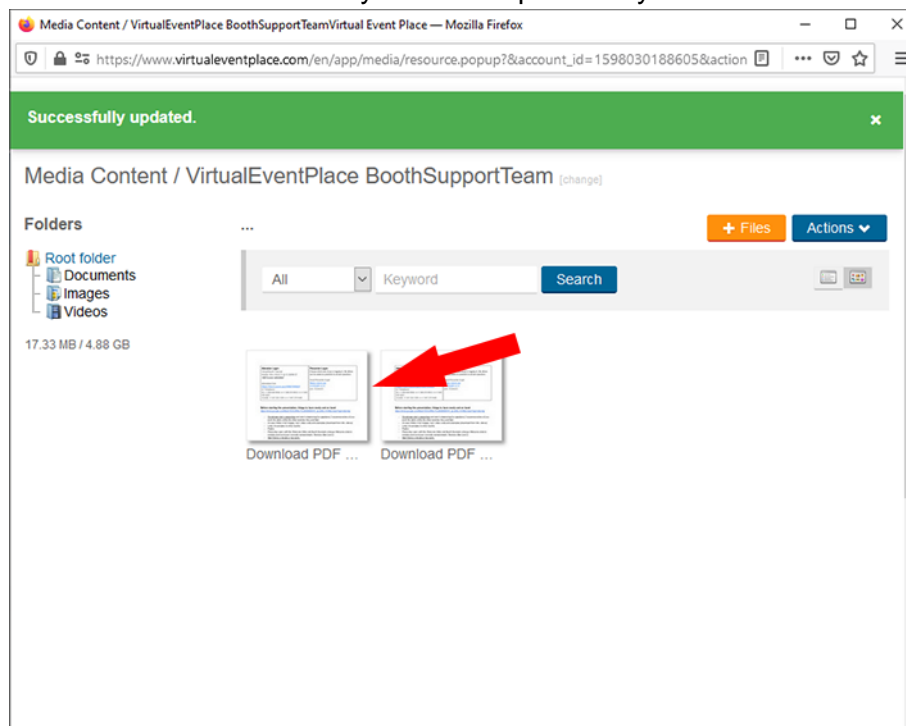
Click *+Files* to start adding your files



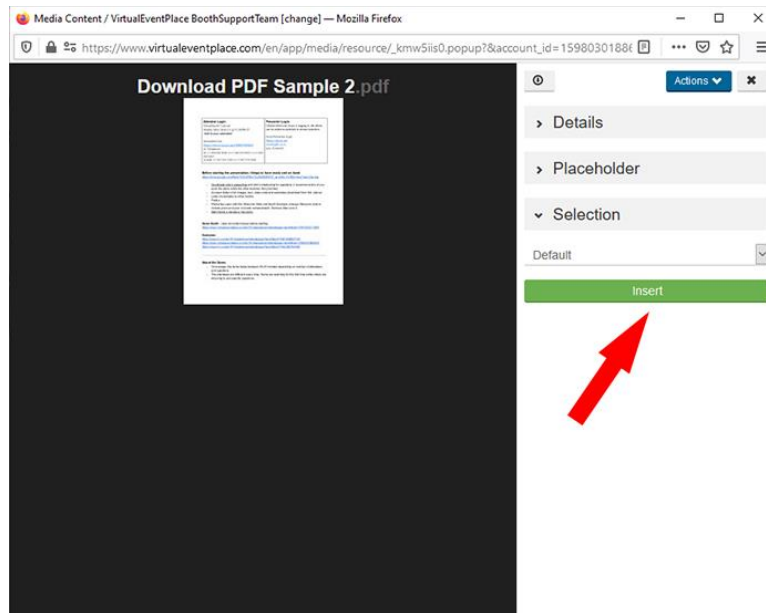
Select the files from your computer and Save
PDF, Documents, Excel, PowerPoint, Images and Videos



Click on the file you want to place on your *Detail*



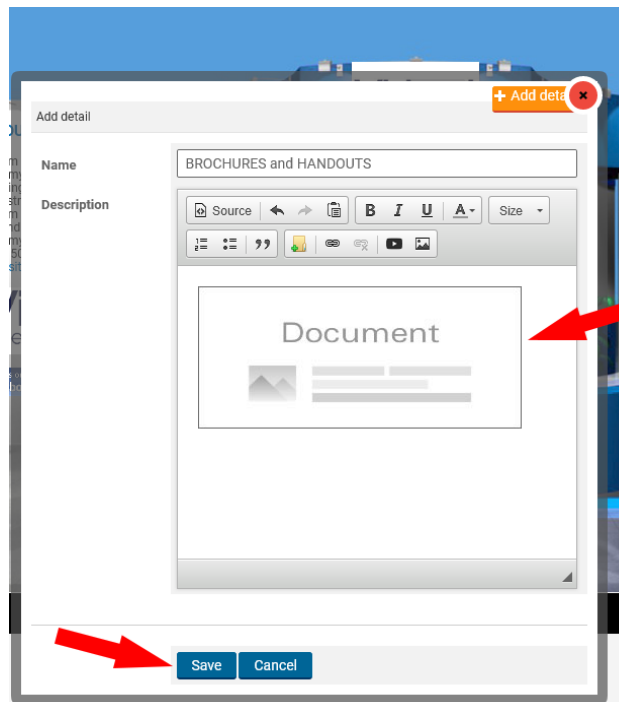
Click *Insert*



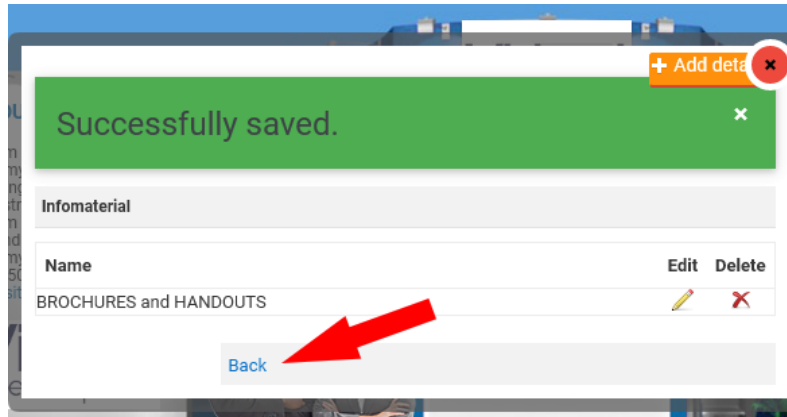
A thumbnail will appear to indicate that your file have been placed

Repeat steps to add multiple files to your detail

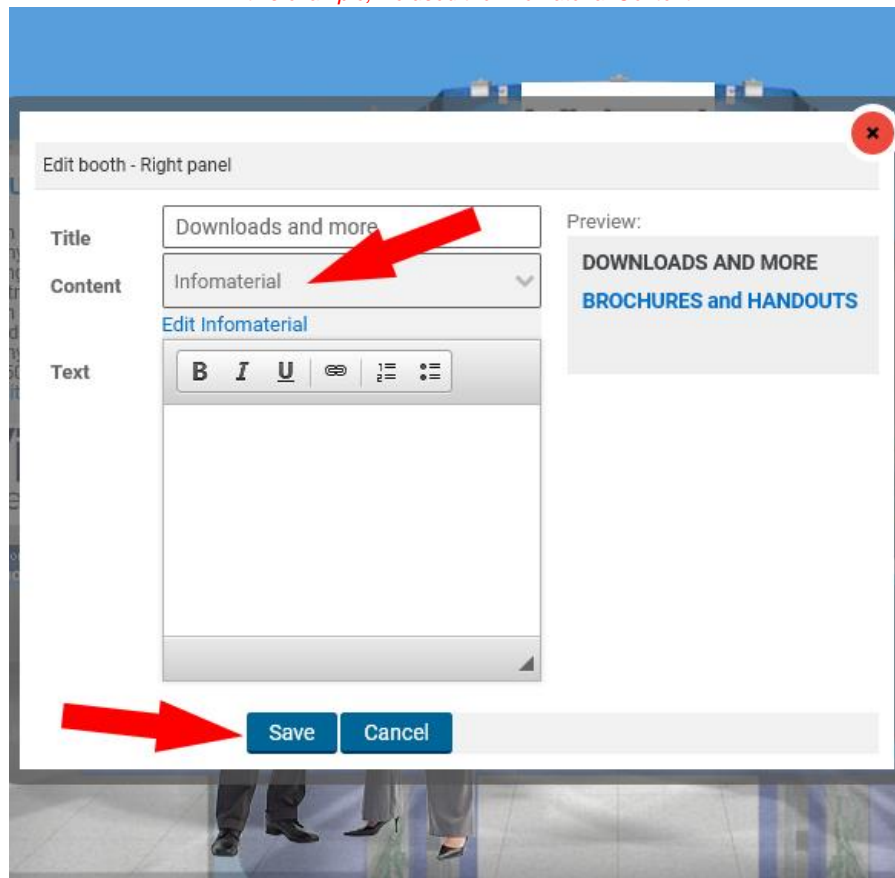
Click *Save*



After successfully saving your detail, click *Back*

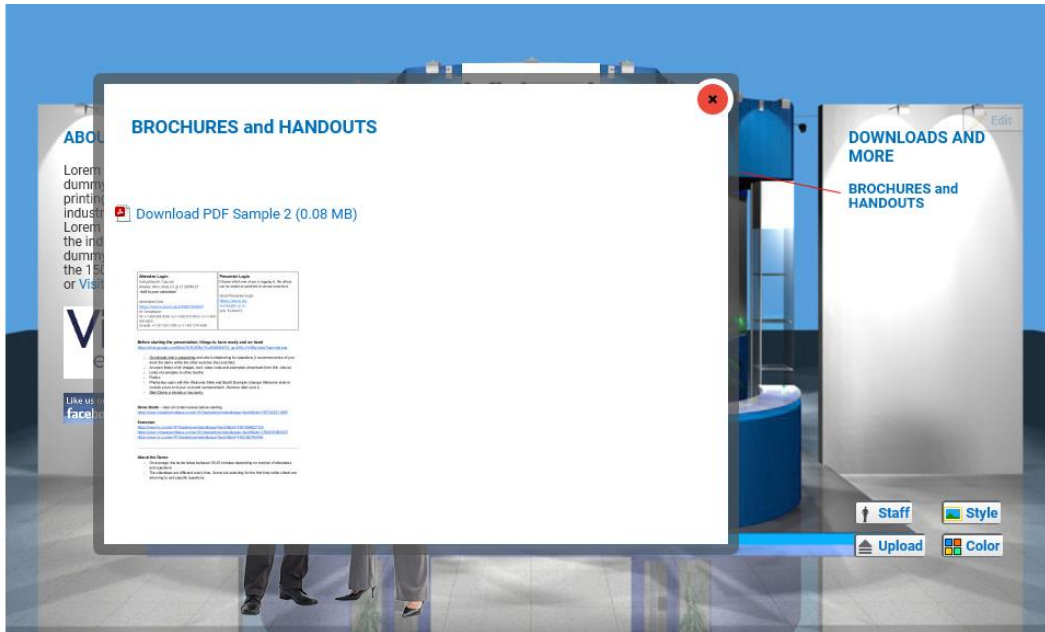


Do not forget to select the *Content* where you added your *Detail*
In this example, we used the Infomaterial Content



Click Save

Now you have your document available for download!



Detail will open in a pop-up window

NOTE:

*Content Folders (Infomaterial, References, Partner, Locations, Exhibitions, Contact, News and - Image) are **shared** on the left and right panels*

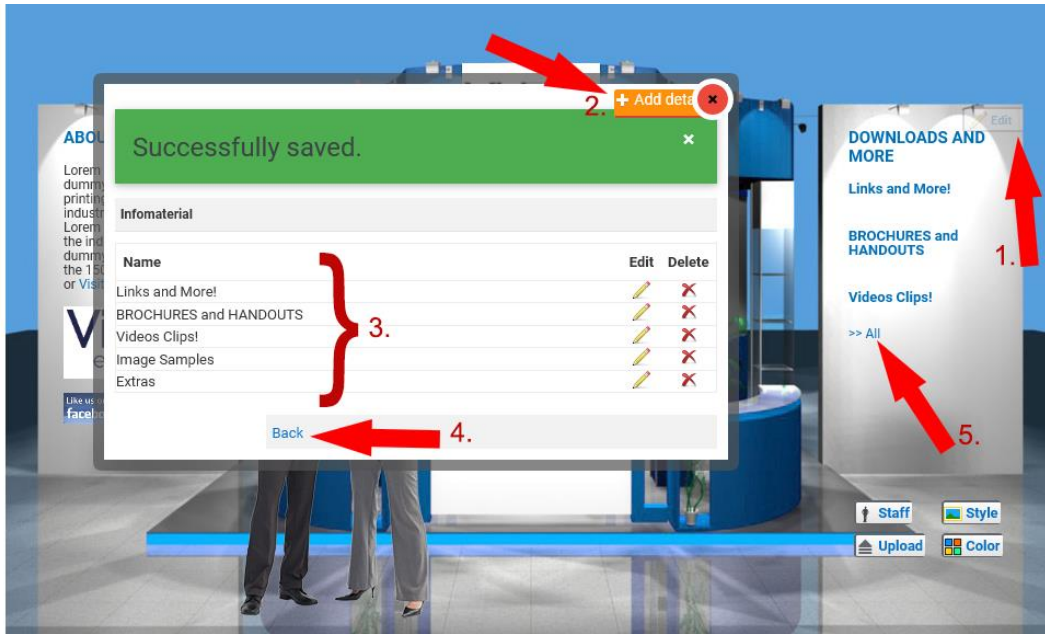
*Select different **Content Folders** for the left and right panels to show different sets of **Details** (e.g. Infomaterial on the right, References on the left)*

*Content Folders are **stored and saved** on your company profile. Making it easy to move your **Details** to the other panel by selecting the **Content Folder** where your **Details** are stored*
*Can also be used if you have multiple booths. Just select the **Content Folder** on the booth, and the details saved under that **Content Folder** will be displayed*

Details, Contents, Media Pool video guide here:

https://drive.google.com/file/d/1yuF4_GeT-qzKoy1_wNA3Co5xa40iWt1B/view?usp=sharing

How to Add More Details



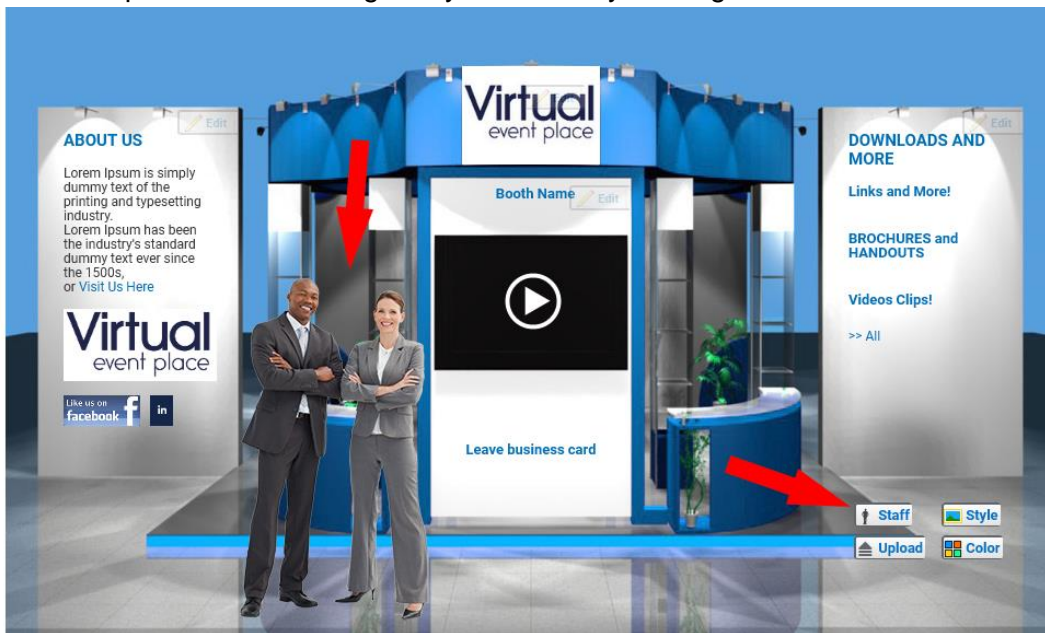
1. Click *Edit* on the panel and click *Edit Infomaterial*
Depending on which Content Folder you used. For this example, we used *Infomaterial*
2. Click + *Add Detail* button and add your contents
You can add as much details as you need
3. Switch the *Details* position by clicking and dragging them
4. Click *Back* and *Save*
5. By default, only three *Details* will be displayed on each panel.
If you have more than three *Details*, an >>All button will be displayed at the bottom of the panel containing the rest of the *Details*

Customize your Booth Further

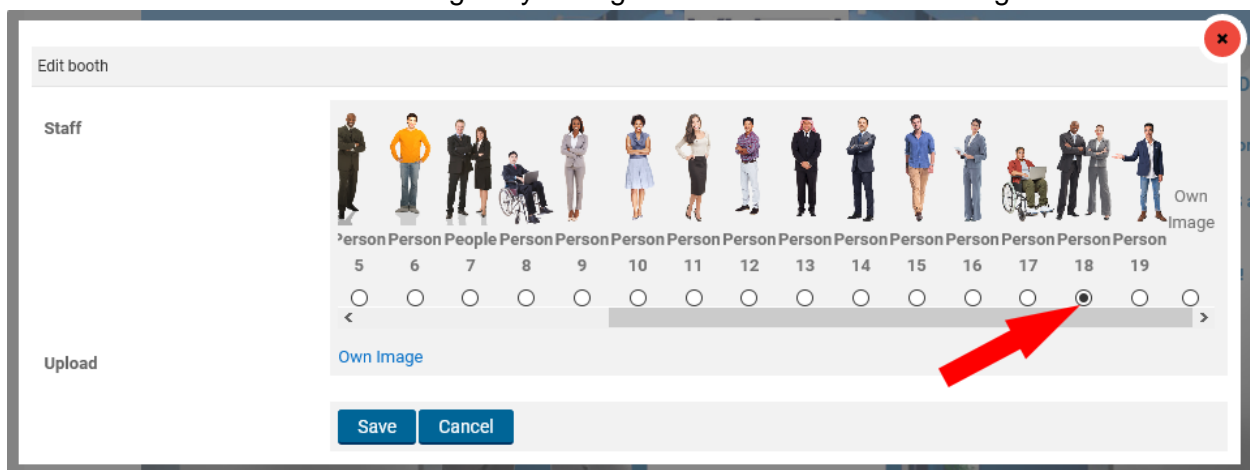
Customize how your booth looks like to attract attendees and visitors using the buttons under the right panel

Staff Image

Replace the staff image on your booth by clicking on the *Staff* button

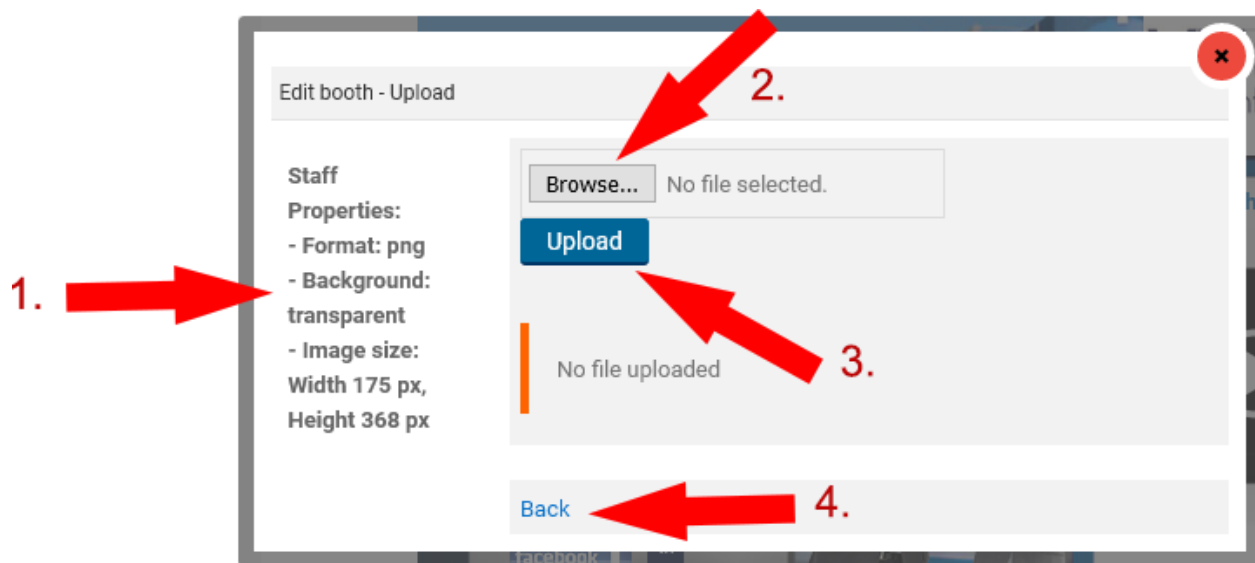
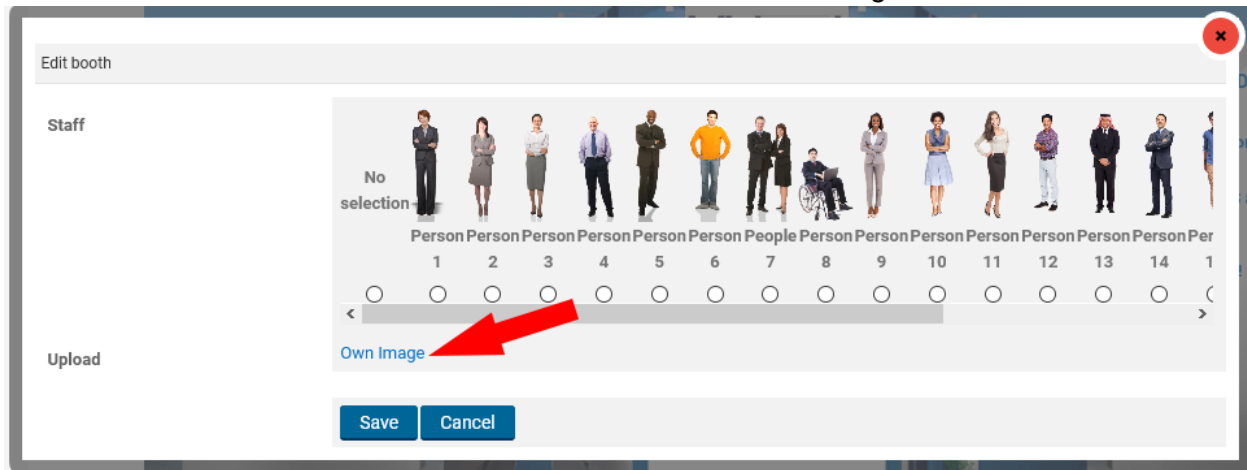


Select from the default staff images by ticking on the button below the image and click *Save*



Uploading your Custom Staff Image

Click the *Staff* button and click *Own Image*



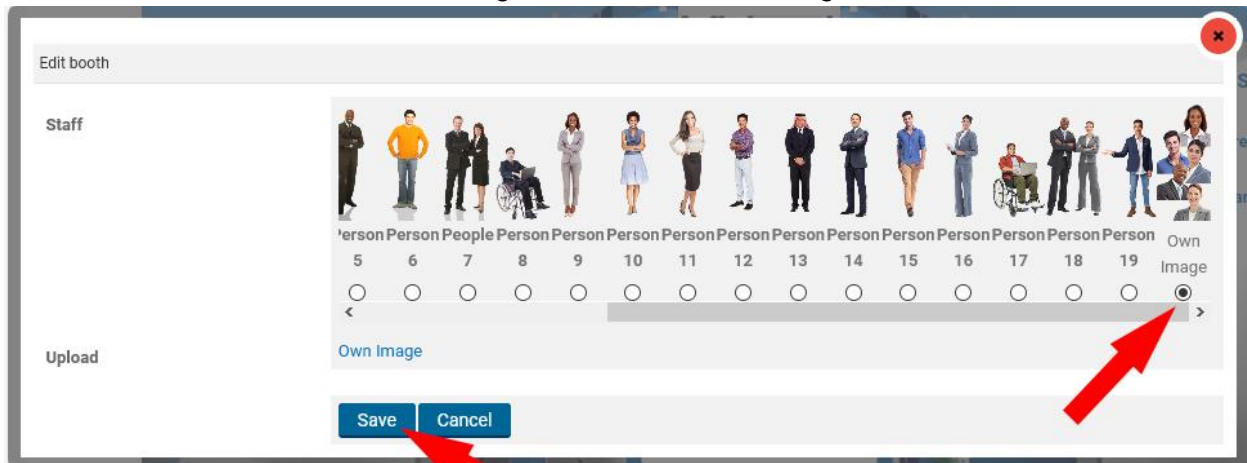
1. Please follow the guide for the proper format and dimensions of the staff image to be uploaded. Otherwise, the staff image will not be displayed correctly

2. Browse the image file from your computer

3. Click Upload

4. Click Back

Scroll to the right and tick the *Own Image* button



Click Save



*Staff image is not limited to an image of a person
You can upload your products, and other images.
As long as you follow the guideline for the proper staff image to be uploaded*

Staff Image video guide here:

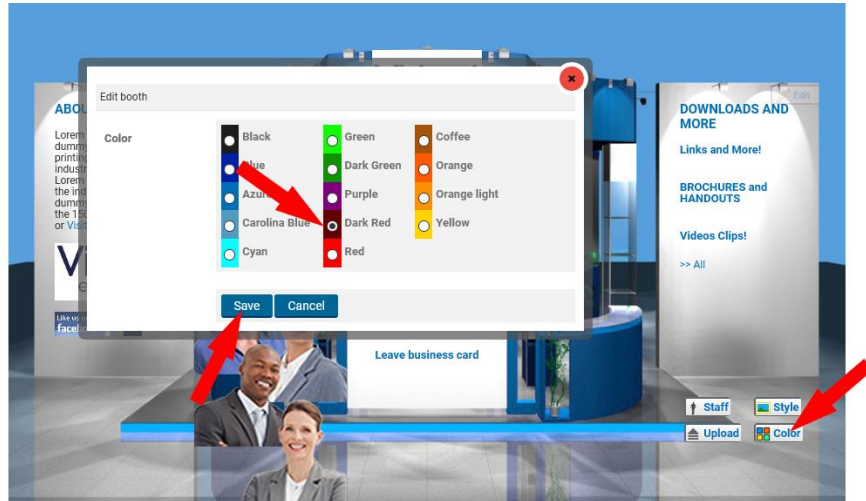
https://drive.google.com/file/d/11_QTJ3z7WELVX0vBX-bjvuC70wmRGUKV/view?usp=sharing

Color

Change the color of your booth by clicking on the *Color* button

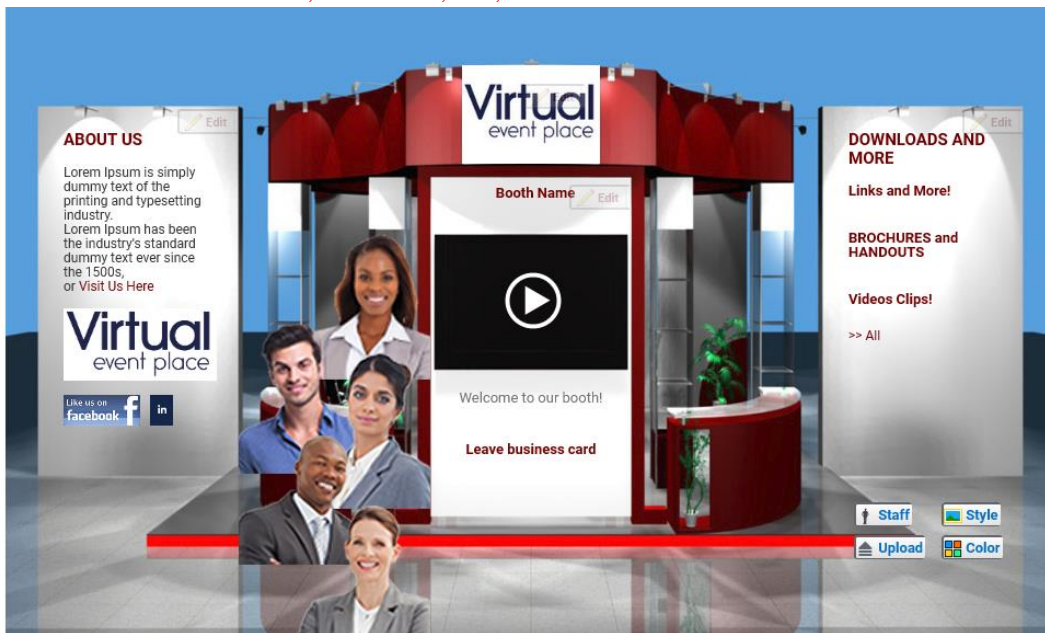
Select the color you want to use by ticking on the button

Click Save



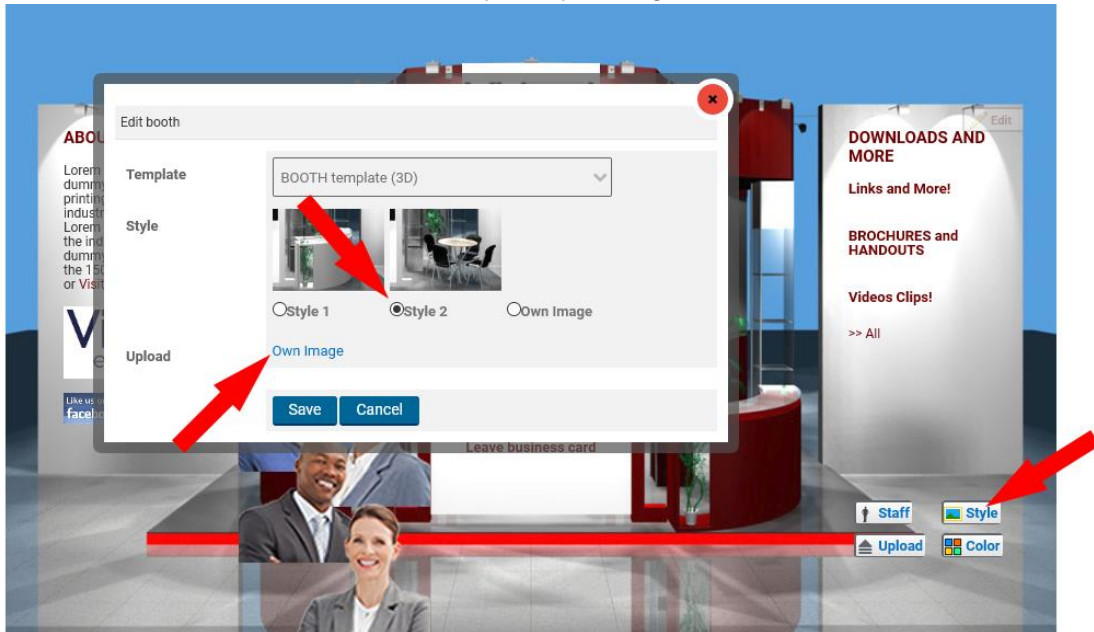
Selecting a different color will change the color of your booth and text.

Text includes the titles, detail names, links, booth name and the Leave business card button

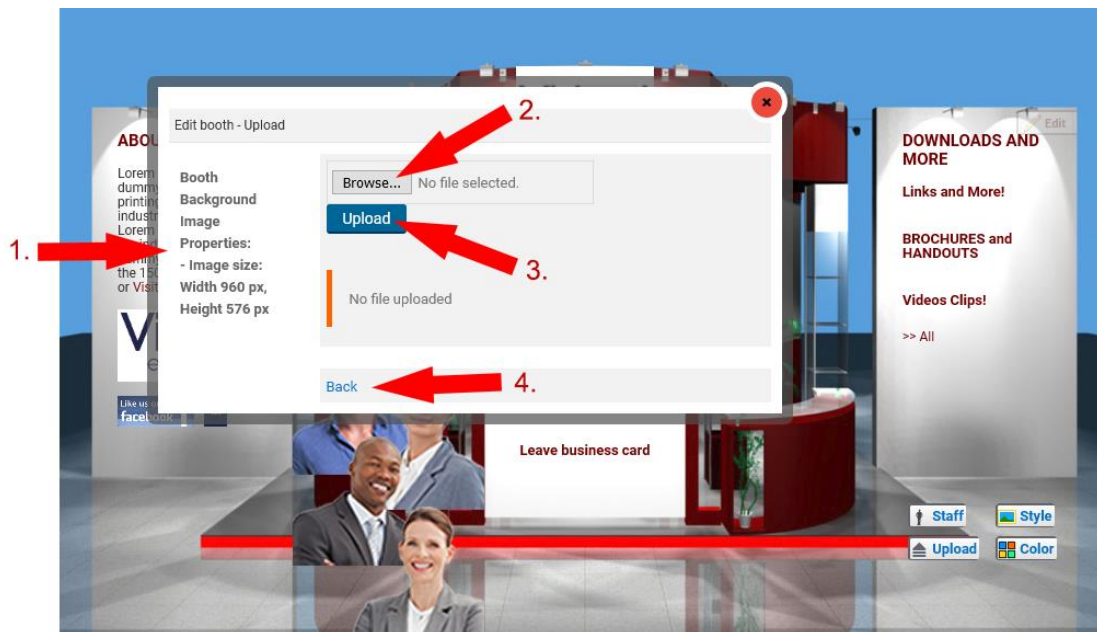


Custom Background Image

Select a different booth style by clicking on the *Style* button
You can select from the two different styles by ticking on the button below it and *Save*



Or you can upload your own background image by clicking on the *Own Image* button

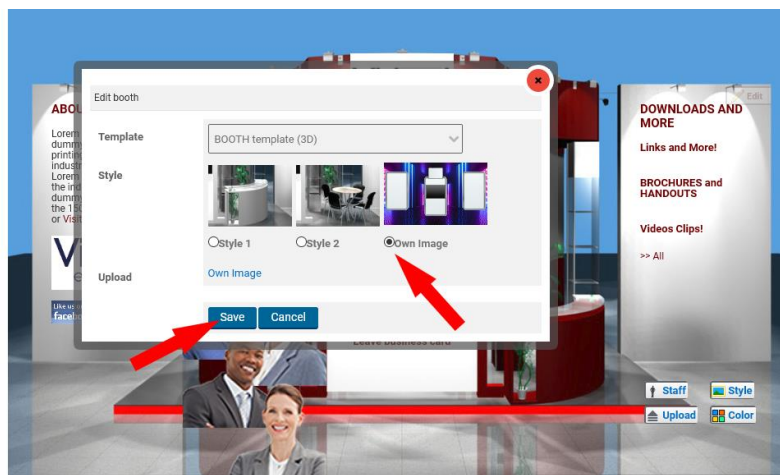


1. Follow the guide for the correct dimensions of the background image to be uploaded.
Otherwise, the background image will not be displayed correctly

2. Browse the image file from your computer
Jpeg and Png file format are accepted

3. Click *Upload*

4. Click *Back*



Tick the *Own Image* button and click *Save*

You now have a customized booth background image



For best results, use light colors for the panels so your contents will be clear and readable

Booth Color and Background video guide here

https://drive.google.com/file/d/1lgAJDA19zFwptT_FHKfZ7Xzj8PUFRmv-/view?usp=sharing

Advanced Customization

If you have a Graphic Designer or have basic knowledge in photo editing softwares, Here's a video guide for grabbing and editing the default booth background and panel positions:

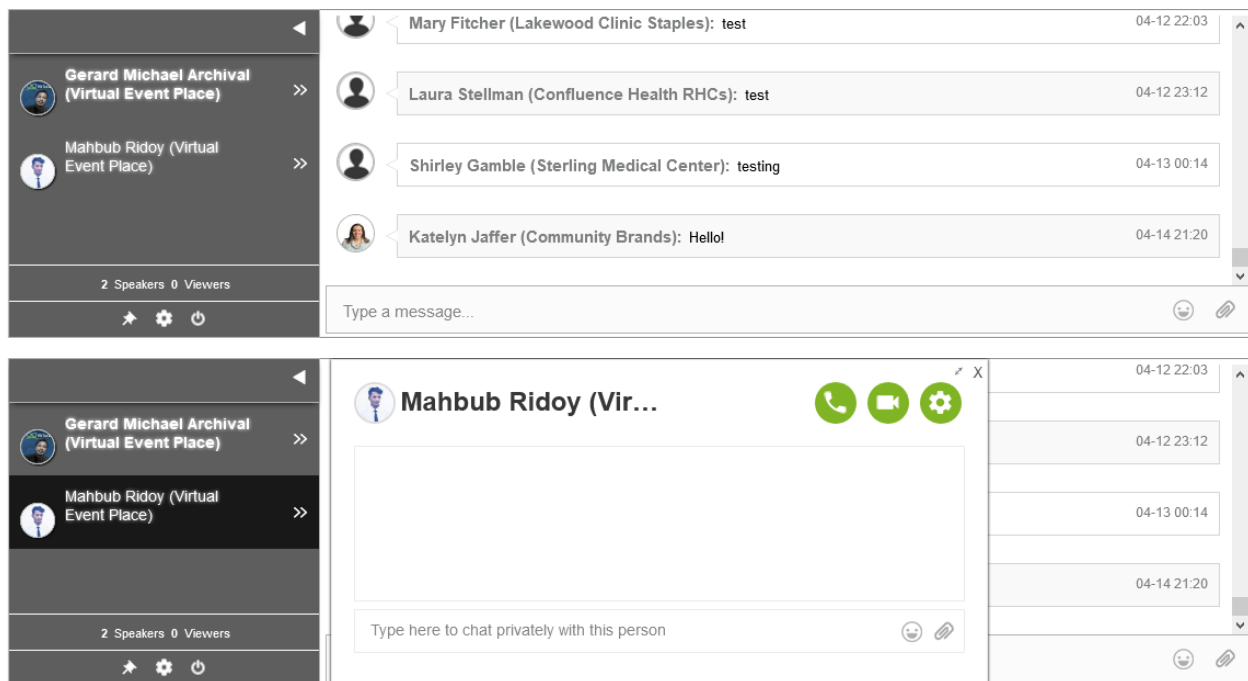
https://drive.google.com/file/d/1Ggo-qd6TFc1ELi3Bhlowk_dkvAe7oID2/view?usp=sharing

Advanced Booth Building Demo

<https://youtu.be/COA2EaTLFwQ>

Interacting with Visitors / Attendees

During the event period, you can interact with the people visiting your booth or when you visit other booths through the chat box (*located below the booth*). Functions on the chat box includes: *Audio & Video Call, Public & Private Chat, Send Files, etc.*



Using the Chat Box video and PDF guide available here:

PDF Guide: <https://drive.google.com/file/d/15KDOsZC8mMGIne5z0OHas5VSyJgJlr2N/view?usp=sharing>

Video Guide: [https://drive.google.com/file/d/16-](https://drive.google.com/file/d/16-MHrZ3B8wHhJH0X6gPGau1cYQXvwjz3/view?usp=sharing)

[MHrZ3B8wHhJH0X6gPGau1cYQXvwjz3/view?usp=sharing](https://drive.google.com/file/d/16-MHrZ3B8wHhJH0X6gPGau1cYQXvwjz3/view?usp=sharing)

Booth Demos and FAQs

<https://www.virtualeventplace.com/boothdemo>

2D Virtual Booth Adding Contents Overview available here

<https://docs.google.com/document/d/1ryyvga2DEyxTX4UUn6KTLGvYJ7UVgshYaP7jYICRwws/edit?usp=sharing>