

# How to set up your sponsor/ exhibitor zone?

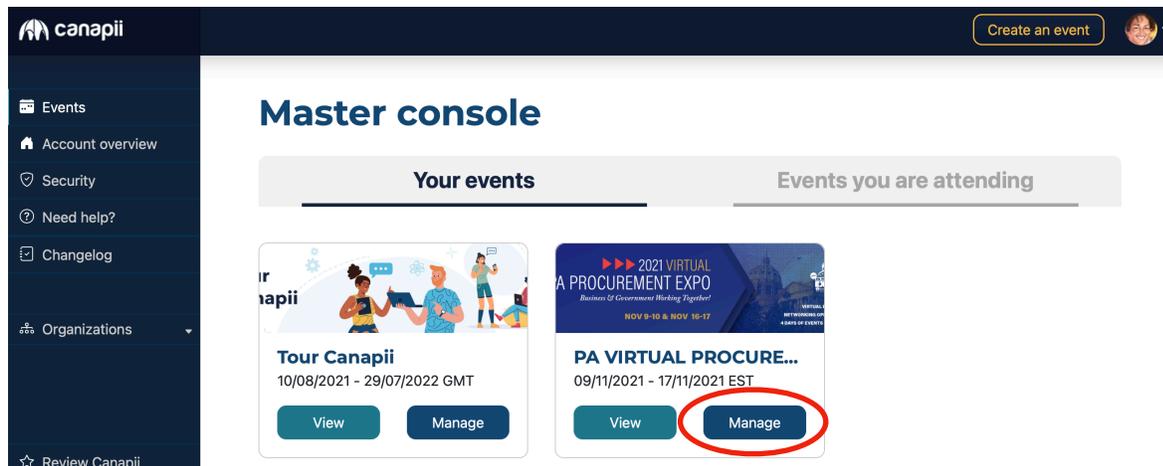
## How to access your work area?

- Type <https://canapii.com> into your browser
- Login using the email and password you registered with. All logins have a second authentication steps where a code will be sent via text and is needed to complete the login process. Once you are logged in, you will be at the Master Console.
- The PA Procurement Expo will be a block under 'Your events', click on 'Manage'

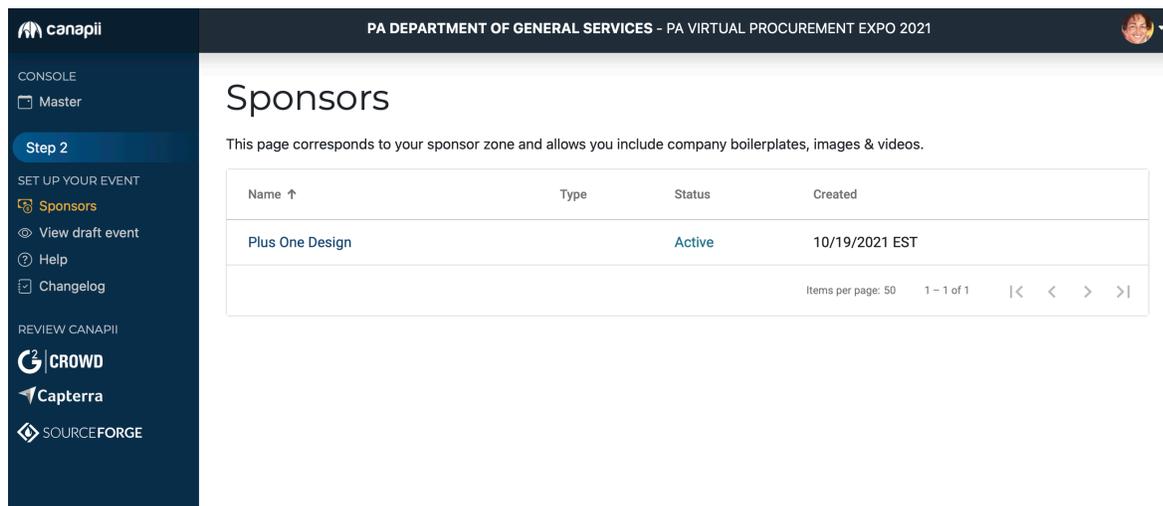
(See image below)

If you are not registered as an exhibitor you will not be able to access the event. Contact Donna at [info@paprocurementexpo.com](mailto:info@paprocurementexpo.com) if you are not registered but feel you should be.

If you have lost your password you will be able to reset it.

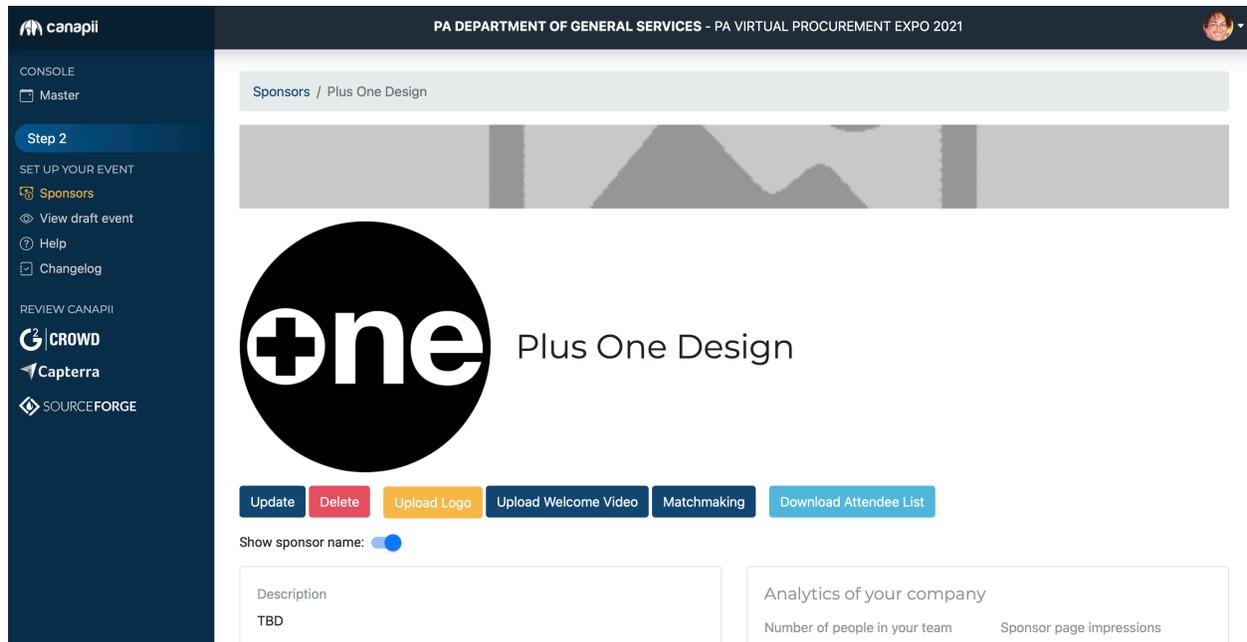


- You should now be in the 'Sponsor' zone (even if you are an exhibitor). If not, select 'Sponsor' from the menu tabs on the left in the blue panel. Click on your company name.



## How to upload logo?

- You will be in your company's exhibit booth setup area in one of two ways. 1) Click on the yellow 'Upload Logo' tab at the top of the work area or 2) Click on the update tab and select 'Choose file'
- Select the logo files you would like to use from your hard drive and hit upload. Canapii will automatically resize (proportionally) to fit in the space allocated for the logo.



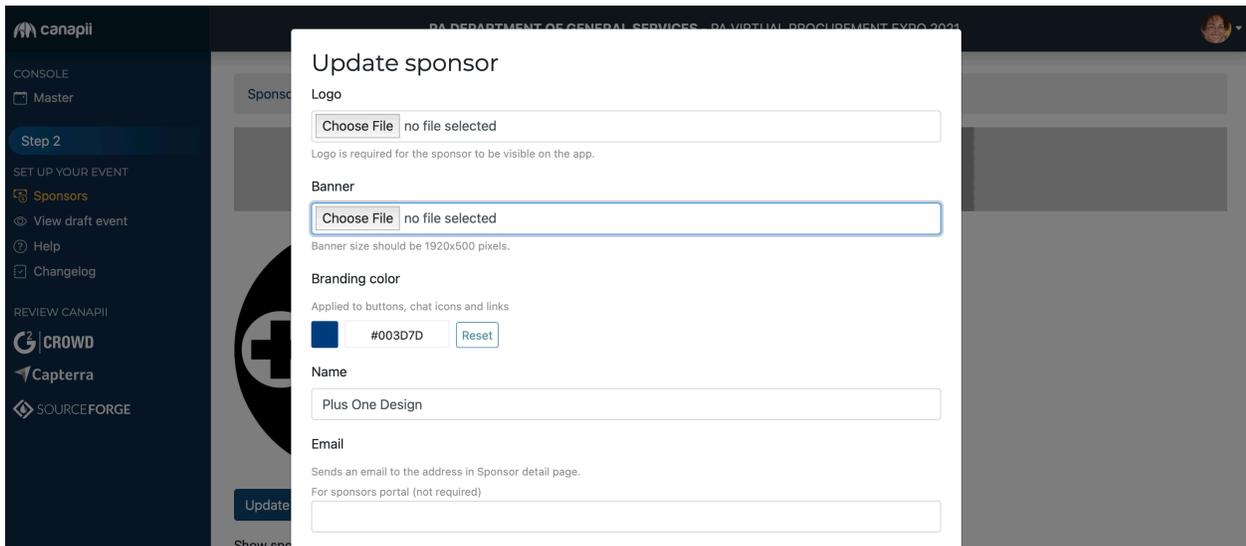
File types that can be used for the logo are jpg, png and svg file extensions. We also recommend you 'Show sponsor name' by sliding the option to the right, located just under the tabs.

## How to upload a banner?

Above the logo is a banner that will show up on your booth page. If you have custom artwork that promotes your brand you would like to use, you can upload it from the same sponsor work area. If you do not have artwork that can be used here, you can select from available stock images.

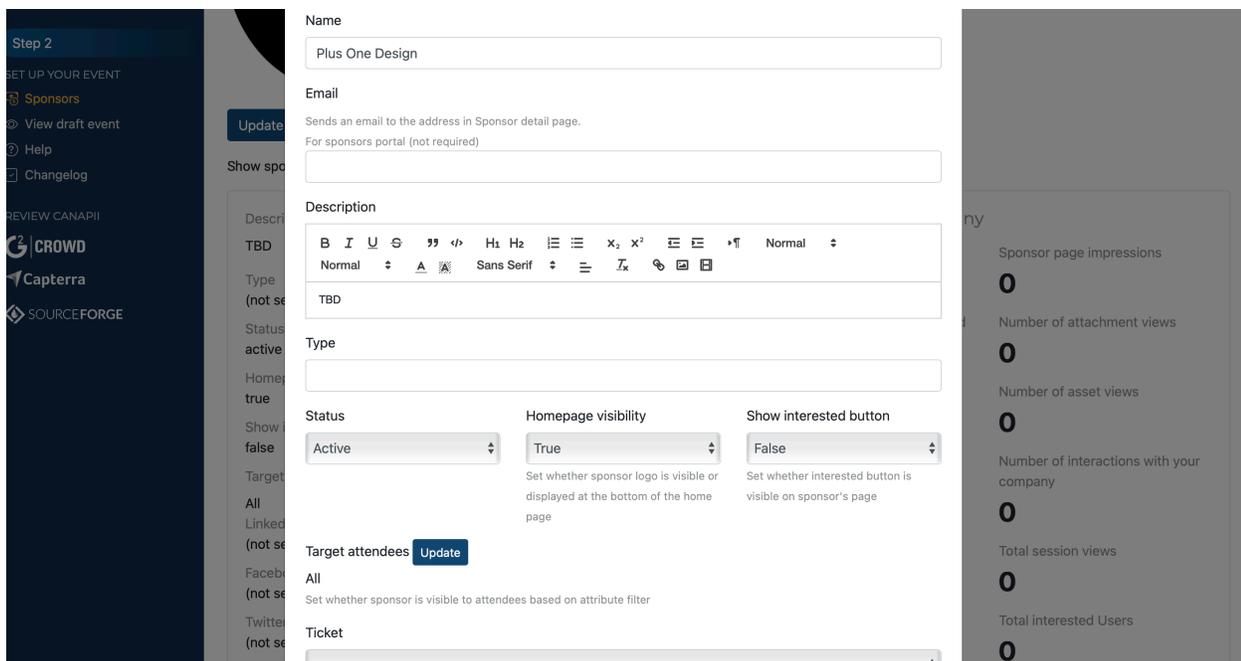
- Click on the blue 'Update' tab and select the jpg or png file from your hard drive and click upload.

The dimensions should be 1920x1080



## Where to add a description of the company?

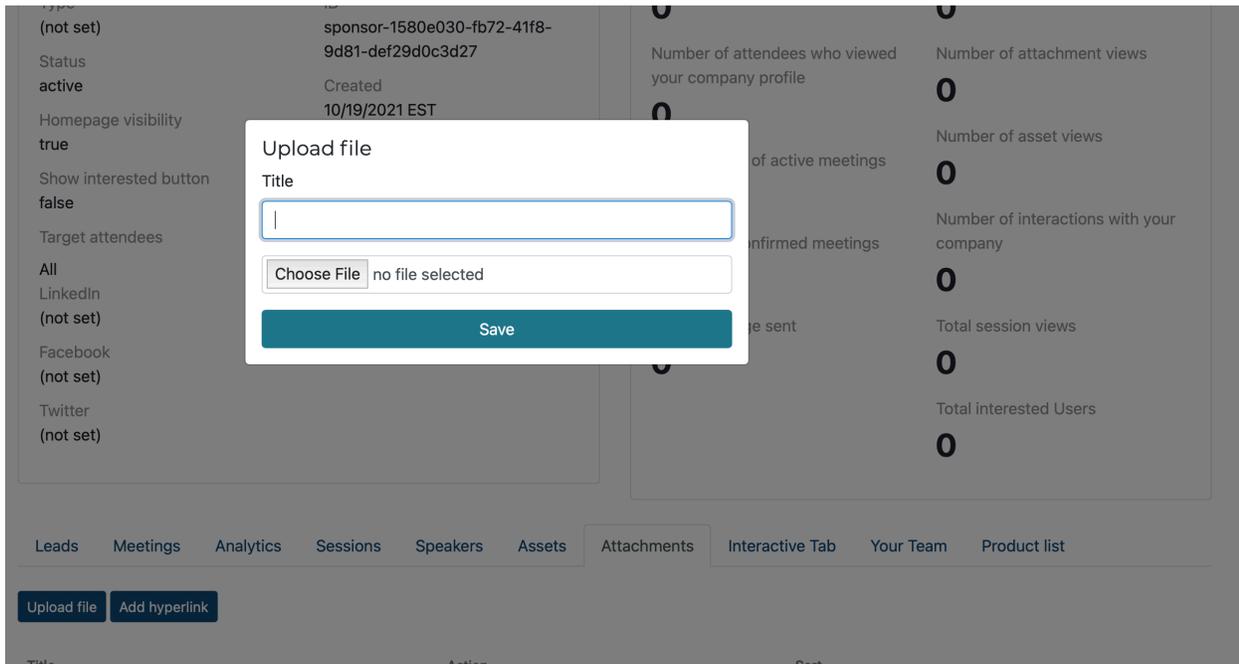
- In your sponsor/exhibitor area click the update tab and add the description/bio/info about your organization in the 'Description' area. You will be able to cut and paste it in if it exists already.
- In this window (Update sponsor) you can also select a color that matches your brand, add your website url, add your social media links.
- In the middle of the screen there is the option to 'Show interested button' which by default is set to 'false'. If you would like attendees to indicated if they are interested in your products/services change that setting to 'true'.



## How to add welcome video?

- Click the 'Upload welcome video' at the top of your sponsor/exhibitor work area.
- In the next window, give the video a name and click 'upload' to add your video from your hard drive. You will not be able to add links to online videos and the MP4/mov file should not be more than 3 Gigabytes.
- Click 'save' and wait for the video to upload. The speed will be dependent on your internet upload speed and the size of the file. During the expo, this video will play automatically when someone enters your exhibit area.

If you only have a link for a video you would like visitors in your booth to see, you can add it to your attachments. See 'How to add documents for attendees to download?' below.



## How to add documents for attendees to download?

- From the work area, scroll down to the last menu and click 'Attachments'.
- Click the blue tab 'Upload file' or 'Add hyperlink'
- Give your file a title and Click 'Choose File'
- Select the file you intend to upload and click 'Upload'. Repeat if you have more than one.

You will be able to add PDF documents and URL links by clicking on the blue tabs below. These items will be visible in your booth during the expo for attendees to download or view.

Leads Meetings Analytics Sessions Speakers Assets Attachments Interactive Tab Your Team Product list

Upload file Add hyperlink

Title Action Sort

## How to add representatives to your booth?

- Scroll down to the last menu bar in your work area. Click on the tab 'Your Team'. An attendee window will open.
- Select 'Add Attendee' and check the box to the right of all the names you would like to be visible in your booth and hit 'Submit'. Their picture, name and title will appear as representatives on the days you are exhibiting.

Please double check the names you have selected. You do not want an attendee or a representative from another company showing up in your booth as a representative.

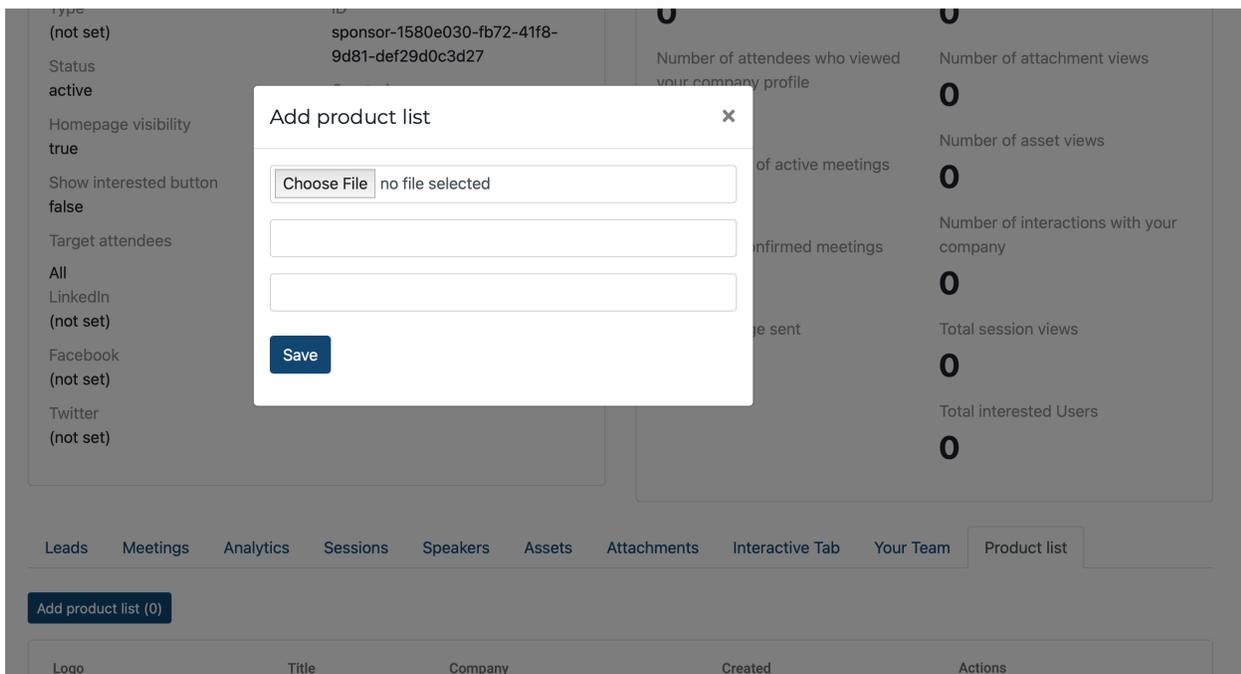
The screenshot displays a 'Select attendee(s)' modal window. At the top of the modal, there is a search bar labeled 'Search...', a dropdown menu for 'Type', and another dropdown for 'Select countries'. A 'Select all' button is located to the right of these filters. Below the filters is a scrollable list of names and titles, each with a checkbox to its right. The names listed are: Abbie Baylor, Pennsylvania Department of Health; Aimee McKain, Pennsylvania Department of Human Services; Ally Wullbrandt, Pennsylvania Department of Human Services; Amanda Peters, Pennsylvania Gaming Control Board; Amanda Wasko, Commonwealth of Pennsylvania; Amy Knelly, World Wide Technology; Amy Layman, Commonwealth of Pennsylvania; Amy Gralish, Russell Standard; Andrea Coleman, Pennsylvania Department of Conservation and Natural Resources, Bureau of State Parks; and Andrew Hansrote, Pennsylvania Department of... At the bottom of the modal are 'Submit' and 'Cancel' buttons. The background of the screenshot shows a dashboard with a left sidebar containing various settings like 'Description', 'Type', 'Status', etc., and a right sidebar with analytics. A menu bar at the top includes 'Leads', 'Meetings', 'Analytics', 'Sessions', 'Speakers', 'Assets', 'Attachments', 'Interactive Tab', 'Your Team', and 'Product list'. A blue 'Add Attendee' button is visible in the bottom left of the dashboard area.

## How to download a list of attendees?

- Click the teal blue 'Download attendee list' button in the top right of your work area. A csv file will automatically download to your computer. You can use this information to find specific procurement specialists and request meetings.

## How to add a product list to your booth?

- Scroll down to the last menu in your work area and select the last tab called 'Product list'.
- Click the blue 'Add product list' button that appears.
- Select your file (JPG or PNG) from your hard drive and click 'Save'. This list will appear in your booth for visitors to see.



## How to add a LIVE breakout session to your booth?

If you would like a live breakout session in your booth where you can make announcements, live demonstrations, and make a presentations, you will be able to add a session from the last menu bar at the bottom of your work area.

PLEASE NOTE: A session can only be created by the event administrators. You will only be able to select it from a list of existing sessions. If you would like to create a session for during the hours allocated for the exhibit hall please contact Donna at [info@paprocurementexpo.com](mailto:info@paprocurementexpo.com).

In the subject line type 'Add a session'. The information that will be needed includes:

1. Exhibitor/Sponsor name
2. Session Title
3. A short description of your session. (Eg. who visitors will meet or what they will see , etc.)
4. How long you would like it to last.
5. An image/banner that will appear at your booth for people to click on to enter the session. The banner must be in landscape mode and the dimensions should be 1920x1080 pixels.
6. If an 'on demand' video can be used in place of a live session, please attach the video to your request.

Once your session is created you will be able to go back and add it to the work area.

- Scroll down to the last menu bar in your work area and select 'Session'
- Select the blue 'Add a session' button.
- Check the box/boxes of the sessions you requested (Look for the title os the sessions you submitted with your request) and hit 'Submit'

## How to make sure visitors can chat with you at the event?

- Scroll down to the last menu bar in your work area.
- Click on 'Interactive tab'
- Confirm that the 'Opened' option is selected. All 'chat' conversations will be saved in this area for you to review.

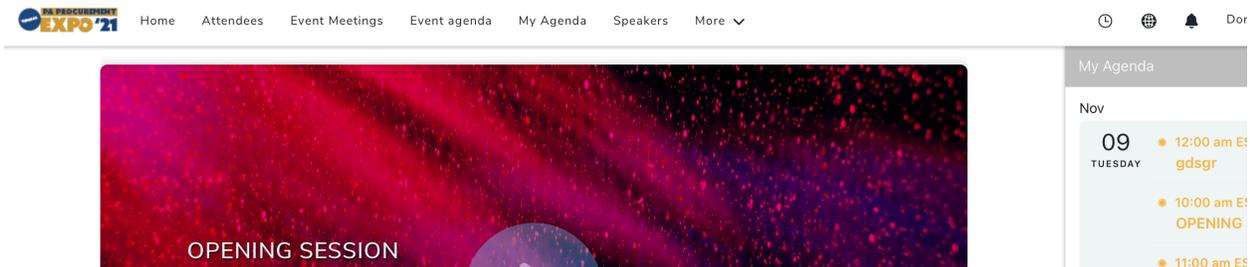
## How to view my sponsor/exhibit booth?

- In your work area, go to the menu bar on the left in blue and select 'View draft area'.
- Scroll down to the bottom of the page and select your logo or company name if you have not yet uploaded your logo.
- If you uploaded a welcome video it will automatically begin to play.

## How to request a meeting with an attendee?

On the days you have registered to attend the expo you will be able to request meetings with attendees. Please request these meetings during the networking hour on your expo days. Most attendees will be in workshops and at assigned sessions at other times.

- On expo days, during set-up (you use 'View event draft') and from when the event website goes live (October 26), there will be a menu bar at the top of the window select 'Event Meetings'
- Scroll down and select 'create meeting.'
- Complete the form in the window that appears.
- Select the attendees you would like to invite and click 'request meeting.' All those invited may not have the time available to attend your meeting but you may request time outside of the expo dates because you will have their contact info.



### Roundtables

Guidelines

Search

Create meeting

**Details**

Title \*  
Enter meeting title

Add description (Optional)

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**Attendees \*** Add attendee

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**Schedule date \***  
*Select attendees first*

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**Assign Color**

#00aaff

**Recording**

**Privacy**

Private

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**Attachments**

Choose a file or drag and drop it here

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Cancel
Request Meeting

Powered by canapii

Analytics of your company

Number of people in your team	Sponsor page impressions
<b>0</b>	<b>0</b>
Number of attendees who viewed your company profile	Number of attachment views
<b>0</b>	<b>0</b>
Total number of active meetings	Number of asset views
<b>0</b>	<b>0</b>
Number of confirmed meetings	Number of interactions with your company
<b>0</b>	<b>0</b>
Team message sent	Total session views
<b>0</b>	<b>0</b>
	Total interested Users
	<b>0</b>

# **Analytics**

Analytics of interactions at the expo are available on the right in your work area for as long as your account is active or on your exhibit days only.

Please note that SPONSORS will have access in the exhibit hall for all four days of the expo. Exhibitors will only have access to the exhibit hall based on the number of days they registered to exhibit.

If you only purchased one exhibit day you will by default be assigned to the first day; 2-day exhibitors will be assigned/active on the first two days of the expo, etc. If you would like to request specific days other than what is assigned, please make that request in writing via email at: [info@paprocurementexpo.com](mailto:info@paprocurementexpo.com)

We hope these instructions are helpful to you as you setup your virtual exhibit/sponsor area. If you need further clarity on any of the setup instructions you can email us at: [info@paprocurementexpo.com](mailto:info@paprocurementexpo.com)

Thank you,

PA Procurement Expo Planning Team