



**Darwin International Virtual Trade Show 2022**  
Virtual Booth Setup Guide

# Darwin International Virtual Trade Show 2022

## Virtual Booth Setup Guide

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This Guide will help the businesses and organisations (exhibitors) set up the booth in the Darwin International Virtual Trade Show 2022 platform.

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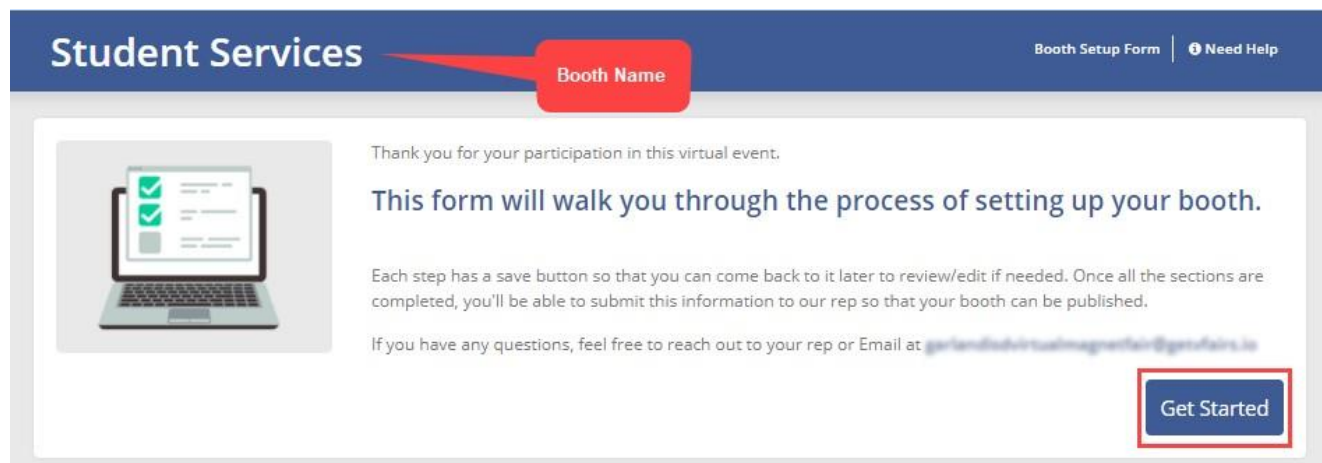
## Filling Up Booth Setup Form

*This form must be filled up by the booth exhibitors.*

*Note: Don't forget to click the Save and Continue button on every step before moving on to the next step.*

## Booth Setup Form

Click on the link to open the provided booth setup link. Click the "Get Started" button to begin the booth setup process.



The screenshot shows a web interface for the 'Student Services' booth setup. At the top left, it says 'Student Services' with a red callout bubble pointing to a 'Booth Name' field. At the top right, there are links for 'Booth Setup Form' and 'Need Help'. The main content area features an illustration of a laptop with a checklist on the screen. To the right of the illustration, the text reads: 'Thank you for your participation in this virtual event. This form will walk you through the process of setting up your booth. Each step has a save button so that you can come back to it later to review/edit if needed. Once all the sections are completed, you'll be able to submit this information to our rep so that your booth can be published. If you have any questions, feel free to reach out to your rep or Email at [gs@landstar.com.au](mailto:gs@landstar.com.au)'. A blue 'Get Started' button is located in the bottom right corner of the main content area.

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### Booth Setup Form

Follow the below seven steps:

- Step 1 Basic Information**
- Step 2 Booth Graphics
- Step 3 Content Links
- Step 4 Documents/ Videos
- Step 5 Booth Rep Accounts
- Step 6 Products / Services
- Step 7 Review/Finalise

#### Before We Start!

Here are some sample screenshots of booth designs we've created in the past. This will give you an idea of what a completed booth looks like and what we're aiming to do with the information we'll collect from you.



### Step 1: Basic Information

Enter the basic information.

- Booth Name: It is the title of the Booth.
- Booth Description: This information will be on the front page. You can insert images and/or text.

#### Let's Get Started ... Tell us more about your booth

Booth Name

Student Services

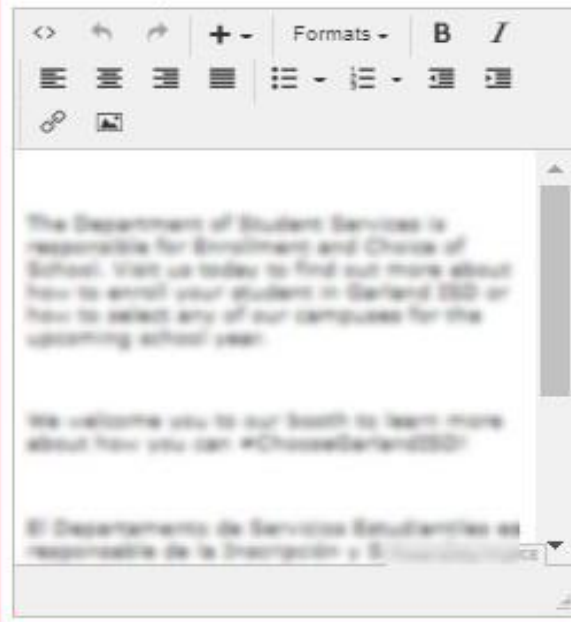
This is the name that will be displayed on your booth and also in the list of exhibitors. Usually, this is your company/department name.

Upload company logo (110x30px)

Student Services

Drop a file here to upload!

Booth Description



The Department of Student Services is responsible for Enrollment and Choice of School. Visit us today to find out more about how to enroll your students in Darwin ISD or how to select any of our campuses for the upcoming school year.

We welcome you to our booth to learn more about how you can #ChooseDarwinISD!

El Departamento de Servicios Estudiantiles es responsable de la Inscripción y Selección de Escuelas. Visítanos hoy para descubrir más sobre cómo inscribir a sus estudiantes en Darwin ISD o cómo seleccionar cualquiera de nuestras escuelas para el próximo año escolar.

This is like an 'About Us' section that you can use to provide more information about your company/department. It can be as short or long as your prefer (but we recommend at least a few lines of text at a minimum)

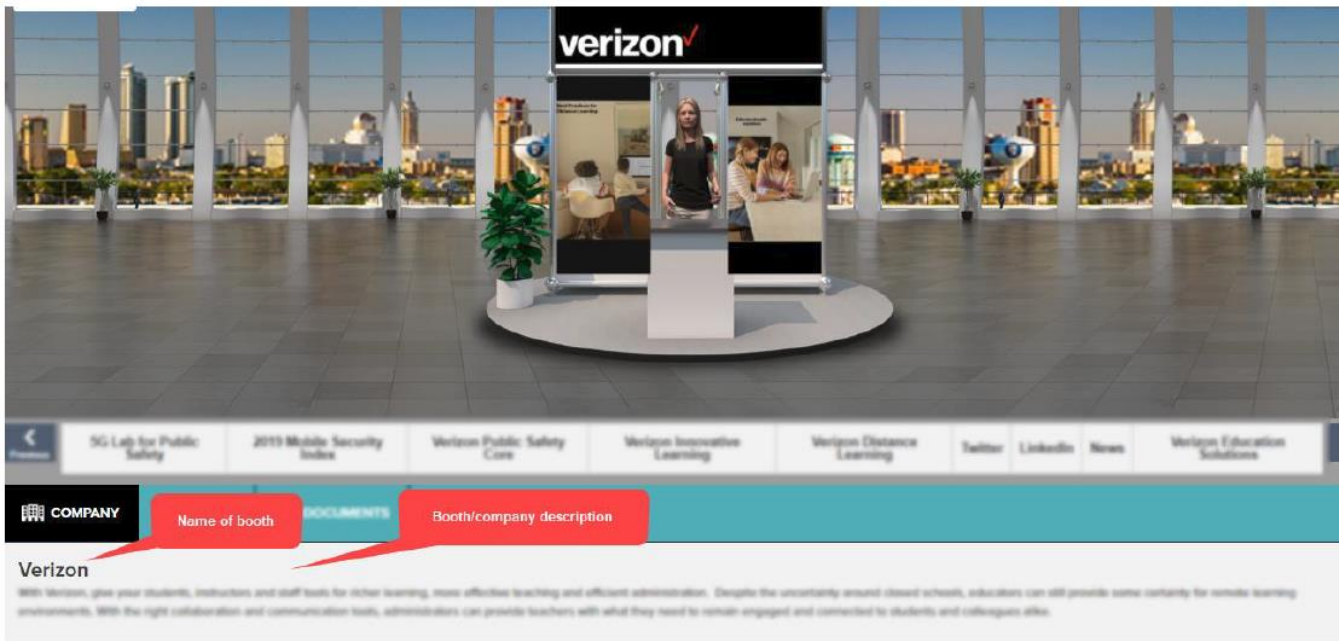
Example:



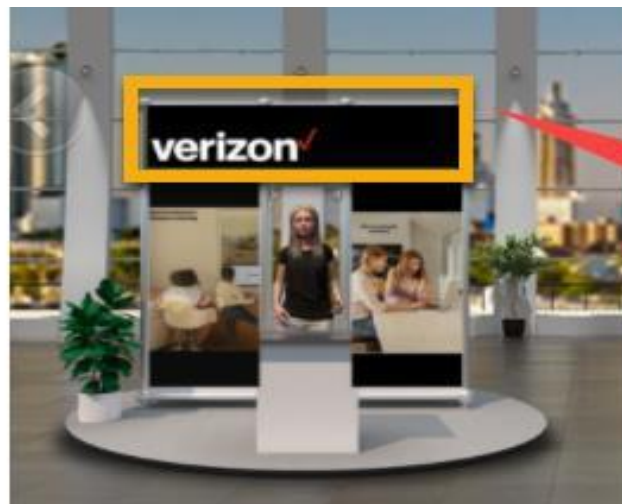
Save and Continue

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- Booth Logo: It is the logo of your company/brand displayed in the railing banner. Click on the Drag a file here option to upload and choose an image from your local device.
  - The type of image must be either .jpg or .png.
  - The dimensions of the logo image should be 110px(width) and 30px(height).



Logo on the booth



Logo in railing banner

- Click the Save and Continue to Step 2.

### Step 2: Booth Graphics

- Select any of the booth layout templates. Please use left and right arrow icons to view different designs. There are more than ten booth templates available.
- Click on the *Use this layout button* and add the images to your Booth.

Note: Different templates have different numbers of image placeholders.

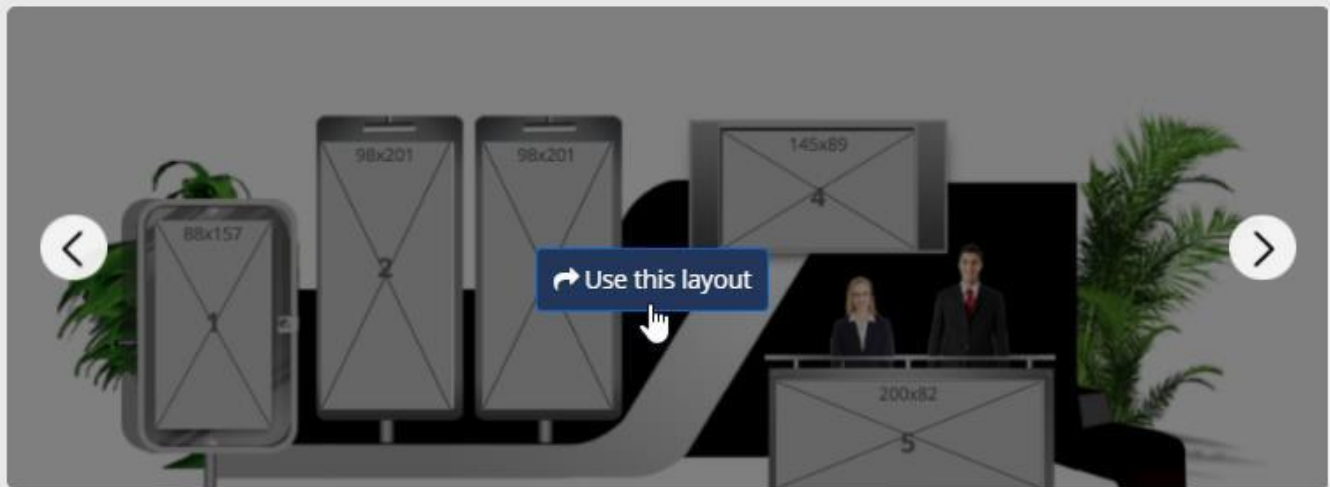
#### Booth Design

The booth graphic is the first thing attendees see when they open your booth. So we'll need to make it look nice and also representative of your brand.

[Click here to watch a 2 minute video to learn how to use this booth design tool.](#)

#### Setup your Booth

Use the carousel below to select a booth template that you'd like to use.



- Use the right and left navigation arrows to select the avatar.



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[< Back To Layout Selection](#)

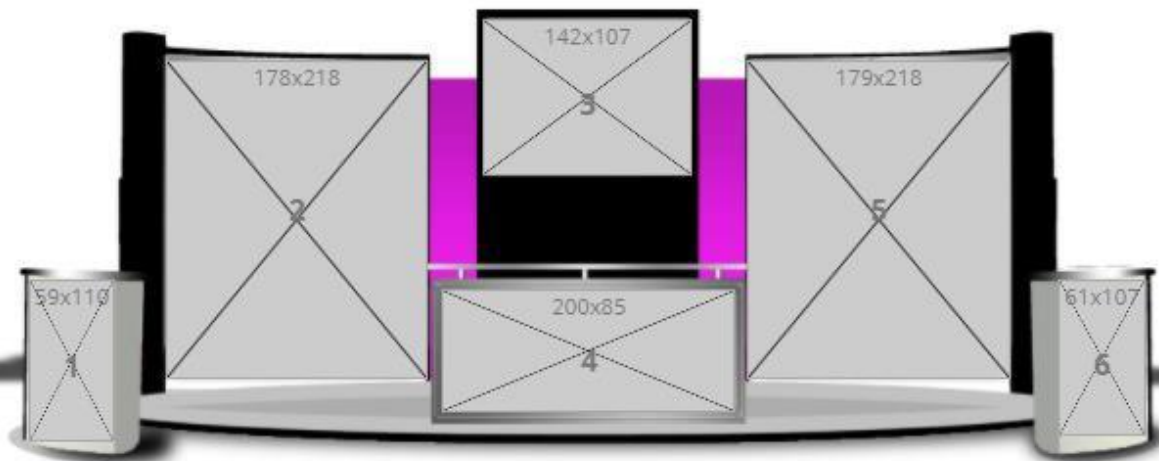
### Avatar Selection:

Please click on a template below to select an Avatar of your choice.



- Upload Banner Images
  - Check the Show Dimensions checkbox to upload the banner images on the selected template.
  - The size (in pixels) required for the banner image is on each placeholder
  - Click on the placeholder to upload a banner image.

Note: Upload the banner images in ascending order, i.e., a banner labeled as "1" should be uploaded before the banner labeled as "2", and so on.



### Select the booth wall colors:

Back Panel Color: 

Front Panel Color: 

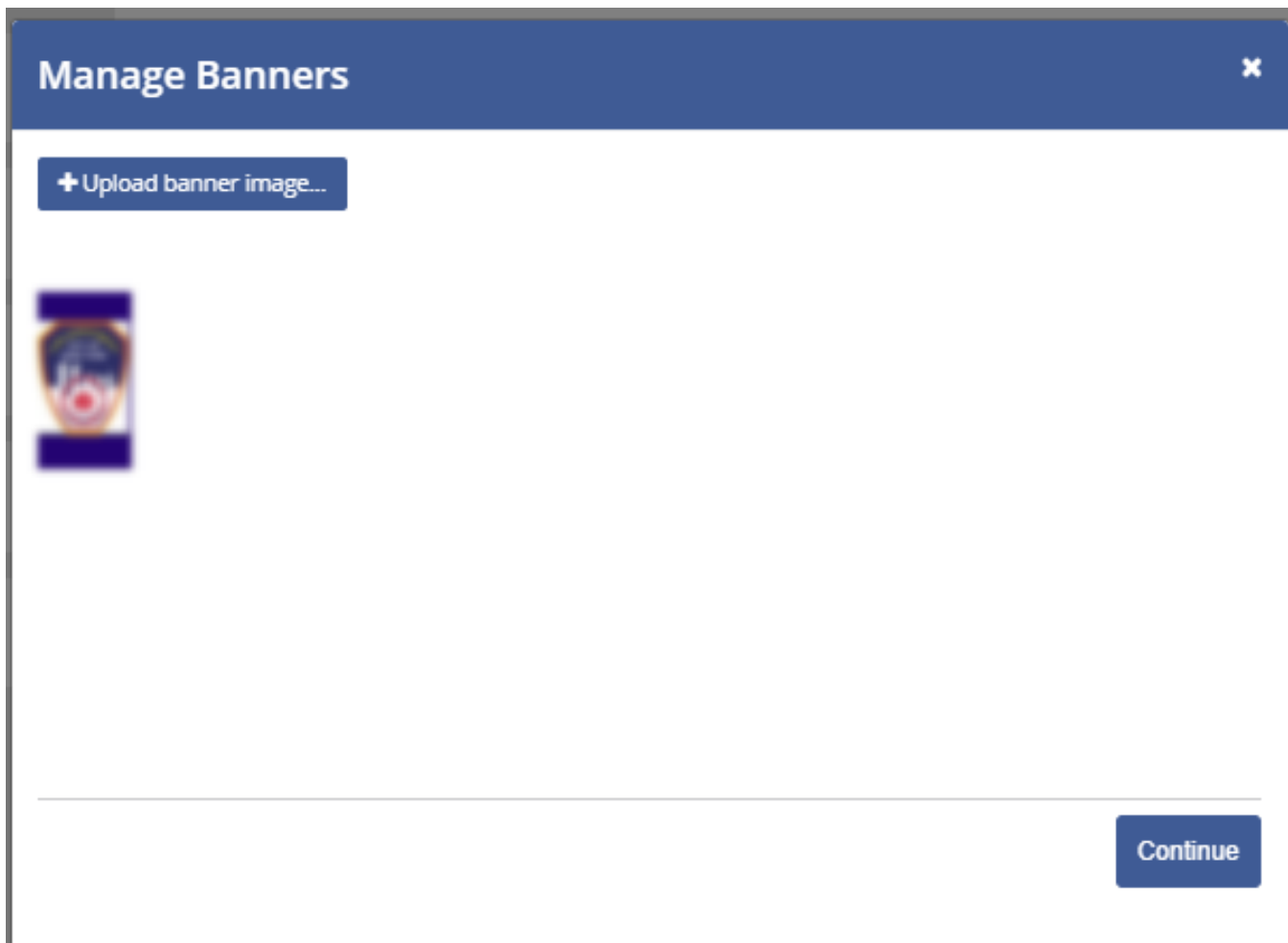
Show Dimensions:

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- On the *Manage Banners* pop-up window, click the +Upload banner image and choose an image from your local device. The selected banner image will appear below the button to preview. A booth banner should be a static banner image.

Note: The file size of each image should not exceed 5MB. Also, the dimension of the image should fit the banner placeholder space, and the banner display will not be distorted.



- Click the Continue to the next step.
- Select Banner Click Action window:
  - enter the URL, which should be opened upon clicking the image. This link will open up in a new tab. If you don't want to redirect the attendees to any external link, then leave that blank.

Note: There are 4 banner-click action types that can be implemented:

- Open URL (only this is available on the booth setup form)
- Open Document (can be implemented from the backend upon request)
- Open HTML Content (can be implemented from the backend upon request)
- Open Video (can be implemented from the backend upon request)

Note: Only one banner click is allowed per banner image.



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- Preview the Booth as shown in the image below.
- 



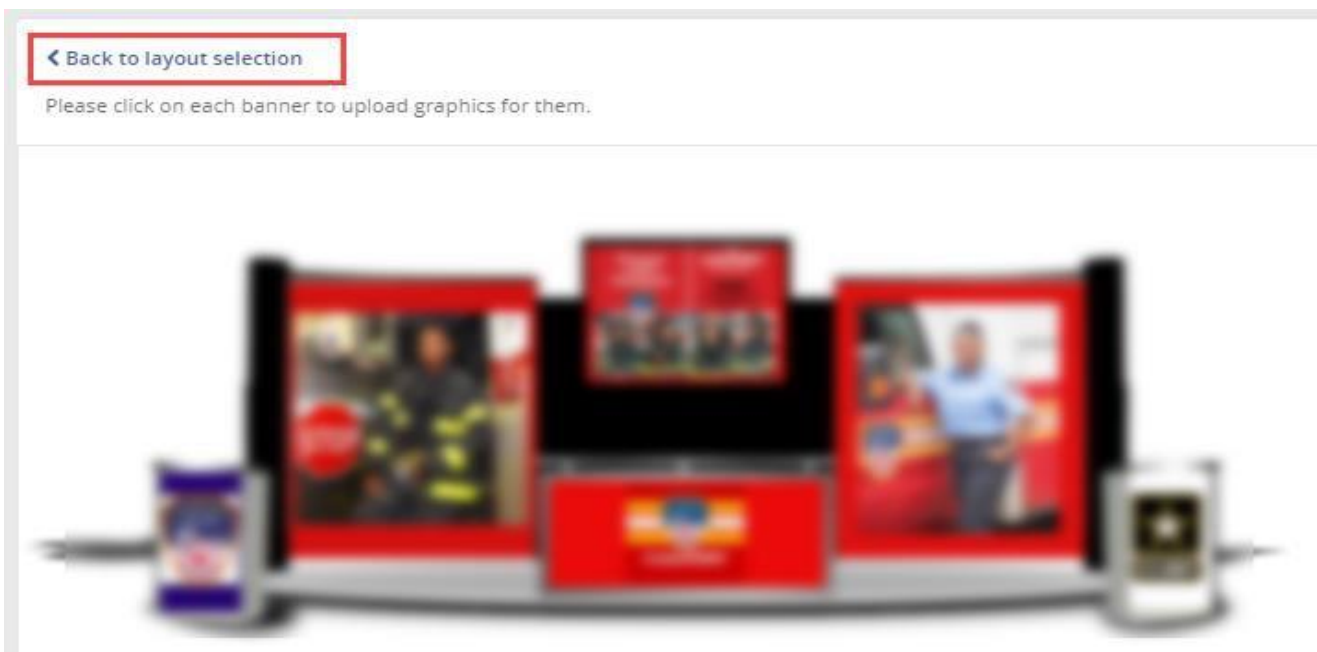
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- Set up Back Panel and Front Panel Colors
  - Use the color selection pallet against these two options
  - you can choose desired colors for the booth front panel and the back panel, as shown in the image below.



*Note: You can change the booth layout by clicking on the Back to layout selection on the left top window and reselect your template from the gallery.*



### Step 3: Content Links

- Name the tab titles as in the image below:



- Link Title: This is the name of the content tab that will appear on the navigation bar on the booth frontend.
- Url: Enter the external link you want the attendees to be redirected.
- You can continue adding content links by clicking the Add another link option at the bottom right corner.

*Note: Each booth can set up maximum of 11 tabs. It is recommended to add a maximum of 7 content tabs so that the navigation bar does not look busy.*

### Please provide your Content Links

Link Title:	URL	
<input type="text" value="What You Need to Know about Joining FDNY"/>	<input type="text" value="https://www.j"/>	Delete   Translations
Link Title:	URL	
<input type="text" value="Meet #FDNY # Ladder29 Firefighter Sarina"/>	<input type="text" value="https://www.y"/>	Delete   Translations

[+ Add another Link](#)

### Step 4: Uploading Documents/Videos

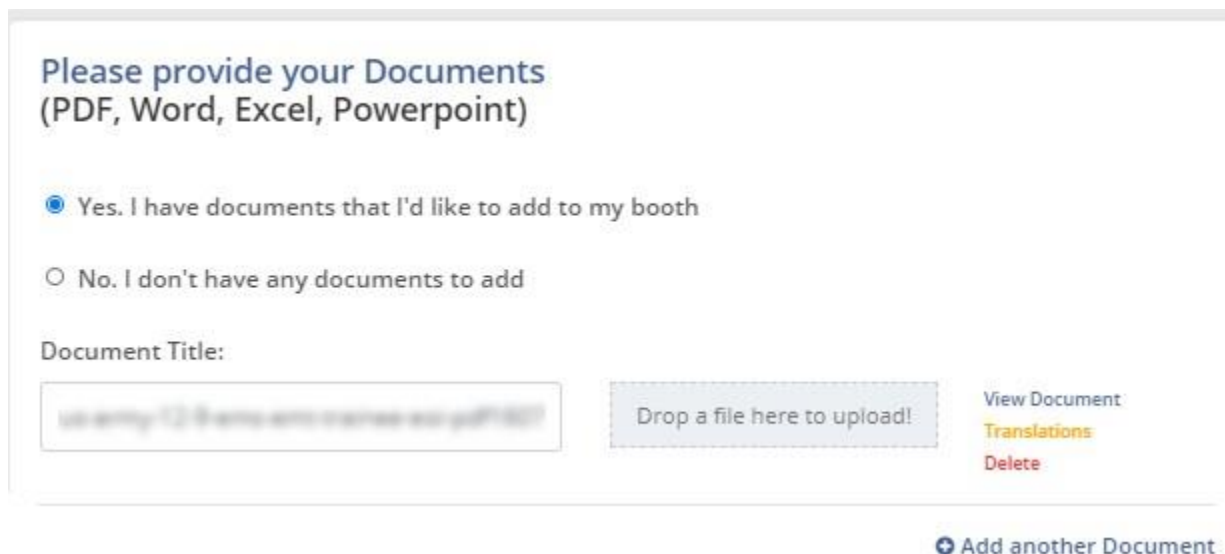
- Upload the documents for the attendees to view by selecting the first option

Yes. *I have documents that I'd like to add to my Booth* and follow the steps mentioned below.

- Document Title: It is the document's name that will be displayed on the front.
- To upload a document, click on the Drop a file here to upload, and choose a file from your local device.
- Once the file is attached, the file name will be populated in the Document Title field to edit. The options of View Document and Delete will become available, indicating that the file has been successfully uploaded.
- Click on Add another Document to continue uploading more documents.

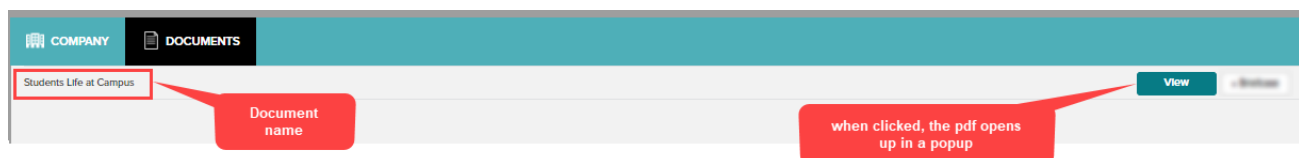
Note: It is recommended to use a pdf file. The size of the pdf file should not exceed 5MB.

Note: Unlimited documents can be attached.



The screenshot shows a web form titled "Please provide your Documents (PDF, Word, Excel, Powerpoint)". It has two radio button options: "Yes. I have documents that I'd like to add to my booth" (selected) and "No. I don't have any documents to add". Below the options is a "Document Title:" label and a text input field containing "Students Life at Campus.pdf". To the right of the input field is a dashed box labeled "Drop a file here to upload!". Further right are three links: "View Document", "Translations", and "Delete". At the bottom right of the form is a button labeled "Add another Document".

The image below demonstrates how a document filed appears on the Documents tab on the booth frontend.

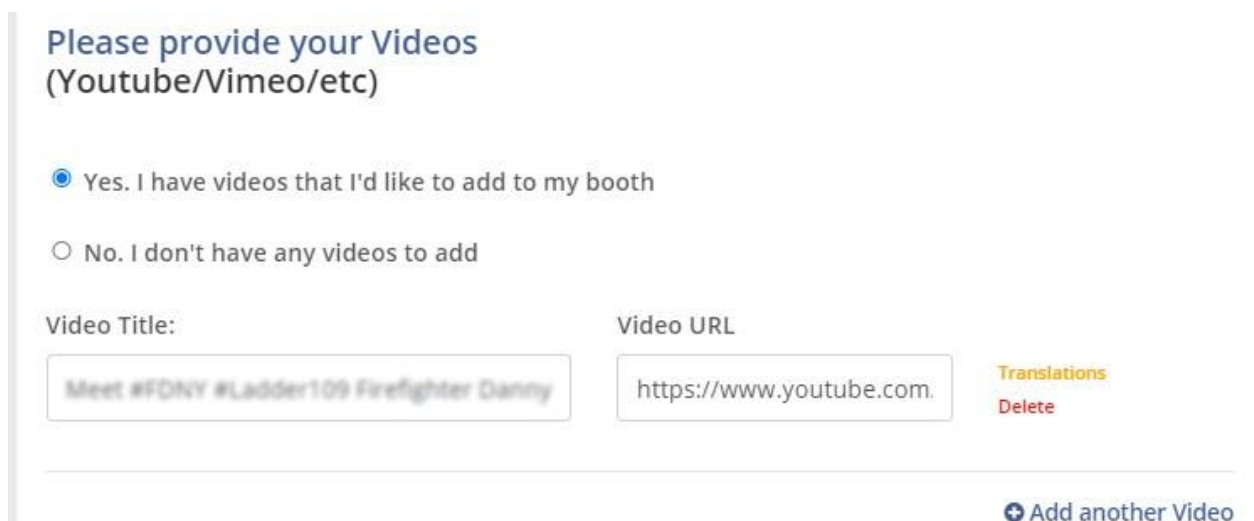


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- Upload Videos by selecting the first option *Yes. I have videos that I'd like to add to my Booth* and follow the steps mentioned below.
  - Video Title: Enter the name of the Video that will be displayed.
  - Video URL: Provide a YouTube/Vimeo video URL here. The uploaded Video will be opened up in a pop-up window.
  - Click on Add another Video to continue adding videos.

Note: Unlimited videos can be added.



Please provide your Videos (Youtube/Vimeo/etc)

Yes. I have videos that I'd like to add to my booth

No. I don't have any videos to add

Video Title:

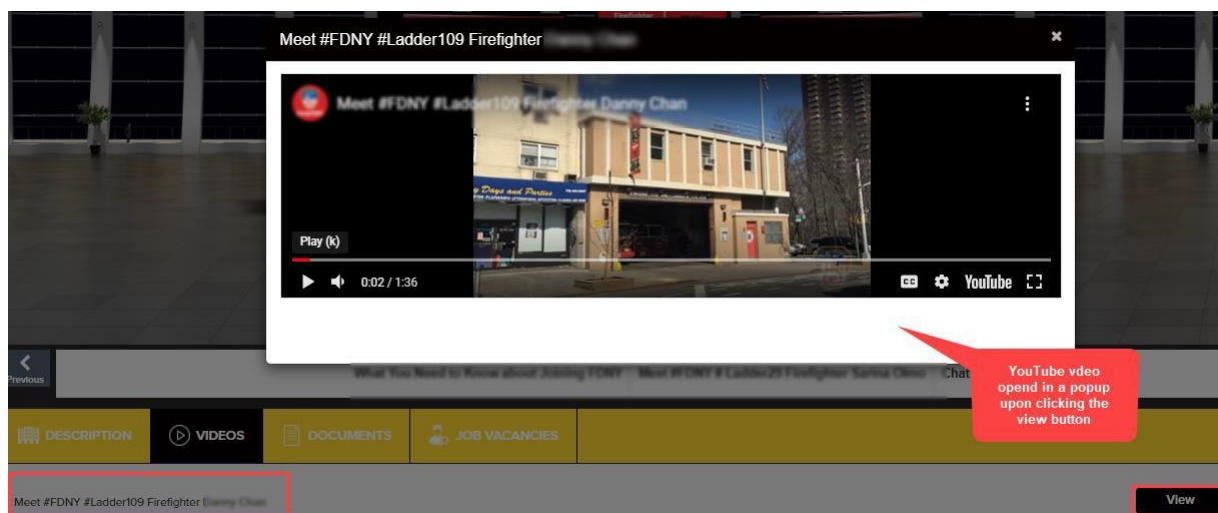
Video URL:

[Translations](#)  
[Delete](#)

[+ Add another Video](#)

Note: If you want to share a video URL other than YouTube/Vimeo, the Video will not be opened in a pop-up on frontend. Instead, it will be opened in a new tab.

The image below shows how a video appears on the Videos tab of the Booth on the front. Also, the video pop-up is displayed in the image below.

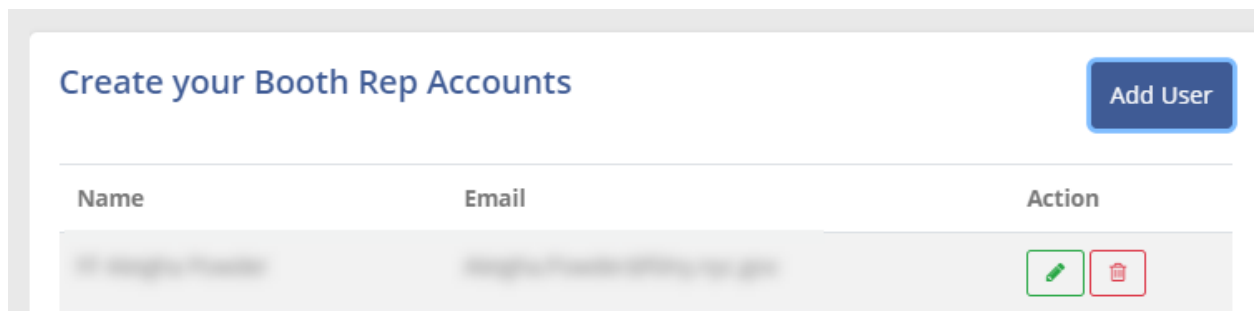






### Step 5: Booth Rep Accounts

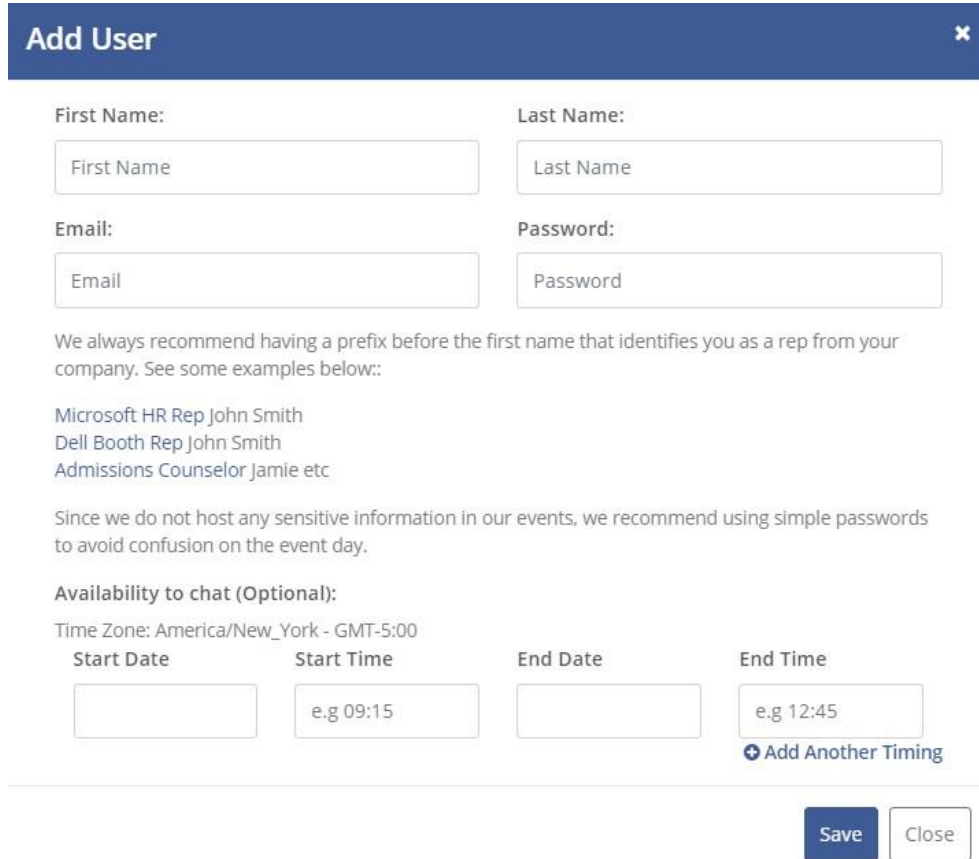
The Booth Rep Accounts are for the booth representatives responsible for answering the queries and promoting the services/products in the chatroom. The names of the booth reps appear on the right side under the section "Booth Reps Online" in the booth chatroom. One Booth can have multiple booth representatives. Also, there is no limit on the number of booth reps for each Booth.

- To add a booth rep, click on the Add User button.



Name	Email	Action
[Redacted]	[Redacted]	 

- On the Add User pop-up form, enter the required information as explained below.



**Add User** [Close]

First Name:

Last Name:

Email:

Password:

We always recommend having a prefix before the first name that identifies you as a rep from your company. See some examples below:

Microsoft HR Rep John Smith  
Dell Booth Rep John Smith  
Admissions Counselor Jamie etc

Since we do not host any sensitive information in our events, we recommend using simple passwords to avoid confusion on the event day.

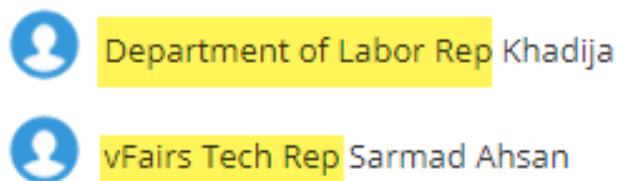
Availability to chat (Optional):  
Time Zone: America/New\_York - GMT-5:00

Start Date	Start Time	End Date	End Time
<input type="text"/>	<input type="text" value="e.g 09:15"/>	<input type="text"/>	<input type="text" value="e.g 12:45"/>

[+ Add Another Timing](#)

- First Name: To distinguish a booth representative, always keep the first name as "booth name Rep". For example, if the booth name is Booth A, then the first name will become "Booth A Rep". This helps the attendees to identify the booth representative of a specific booth if the booth admins of other booths are also active in the same booth chatroom.
- Last Name: Enter the name of the booth representative. The image below shows how the booth representative's name appears on the front end (in the booth chatroom).

### Booth Reps Online



**Booth rep naming convention:**  
**First Name: Booth name + Rep**  
**Last Name: Actual name of the Rep**

- Email: It can be the username or email id for the booth representative to log in to the event. This email id will remain private and will not be visible to the attendees on viewing the booth rep's profile.
- Password: Set up a password that the booth rep will use to log in to the event.

- Availability

This is an optional feature. You can let the booth visitors/attendees know your availability by entering a specific Start Date, Start Time, End Date, and End Time.

- Click on Add Another Timing button to mention multiple chat availability.

### Step 6: Products/Services

- Click the Add Product button to add a product/services for the attendees/booth visitors to view.

#### Booth Products

[Add Product](#)

Title	Price	SKU	Actions
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[Continue](#)

On the Add Product/Service form, enter the details of the product/service:

- Product/Service Name, for example, student visa application.
- Unit Price if applicable
- SKU
- Product/Service Category (you can add new category)
- Product/Service Description

### Add Product

**Product Name:**

**Unit Price:**

**SKU:**

**Product Category:**   
Please add multiple categories that are relevant to your product.  
If the desired category doesn't exist, simply type in your desired category name and hit Enter button to create one.

**Product Description:**

[Save](#) [Close](#)

- Click the Save button to continue.

- Once saved, the product is listed as below and can be edited or deleted if required.

### Booth Products

[Add Product](#)

Title	Price	SKU	Actions
Essential Oil Boxes	500	EOB114	<a href="#">Edit</a> <a href="#">Delete</a>

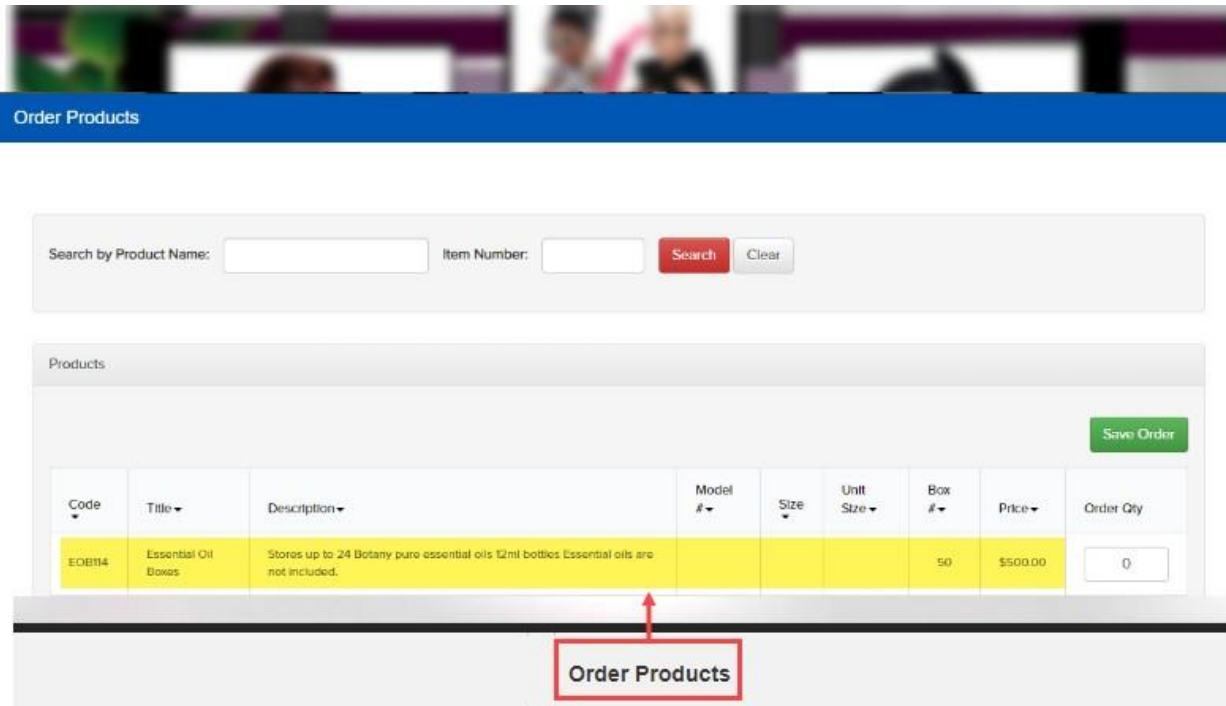
[Continue](#)

- Click Continue to add more

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The image below shows what the products/services added can be seen by the attendees.



The screenshot displays the 'Order Products' interface. At the top, there is a blue header with the text 'Order Products'. Below this is a search bar with two input fields: 'Search by Product Name:' and 'Item Number:'. To the right of these fields are 'Search' and 'Clear' buttons. Below the search bar is a section titled 'Products' which contains a table of items. A green 'Save Order' button is located in the top right corner of the products section. The table has the following columns: Code, Title, Description, Model #, Size, Unit Size, Box #, Price, and Order Qty. One product is listed in a yellow row: Code 'EOB114', Title 'Essential Oil Boxes', Description 'Stores up to 24 Botany pure essential oils (2ml bottles Essential oils are not included.', Model #, Size, Unit Size, Box # '50', Price '\$500.00', and Order Qty '0'. A red box labeled 'Order Products' is positioned below the table, with a red arrow pointing upwards to the table area.

Code	Title	Description	Model #	Size	Unit Size	Box #	Price	Order Qty
EOB114	Essential Oil Boxes	Stores up to 24 Botany pure essential oils (2ml bottles Essential oils are not included.				50	\$500.00	0

### Step 8: Review/Finalise

- Review the booth
  - Event Access details: The event URLs, and the registered booth admins' email ids.
  - Booth Information: The booth layout image, booth description, and navigation tabs information.
  - Links of any attached documents.
  - Links to any videos uploaded.
  - Products/Services added.
  - Information on the products/services, if added.
- Click on the Submit Booth to submit all the information.



#### You're almost done.

Once you press the submit button below, our rep will be notified.

Please review your booth details below. If you need to make changes, use the buttons on the left.

Once everything looks good, click on the 'Submit Booth' button at the bottom of the page.

If you need any assistance, use the support email address listed at the top of this screen.

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#### Event Access:

Visit the event URL: [armyvirtualcareersummit.vfairs.com](https://armyvirtualcareersummit.vfairs.com)

Name	Email

#### Review Booth Information:

We are displaying the following information on your stand

Chat:

---

Submit Booth

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- Send an Email to view your Booth
  - CC: add multiple email addresses separated by a comma (,).
- Come back any time to edit after the submission.
- Don't forget to save the edits.

Send Email To

Cc

Email this summary to me