

MJBizCon
NEXT

Hemp
INDUSTRY DAILY
CONFERENCE



BOOTH BUILDER GUIDE

LOG INTO BOOTH BUILDER

◆ COMPUTER TIPS

◆ SYSTEM CHECKS

Booth Builder Steps

Step 1: Booth Name

Type in the name of your booth

Step 2: Booth Style

Choose from either of the three layouts: Vertex, Quantum, or Elevate

Step 3: Booth Colors

Choose the primary and secondary colors for your booth tabs. Primary will apply to tab backgrounds, secondary will apply to font color.

Step 4: Booth Logo

Upload your booth logo in JPG or PNG (200x200 pixels)

Step 5: About Us

Tell us about your booth! Do not use special character (% , & , * , \$, @ , () , "). Best Practices are to keep this text under 150 characters.

Step 6: Front Screen Welcome Image/ Video

Choose a static image or video for your front screen. Optimal size for your image is 484x272px (.jpg, png files)- under 10MB for video file (.mp4, .flv files)

1	✓	Name
2	✓	Style
3	✓	Colors
4	✓	Logo
5	✓	About Us
6	✓	Front Screen
7	✓	Documents and Links
8	✓	Tab Content
9	✓	Video Collection (Videos displayed under Tab Content)
10	✓	Marquee Messages
11	✓	Staff
12	✓	Search Words

RESOURCES

Space Builder Help Guide

A detailed guide to step your through Space Builder.

File Size Guide

Details about the size of files to upload into your space.

System Check

Check to ensure your system is ready for the event.

1	✔ Name
2	✔ Style
3	✔ Colors
4	✔ Logo
5	✔ About Us
6	✔ Front Screen
7	✔ Documents and Links
8	✔ Tab Content
9	✔ Video Collection (Videos displayed under Tab Content)
10	✔ Marquee Messages
11	✔ Staff
12	✔ Search Words

RESOURCES

Space Builder Help Guide

A detailed guide to step your way through Space Builder.

File Size Guide

Details about the size of files to upload into your space.

System Check

Check to ensure your system is ready for the event.

Step 7: Documents and Links

Upload all downloadable content and/or add links that you would like available for attendees here. You may upload any type of file except .exe files, but best practice is to stick with .PDF files, as these file types will be universally recognized on all systems and browsers.

Step 8: Tab Content

As a standard, booths are set up with the following tabs: Documents and Links, Message Board, Video Collection, External URL, Video Chat (Zoom), Social Media Feeds, and Survey. You may change the verbiage and display order of the tabs (character limit for tabs = 25 characters including spaces). For easy changes to video order label by 10's (10,20,30,40 etc.). *Make sure to check the box launch in new window.*

Step 9: Video Collection

Think of this as your own YouTube channel! Feel free to upload an unlimited number of videos here. File size limit = 10MB per video file.

Step 10: Marquee Message

Best practice is to keep this short and sweet. Limit 1 message per booth.

Step 11: Staff

Contact the event booth manager and provide them with your staff member names and email addresses.

Step 12: Search Words

Insert keywords associated to your booth and content to make your space more searchable throughout the virtual environment. Separate each word/phrase with a comma only, no spaces.

COMPLETE BOOTH

EXAMPLE

