

EXHIBITOR SETUP GUIDE



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How to access the Exhibitor Centre and increase your company's discoverability.

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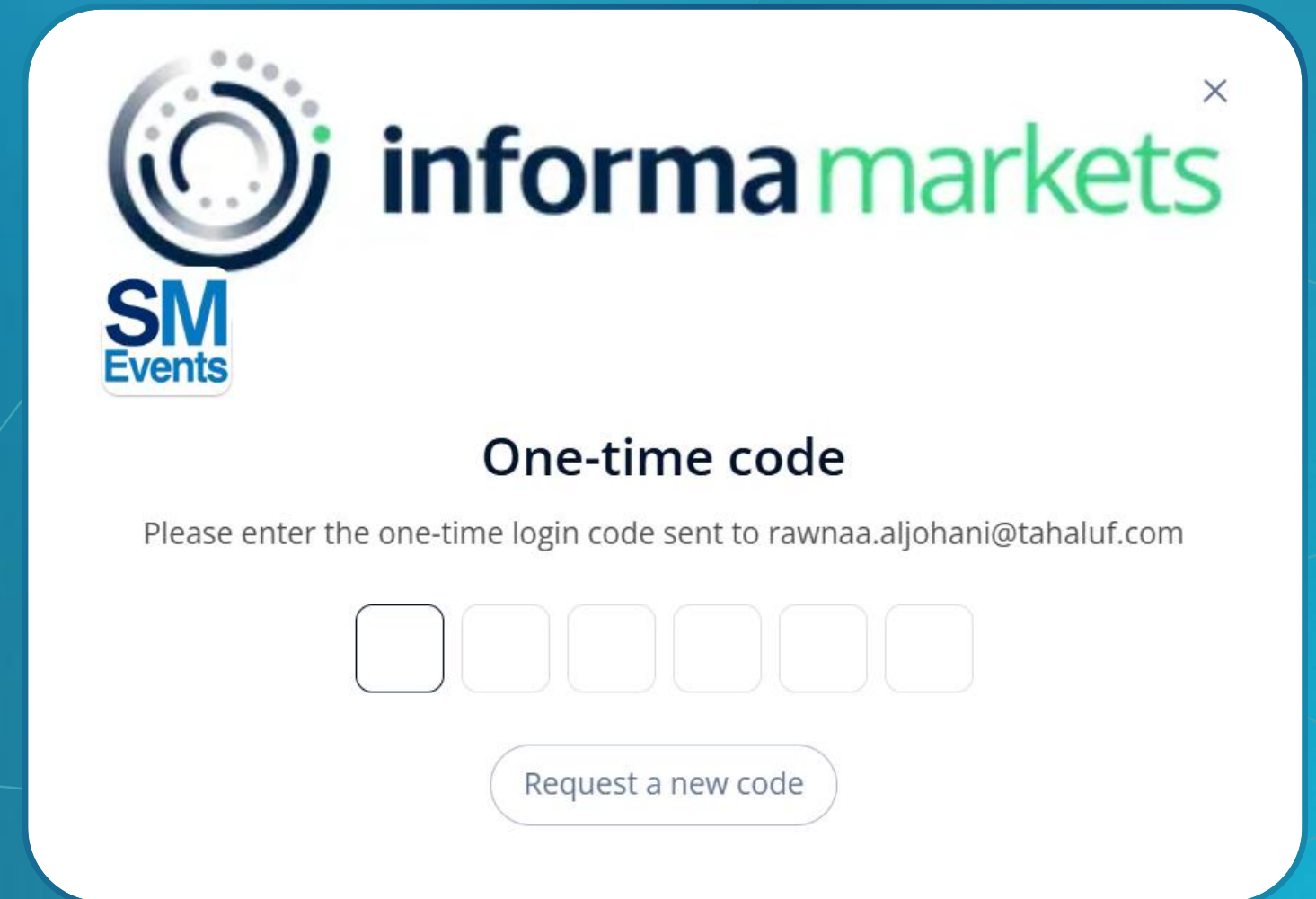
How to use networking features to manage conversations, meetings and contacts.

HOW TO ACCESS THE PLATFORM?

- 1 You will receive an email with a button redirecting you to a login page.



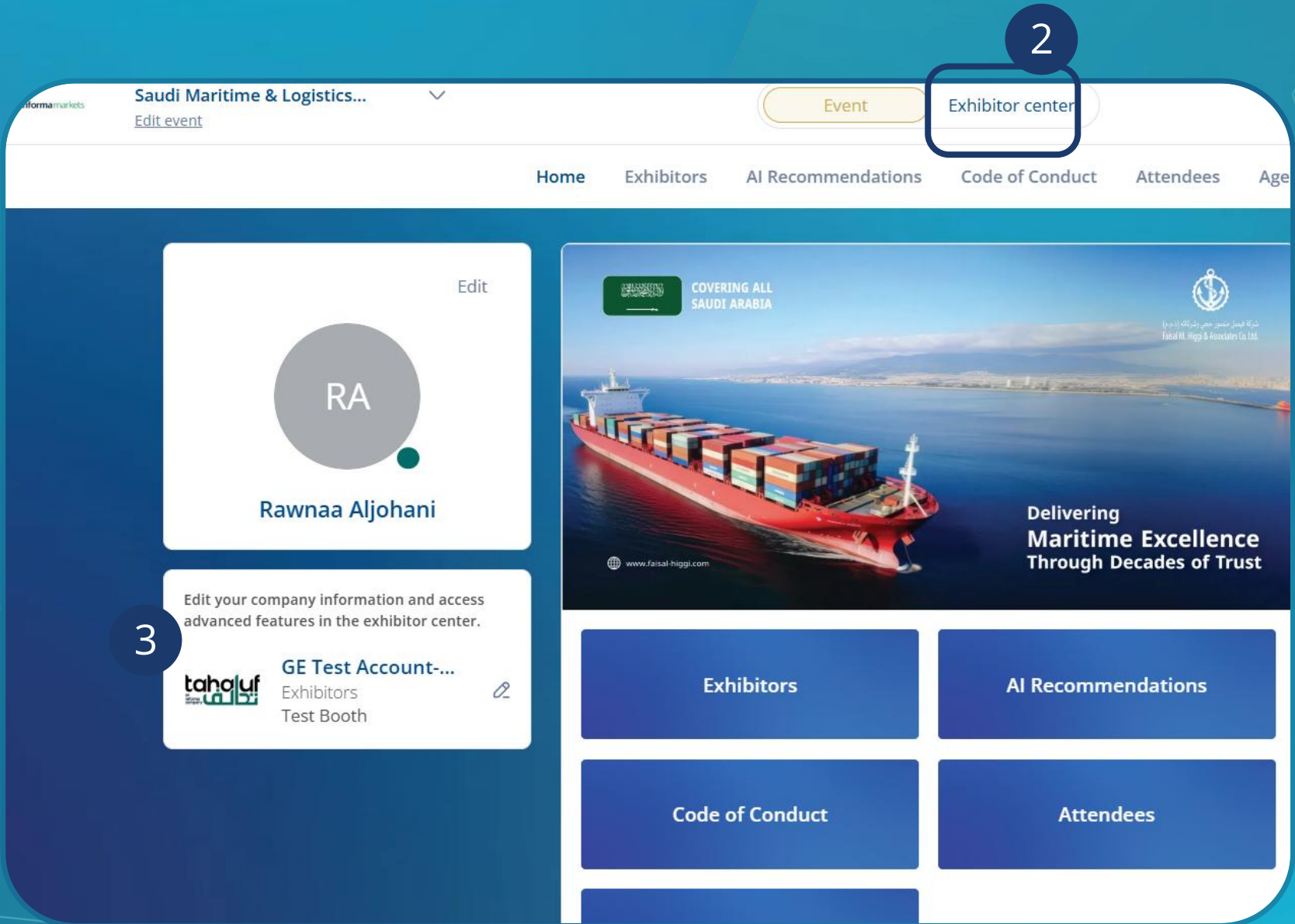
- 2 After entering your email, you will either be prompted to enter your password (if previously set) or notified that a one-time code has been sent to your email.



ACCESS TO EXHIBITOR CENTRE

There are 3 ways to access your Exhibitor Centre:

- 1 By clicking the button in your welcome email, which will redirect you directly to your Exhibitor Centre.
- 2 Click on “Exhibitor Center” tab using the toggle at the top of the page
- 3 Click on your Exhibitor booth from the home page.



UPDATE YOUR COMPANY PROFILE

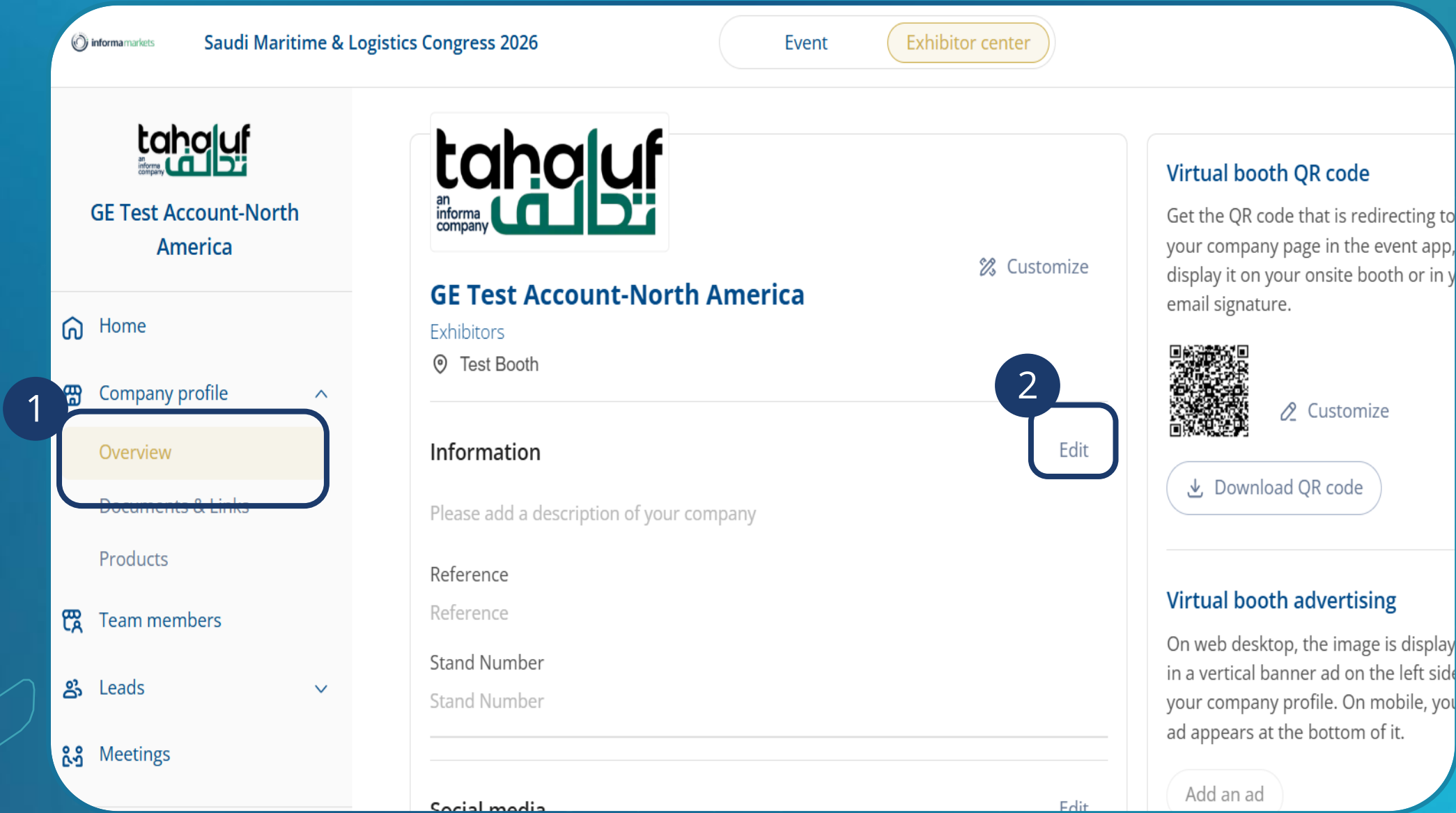
Think of your company profile as your online stand. It's an opportunity to increase your company's discoverability and give visitors a reason to reach out to you

1 The navigation bar on the left side will help you access different sections of the Exhibitor Centre.

Click “Company profile” in the navigational panel to set up each section individually. Then click on “Overview”.

2 Click the “Edit” buttons located on the right of each section to make relevant changes or updates.

The platform saves your changes automatically. Check you have updated all sections of your profile to give your company the representation it deserves.



COMPANY PROFILE - OVERVIEW

To be contacted by as many qualified participants as possible, we advise you to fill in all the editable information from your Exhibitor Centre. If a field cannot be edited, please contact us at SaudiMaritimeCS@Tahaluf.com



GE Test Account-North America

Home

Company profile

Overview

Documents & Links

Products

Team members

Leads

Meetings



GE Test Account-North America

Exhibitors

Test Booth

Information

Please add a description of your company

Reference

Reference

Stand Number

Stand Number

Social media

Customize

Edit

Virtual booth QR code

Get the QR code that is redirecting to your company page in the event app, display it on your onsite booth or in your email signature.



Customize

Download QR code

Virtual booth advertising

On web desktop, the image is displayed in a vertical banner ad on the left side of your company profile. On mobile, your ad appears at the bottom of it.

Add an ad

Main information

Header image



This information cannot be edited because the organizer has marked it as non-editable. Please contact the organizer if you need to request any changes.

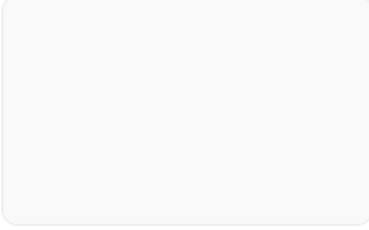
Video platform

Youtube

Video ID

<https://www.youtube.com/watch?v=>

Background image



This information cannot be edited because the organizer has marked it as non-editable. Please contact the organizer if you need to request any changes.

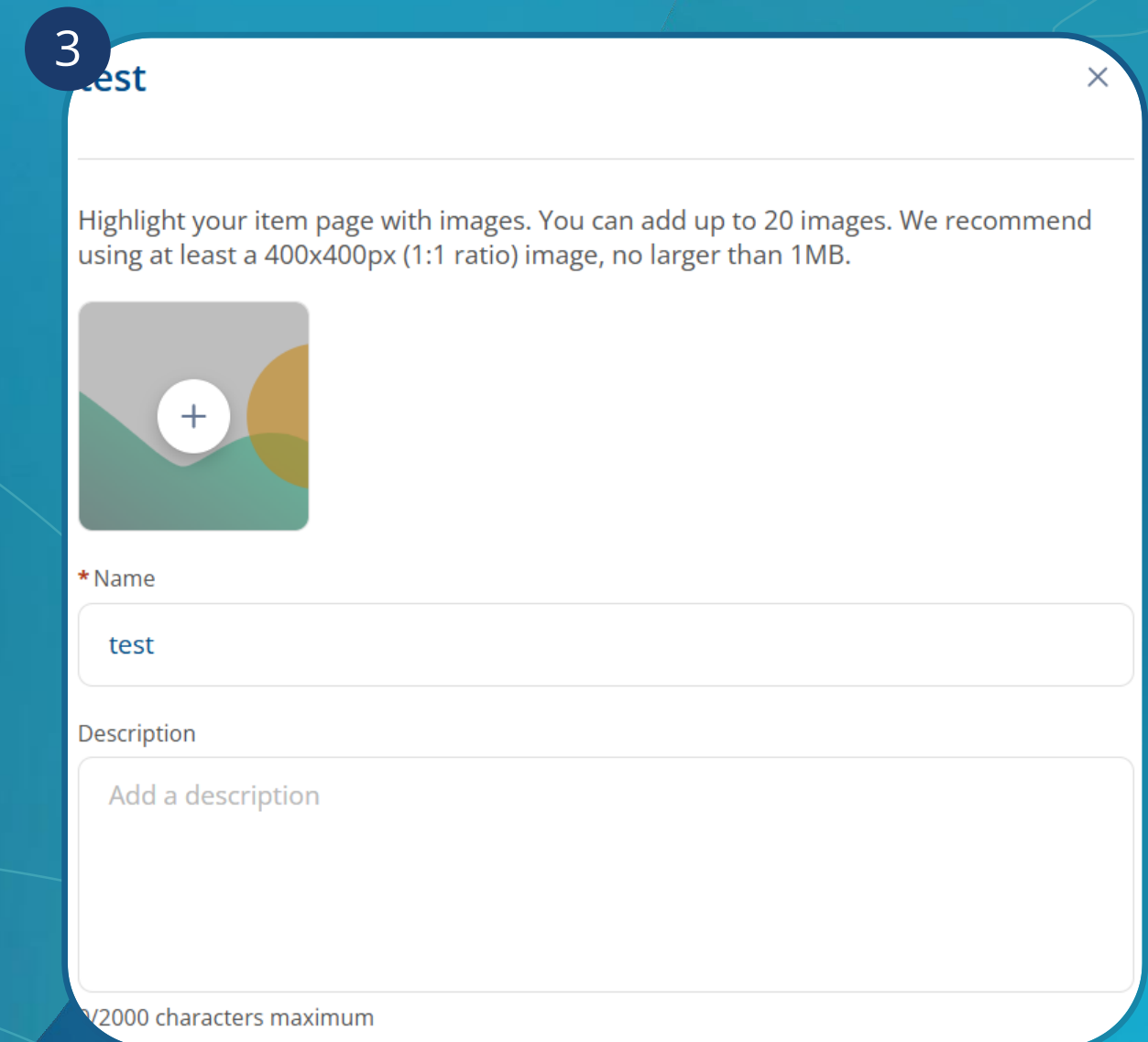
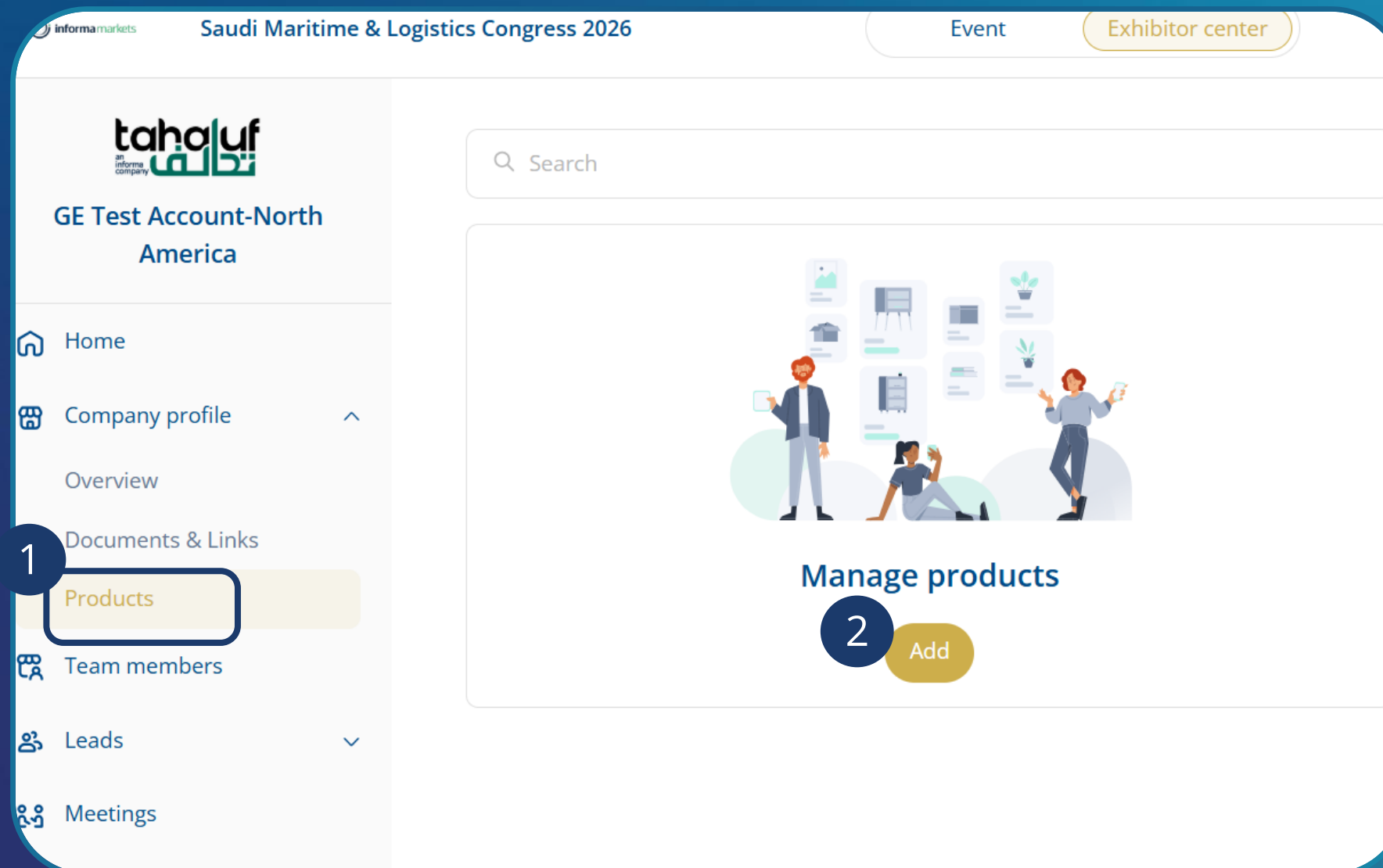
ADD YOUR COMPANY PRODUCTS

Promote your offerings & solutions to the entire show universe by adding products to your company profile. Give your product or service a name, unique description and image to help them reach your target audience.

Step 1 : Select “Products” from the navigation panel

Step 2 : To add a project, click on “Add”.

Step 3: To edit a project, hover over it in the list and select the pen icon to make changes



Company Profile – Documents & Links

Attach documents to your company profile (product catalogues, press, releases, etc.).
 Paste a link (with http://) or import a file (pdf, doc, docx, ppt, pptx, png or jpg), then add a name and a short description.

informamarkets

Saudi Maritime & Logistics Congress 2026

Event

Exhibitor center

tahawuf

an informacompany

GE Test Account-North America

Home

Company profile

Overview

Documents & Links

Products

Team members

Leads

Meetings

Network



No content available

Documents & Links

Attach documents to your company profile (product catalogues, press releases, etc.)

Add documents

Add a document

Paste a link (with http://) or import a file (pdf, doc, docx, ppt, pptx, png or jpg), then add a name and a short description.

* Document

Upload your document or insert the URL

* Title

Title of the document (max. 80 characters)

0/80 characters maximum

Overview

Describe in a few words the document (max. 160 characters)

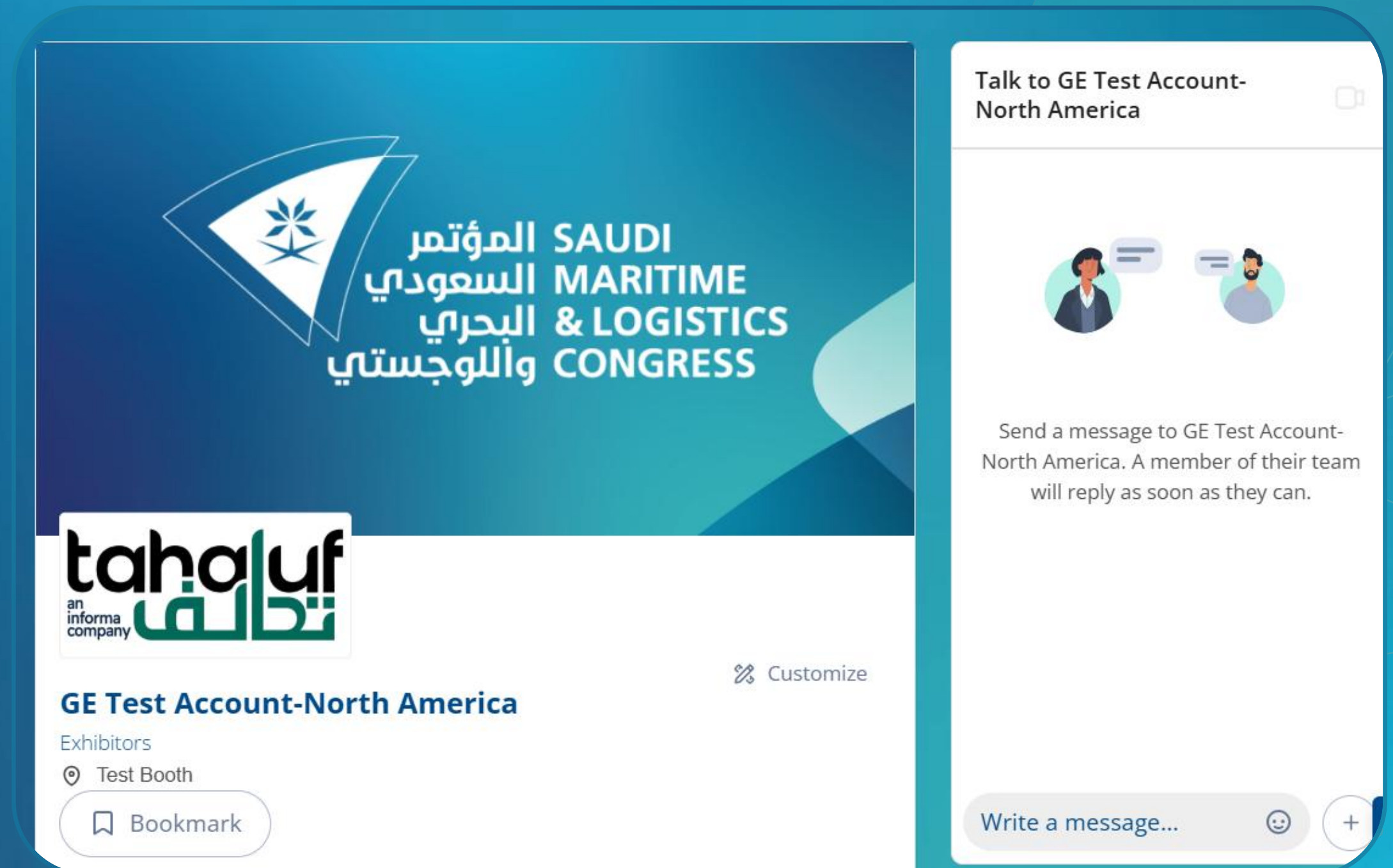
0/160 characters maximum

Create document

NETWORKING FEATURES

Once you are added to an **Exhibitor booth** as a team member, you have access to a shared inbox with all your organisation's team members.

For the attendee, the message appears within the booth as a **1:1 chat**. For the exhibitor team, the message generates a notification in the platform and appears as a message in the exhibitor inbox.

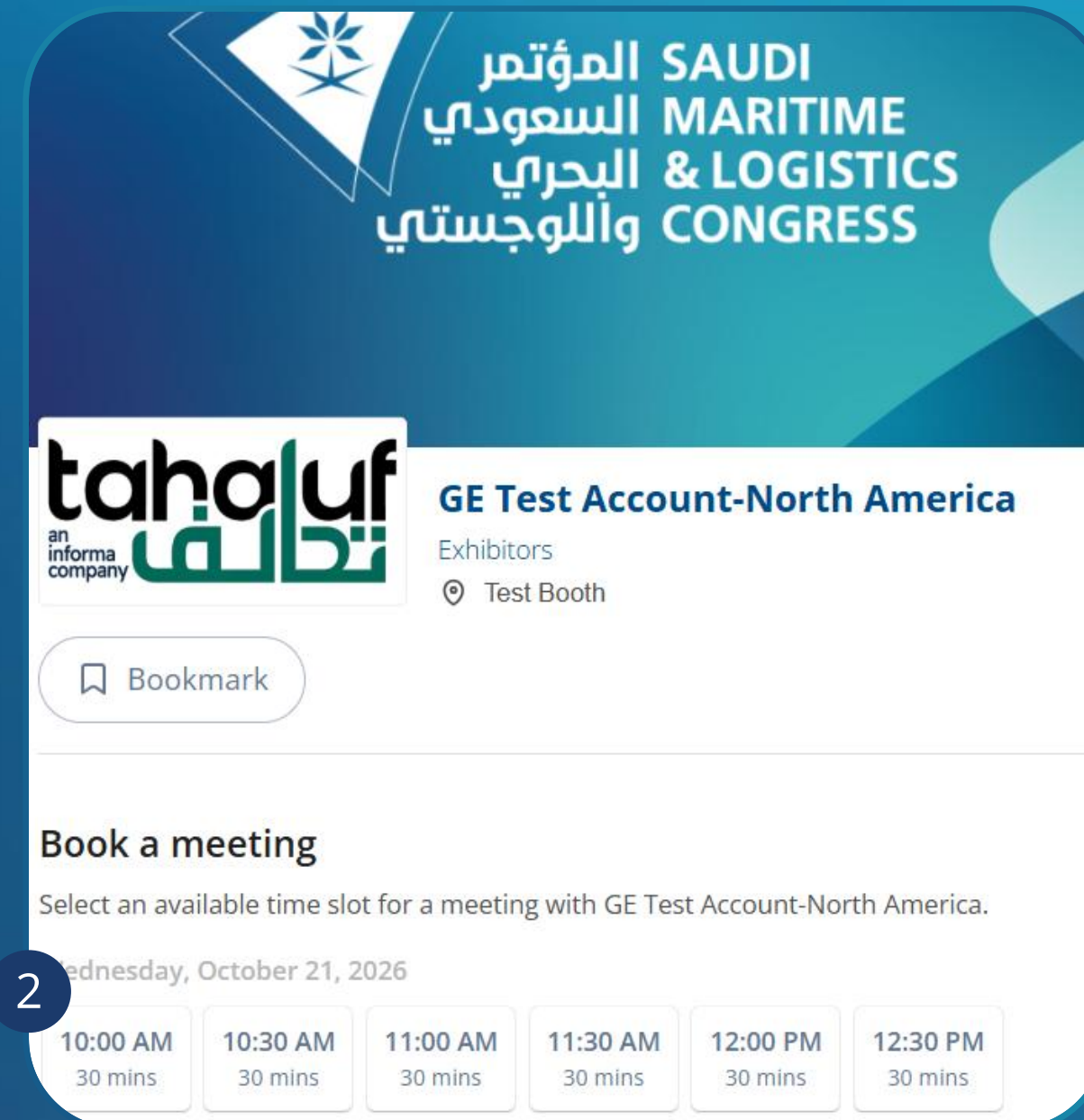


BOOK A MEETING

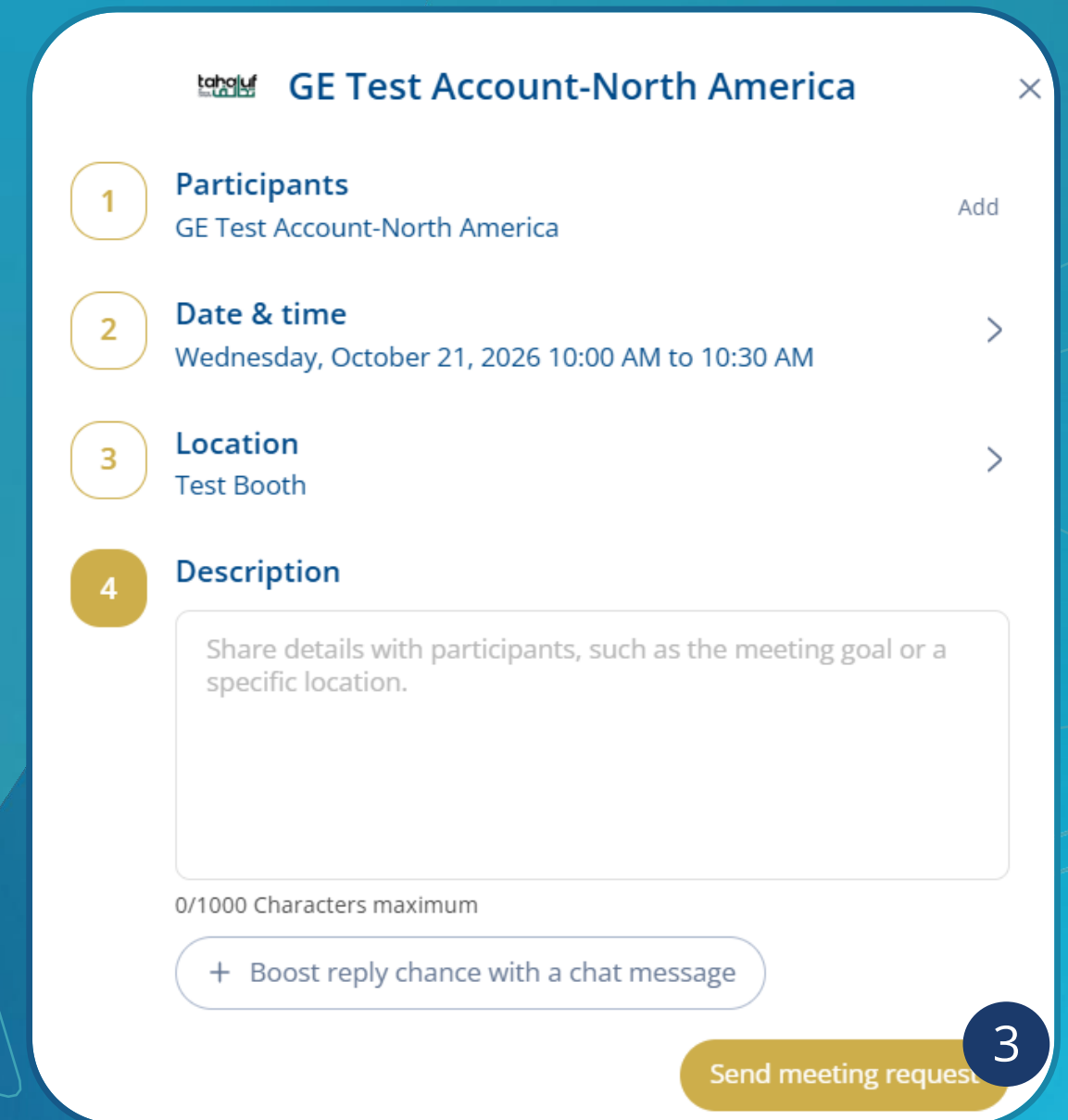
- 1 Go to the **Exhibitors page** and select the exhibiting company you want to meet.



- 2 Click on one of the proposed meeting slots.



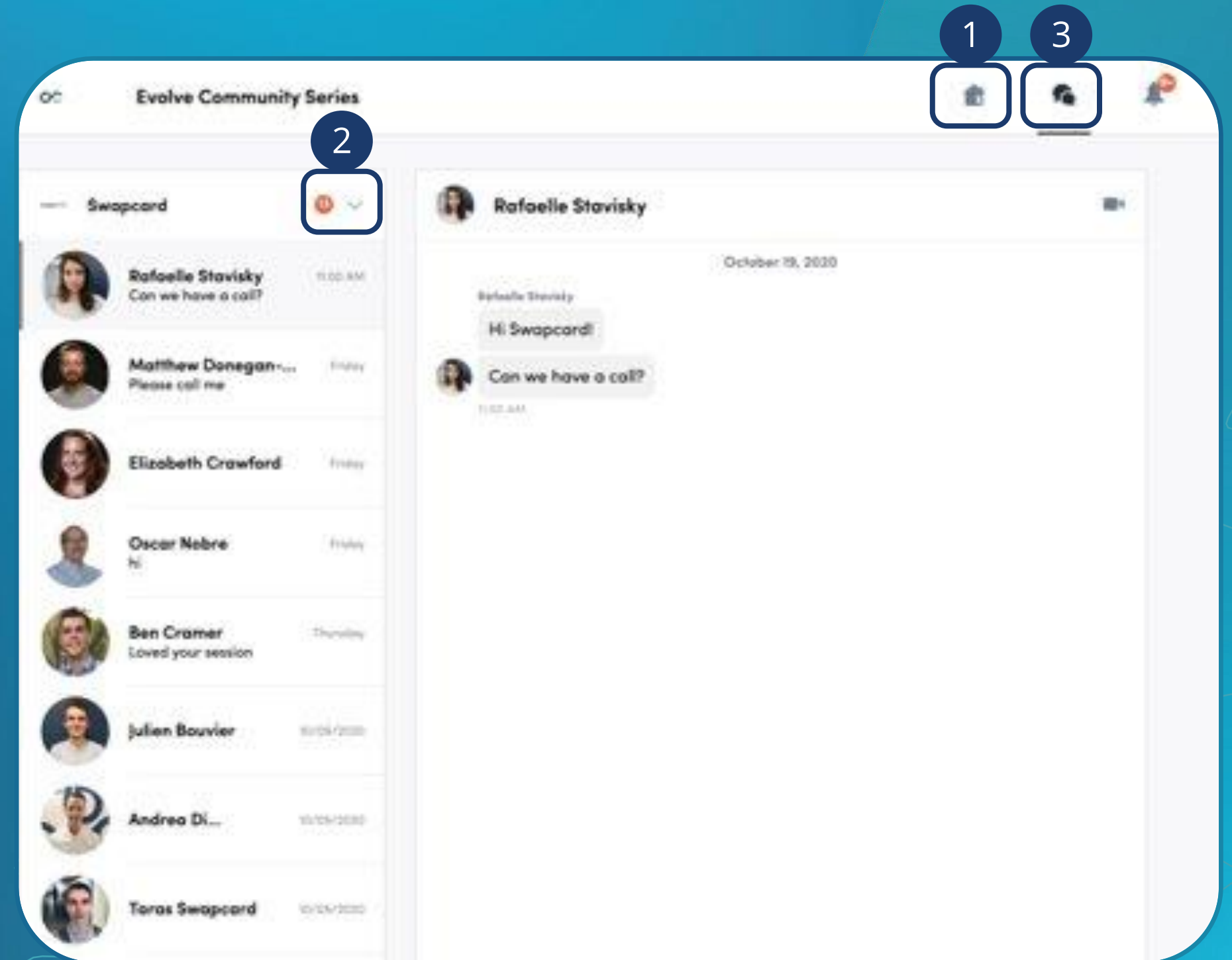
- 3 After selecting a meeting slot, choose a meeting place and write a message. Once done, click on "send meeting request."



MANAGE INCOMING MESSAGES

- 1 To view your **exhibitor inbox**, click the **chat bubble** icon along the top menu.
- 2 Switch between your personal inbox and the **exhibitor inbox** by clicking on the dropdown box.
- 3 All exhibitors will see a red notification circle over the **chat bubble icon** after each new message.

Note: Once any exhibitor team member reads the message, the red notification circle disappears for all team members.



THANK YOU

Need help? Thank you for reading the Exhibitor Setup Guide. If you have any further questions, please contact our team at SaudiMaritimeCS@Tahaluf.com