

LEAP RETRIEVAL GUIDE

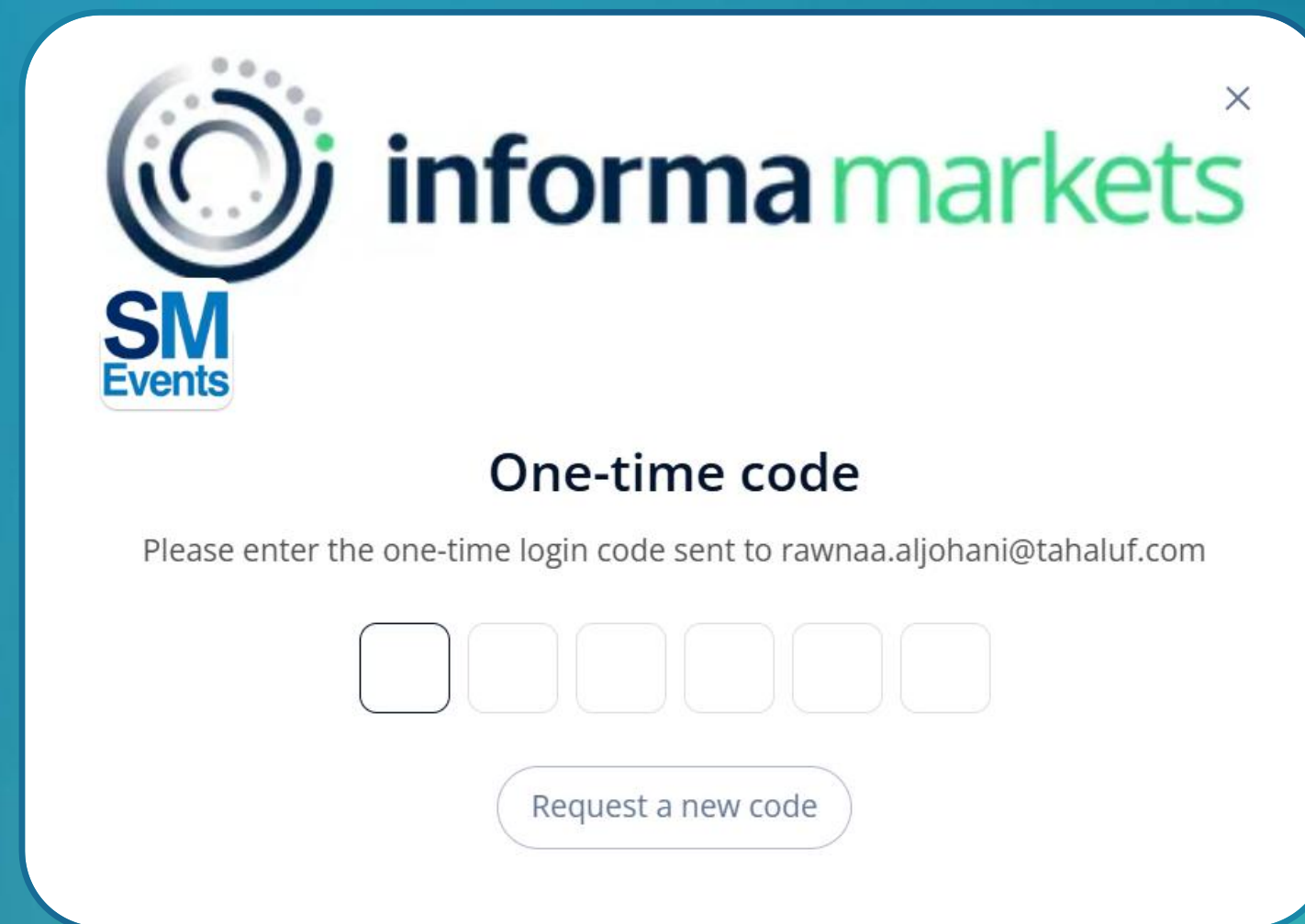


HOW TO ACCESS THE PLATFORM?

- 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.

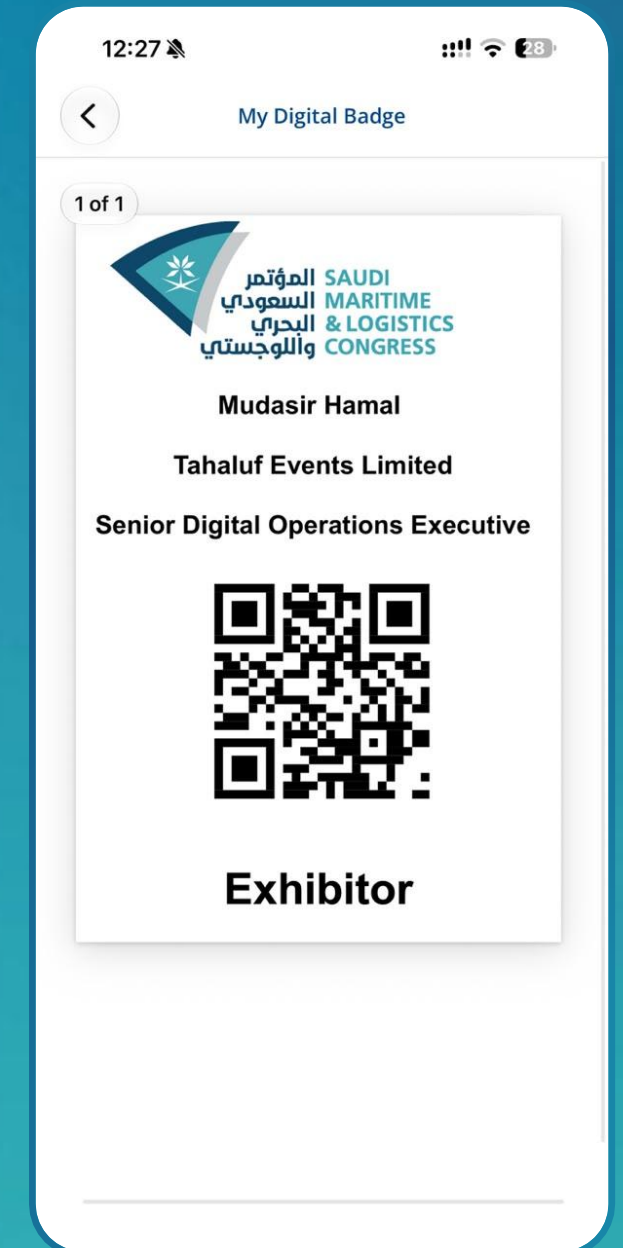
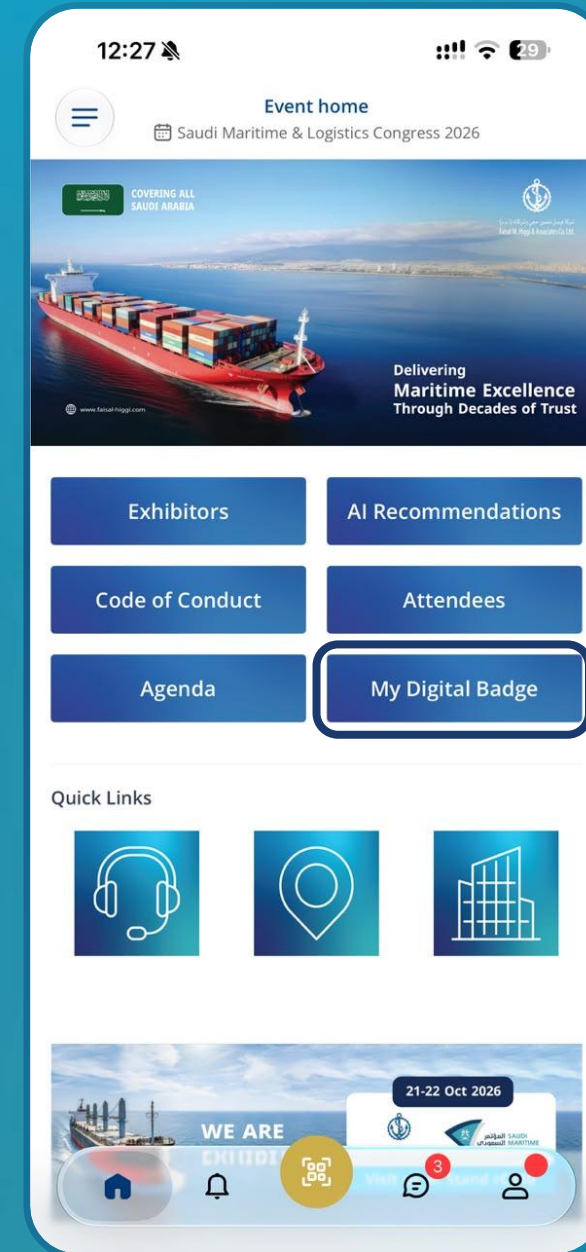


ACCESSING YOUR DIGITAL BADGE

You can access your digital badge directly through the **SMLC APP**

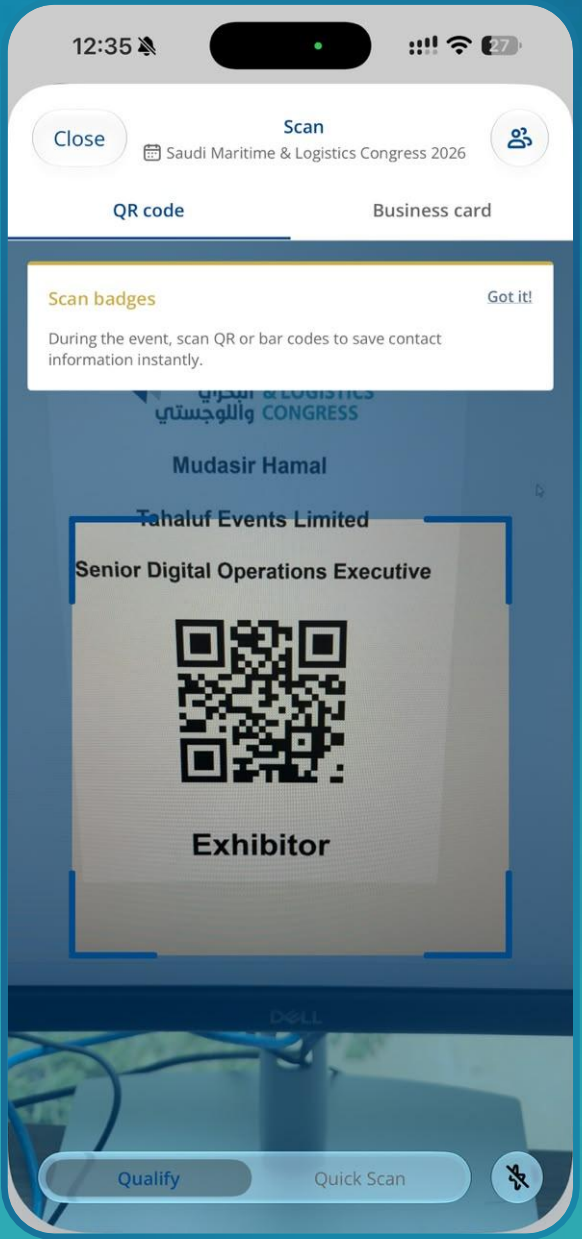
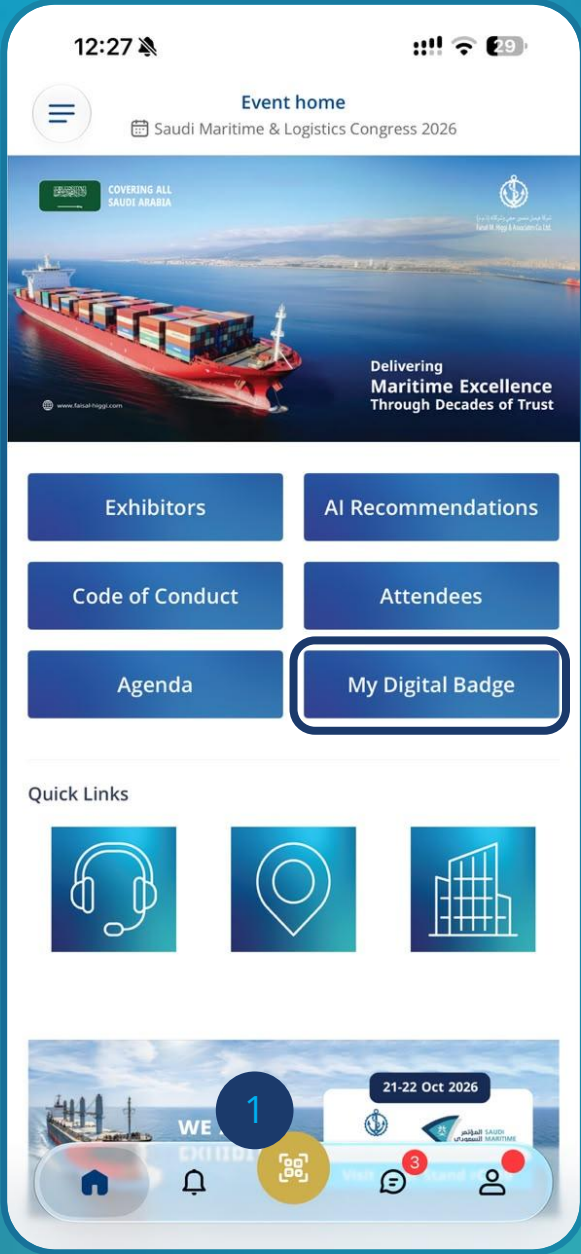
Use your **badge to gain access** to the exhibition halls and to share your details with other exhibitors.

Please note, your main stand holder **MUST** have registered you for an exhibitor badge using your unique work email via the Customer Centre in order for you to login to the app as an Exhibitor.



ACCESSING THE LEAD RETRIEVAL TOOL AND COLLECTING LEADS

- 1 Click on the **scan button** at the **middle** of the navigation bar to activate the lead retrieval tool
- 2 Scan the **QR code** from a **printed badge** or the Event app



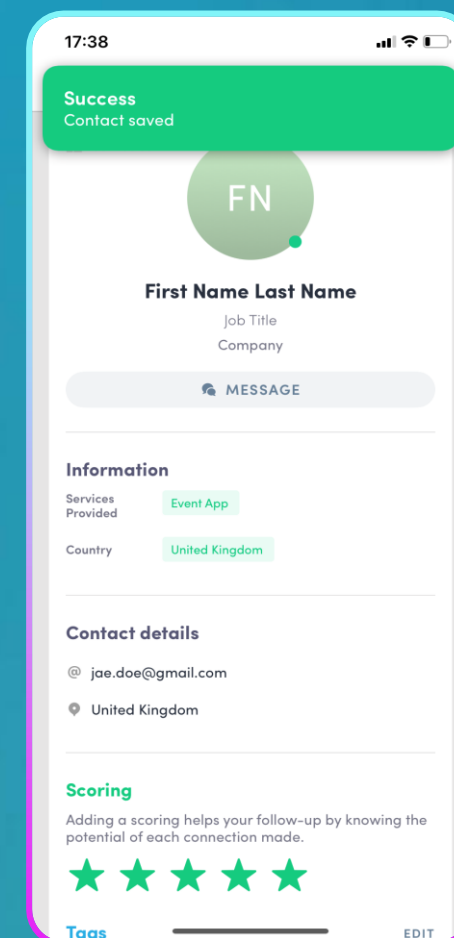
LEAD QUALIFICATION

Scanning will automatically **create a connection** between you and the person you scan. They will then land in your own contact list as well as the team's contact list.

After scanning you have the option to:

4

- Score the Lead from 1 to 5
- Qualify the lead with your own custom questions
- Add a tag
- Add a note
- Print/Export a pdf with all information
- Export the contact details directly into your mobile phone contacts



17:38

Success
Contact saved

FN

First Name Last Name
Job Title
Company

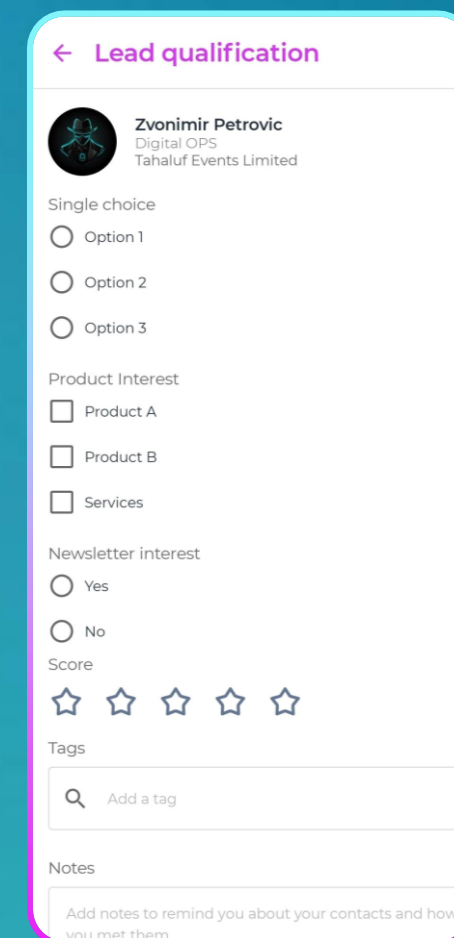
MESSAGE

Information
Services Provided: Event App
Country: United Kingdom

Contact details
@ jae.doe@gmail.com
United Kingdom

Scoring
Adding a scoring helps your follow-up by knowing the potential of each connection made.
★★★★★

Tags EDIT



← **Lead qualification**

Zvonimir Petrovic
Digital OPS
Tahaluf Events Limited

Single choice
☐ Option 1
☐ Option 2
☐ Option 3

Product Interest
☐ Product A
☐ Product B
☐ Services

Newsletter interest
☐ Yes
☐ No

Score
☆☆☆☆☆

Tags
Add a tag

Notes
Add notes to remind you about your contacts and how you met them

UPDATE YOUR COMPANY PROFILE

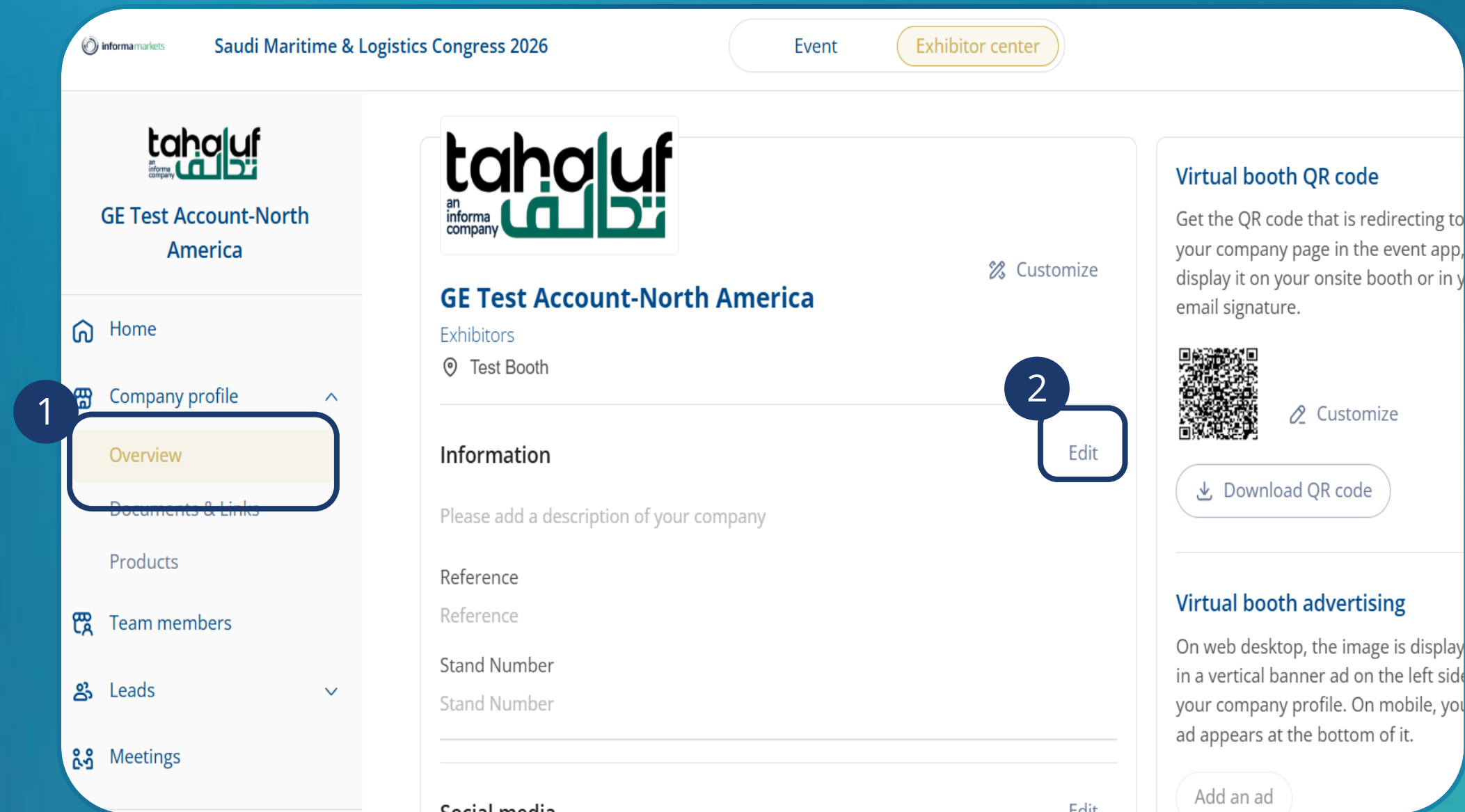
Think of your company profile as your online stand. It's an opportunity to increase your company's discoverability and give visitors a reason to reach out to you

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

The image displays the Exhibitor Center interface for the Saudi Maritime & Logistics Congress 2026. The main navigation menu on the left includes: Home, Company profile, Overview (highlighted), Documents & Links, Products, Team members, Leads, and Meetings. The main content area shows the company profile for "GE Test Account-North America" with a "Customize" button. Below this, there are sections for "Information" (with an "Edit" button), "Reference", "Stand Number", and "Social media". A "Virtual booth QR code" section is also visible, with a "Download QR code" button. A "Main information" modal is open on the right, showing fields for "Header image", "Video platform" (set to Youtube), "Video ID" (https://www.youtube.com/watch?v=), and "Background image". A note indicates that the header image and background image cannot be edited because the organizer has marked them as non-editable. An arrow points from the "Customize" button in the main interface to the "Main information" modal.

Exhibitor Center Overview

Company Profile: GE Test Account-North America

Information

Please add a description of your company

Reference

Reference

Stand Number

Stand Number

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.

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.

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.

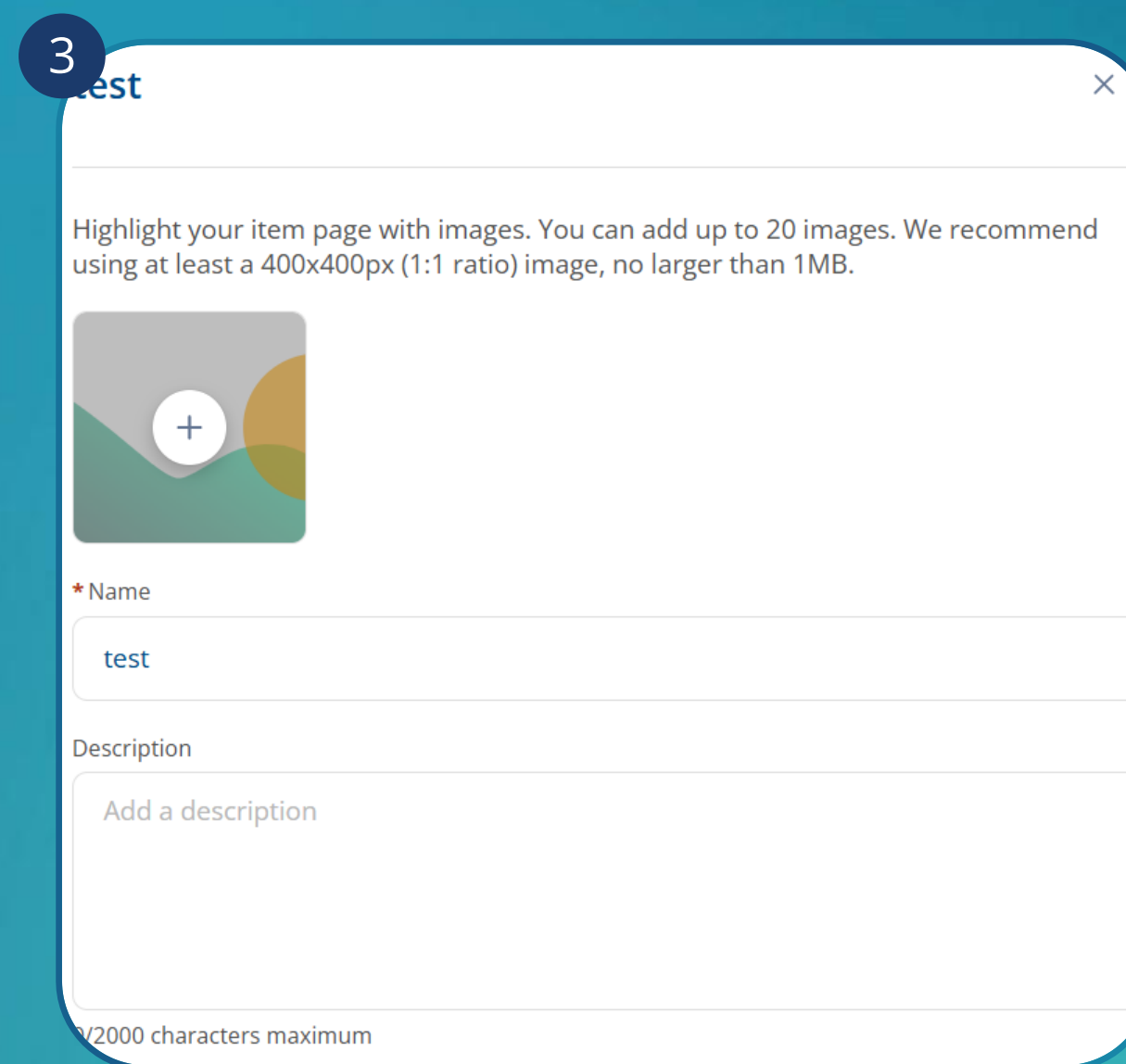
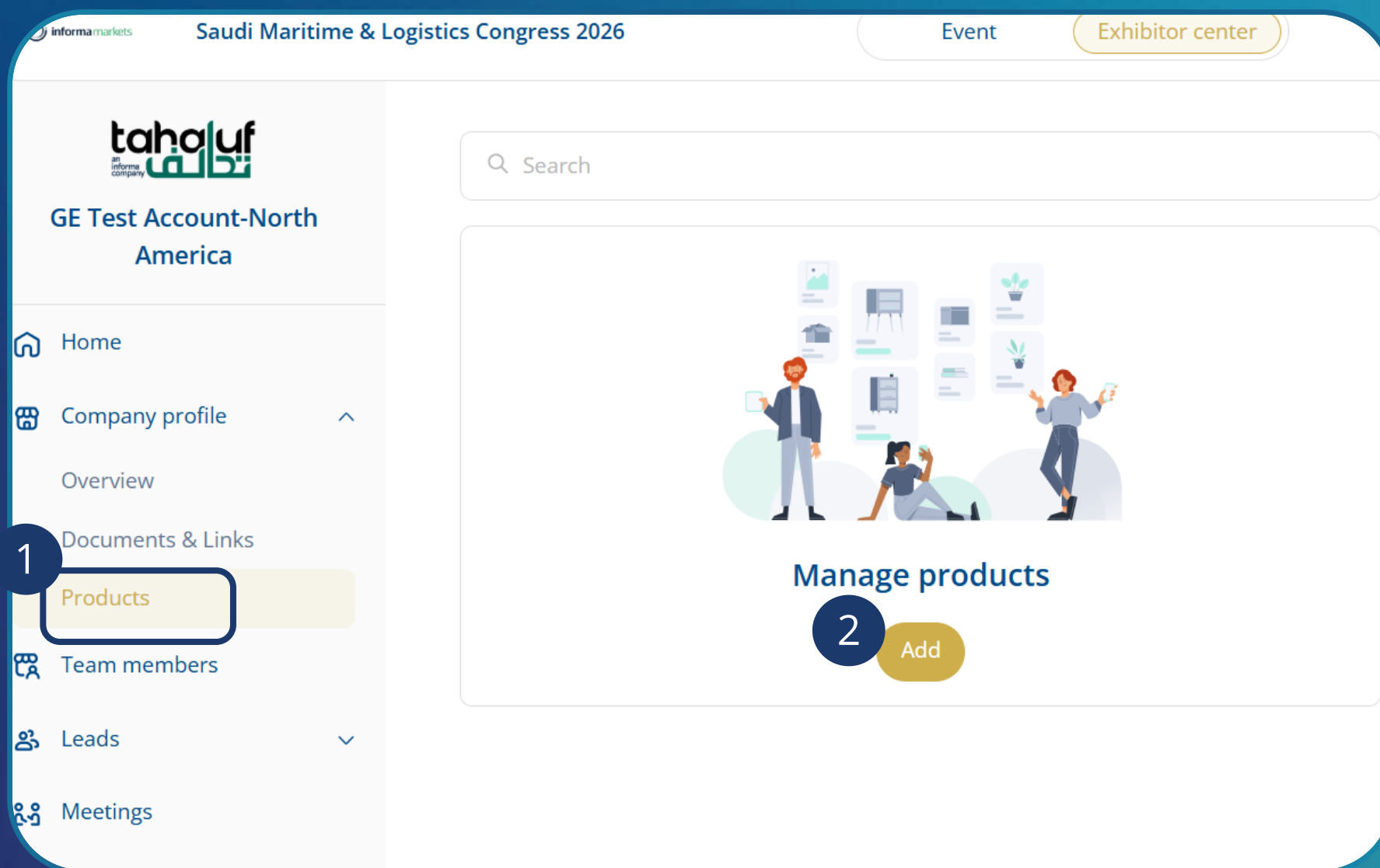
ADD YOUR COMPANY PRODUCTS

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”.

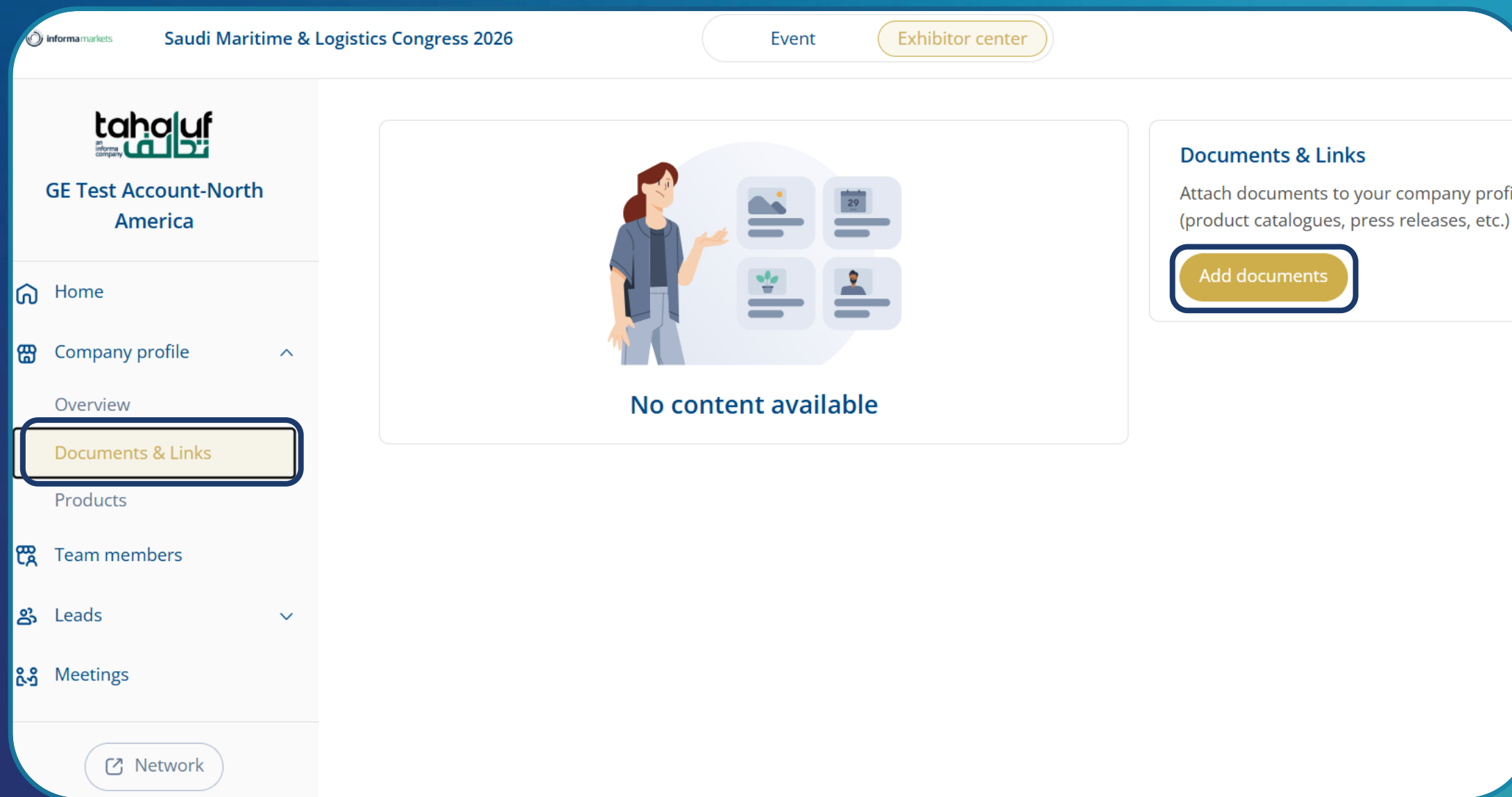
Step 3: To edit a project, hover over it in the list and select the pen icon to make changes



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.



The screenshot shows the 'Saudi Maritime & Logistics Congress 2026' Exhibitor center interface. The left sidebar contains the 'tahauf' logo and navigation links: Home, Company profile, Overview, Documents & Links (highlighted), Products, Team members, Leads, and Meetings. The main content area displays a 'No content available' message. The right sidebar shows the 'Documents & Links' section with the instruction 'Attach documents to your company profile (product catalogues, press releases, etc.)' and an 'Add documents' button.

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)

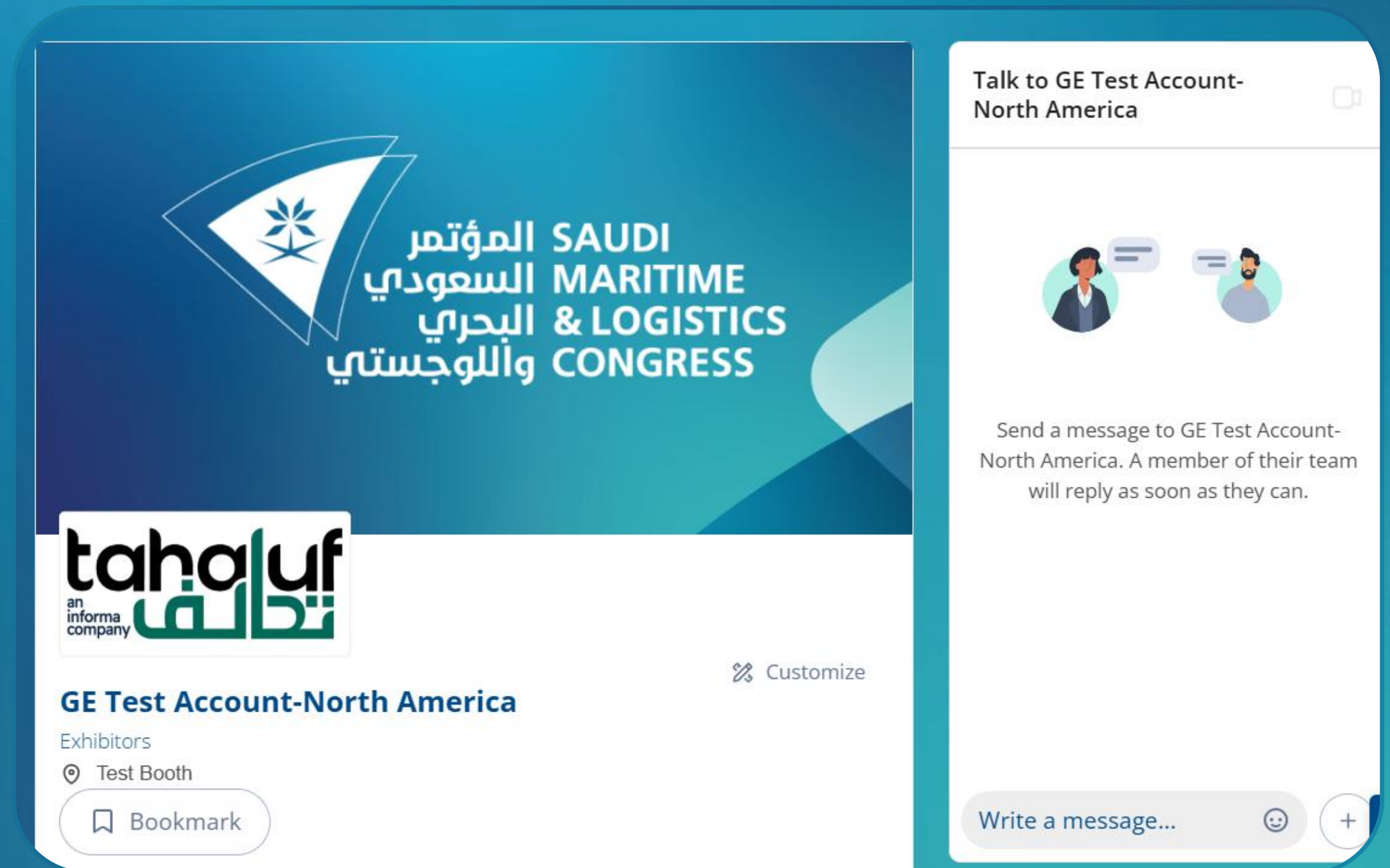
0/160 characters maximum

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.

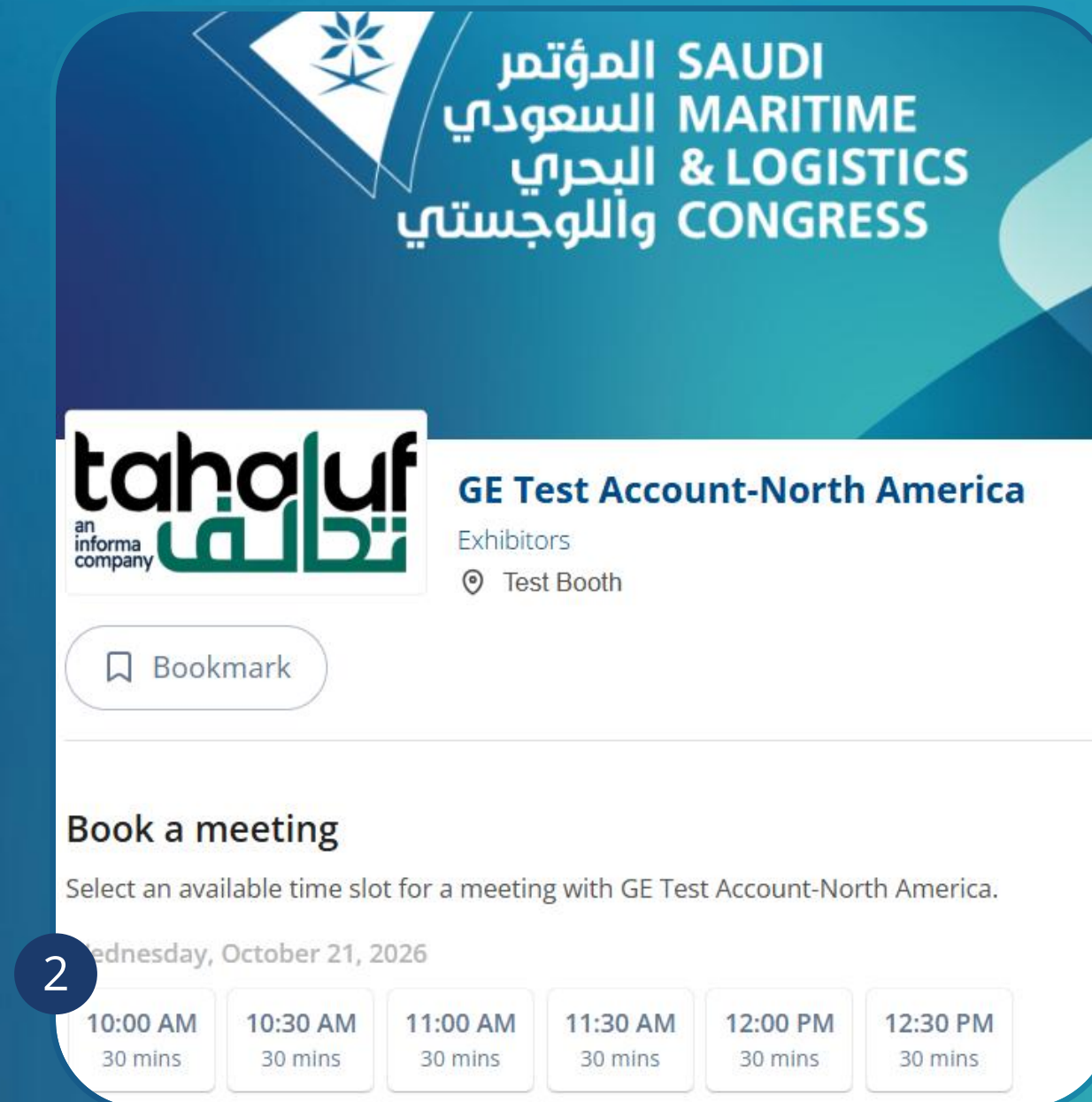


BOOK A MEETING

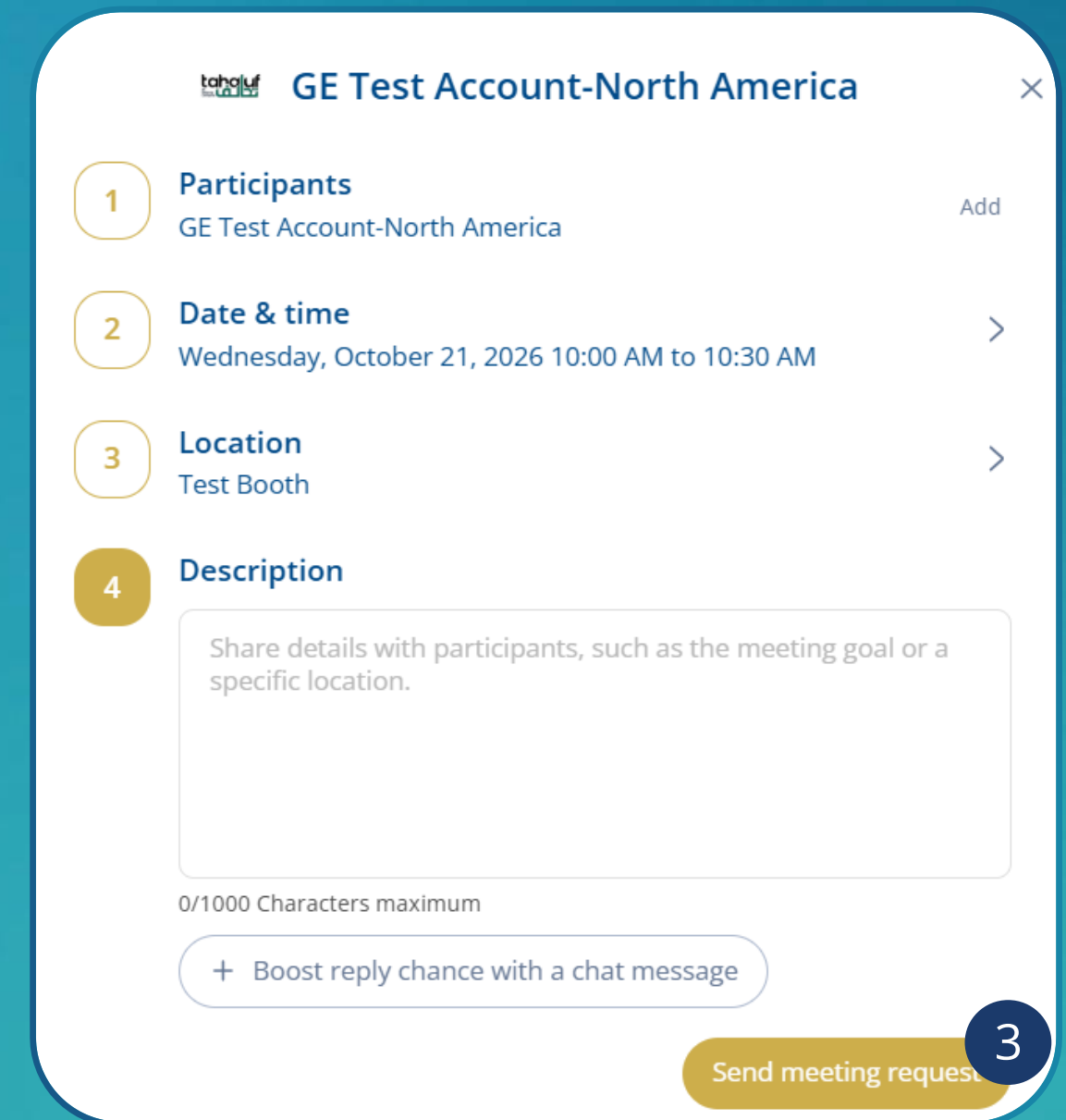
- 1 Go to the Exhibitors page and select the exhibiting company you want to meet.



- 2 Click on one of the proposed meeting slots.



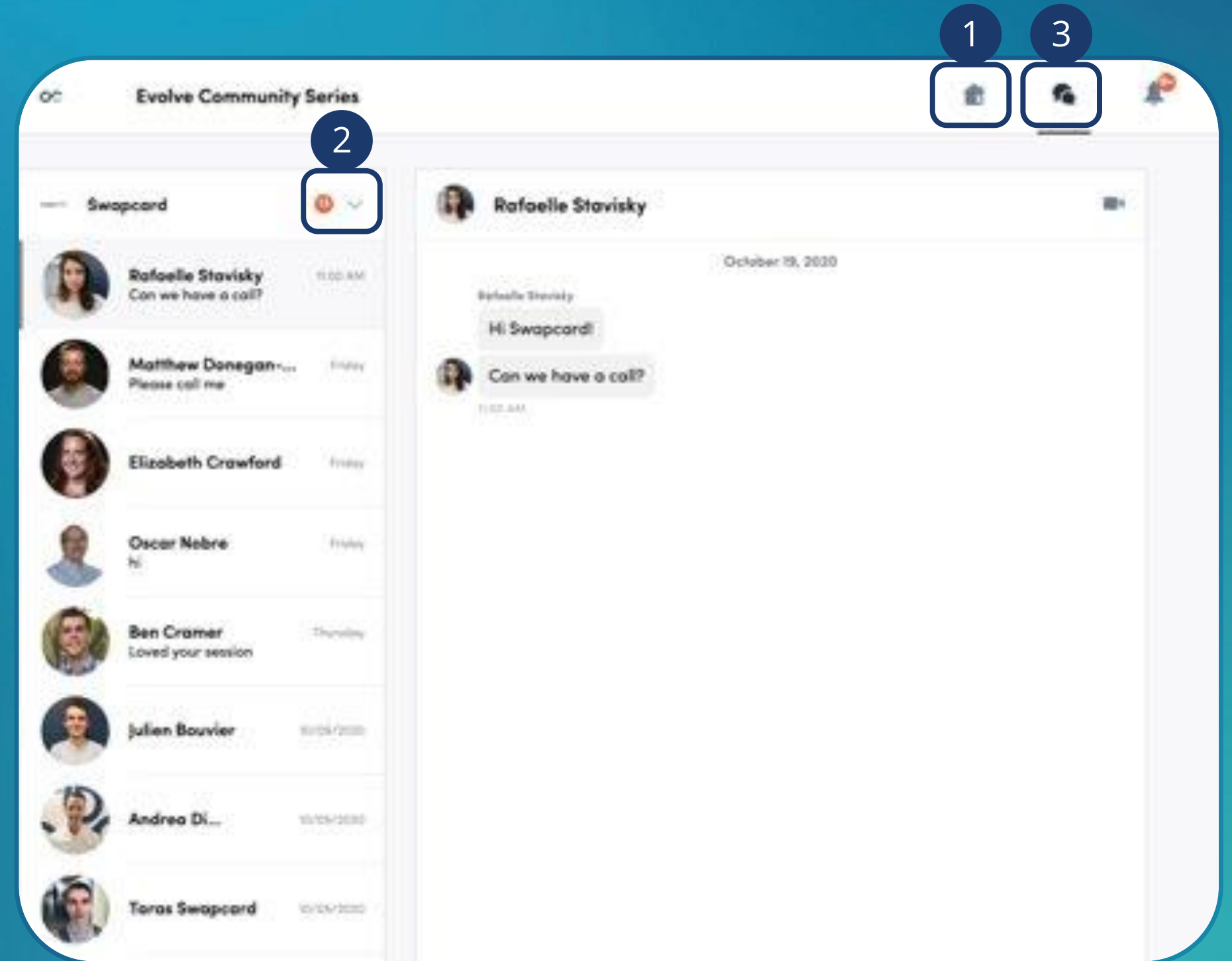
- 3 After selecting a meeting slot, choose a meeting place and write a message. Once done, click on "send meeting request."



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**](mailto:SaudiMaritimeCS@Tahaluf.com)