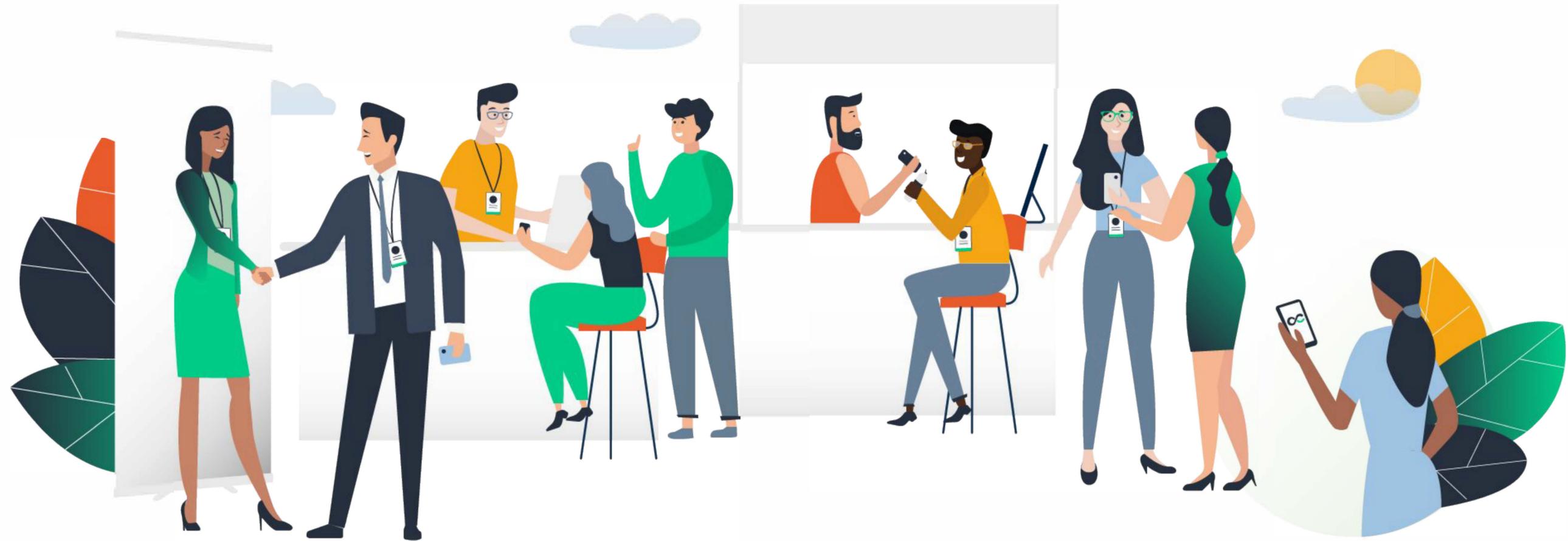


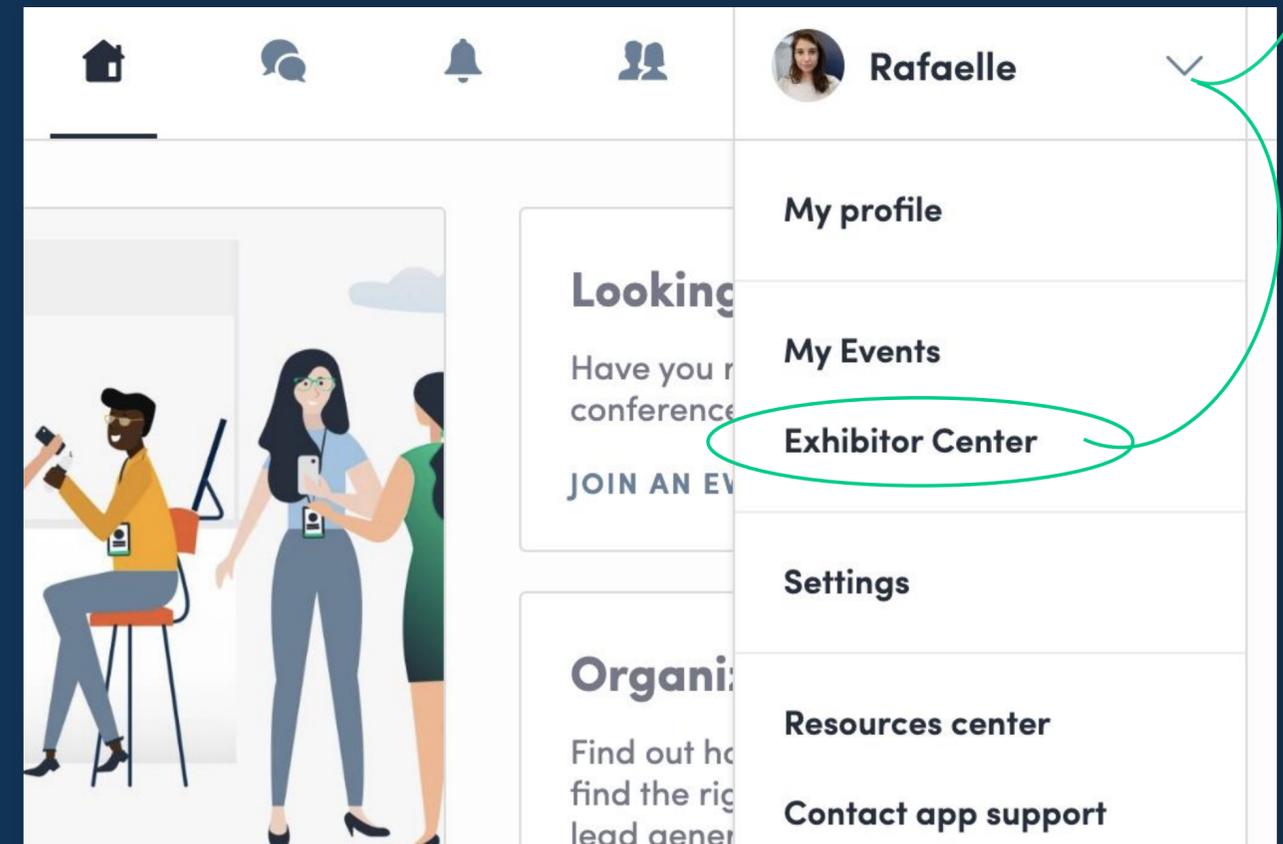
Exhibitor Center



swapcard

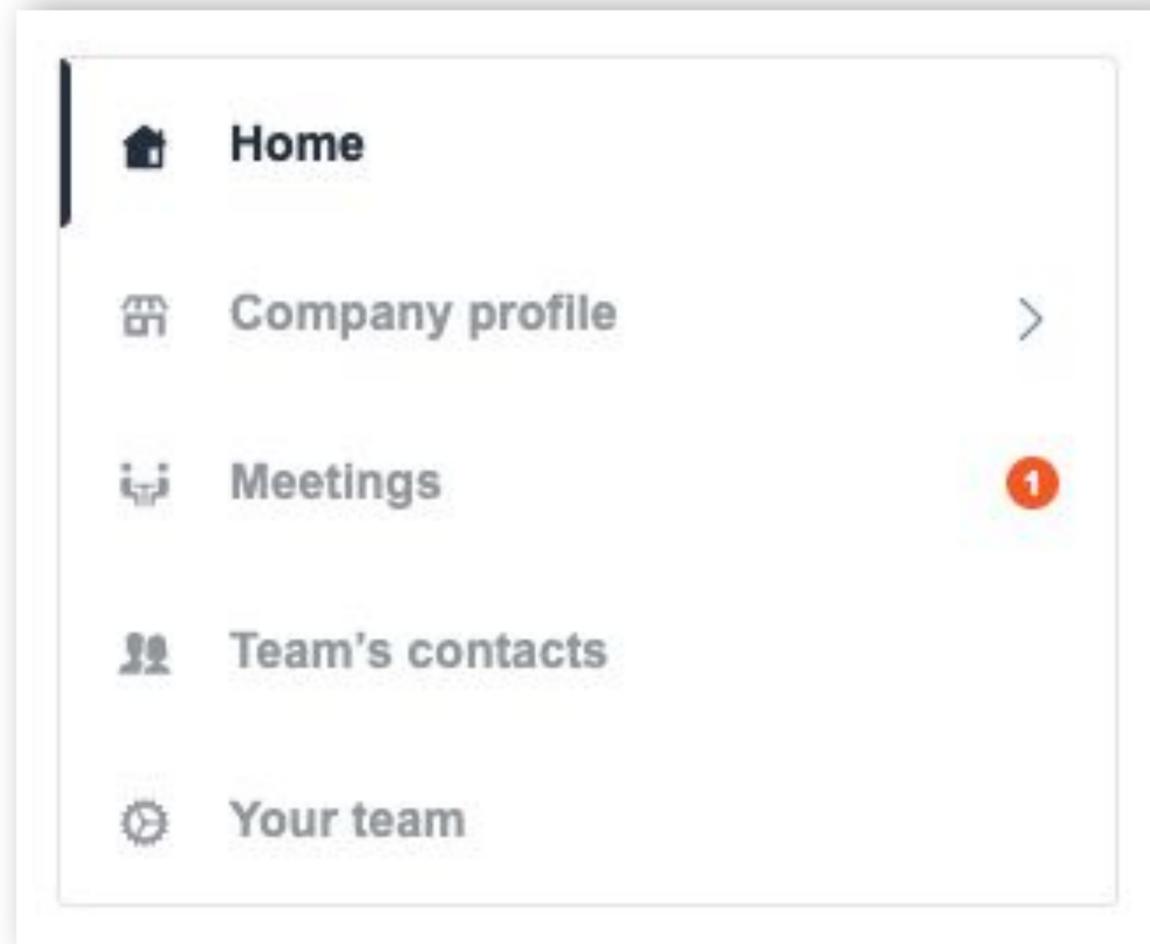
EXHIBITOR CENTER

To access your exhibitor area, click on your name at the top right-hand corner, then on “Exhibitor Center”.



Exhibitor Center / Navigation

This is the **menu bar** that appears on the left-hand side of your screen. It will be useful for you to navigate between the different sections of the Exhibitor Center...



Home is the first page that you will see when accessing the Exhibitor Center.

A red pin indicates that you have a **pending notification**, so take a look and see what's going on!

Exhibitor Center / Company Information

To be contacted by as many qualified participants as possible, you must **fill in all the information** in your exhibitor form:

- ✓ Logo
- ✓ Name
- ✓ Description
- ✓ Social Networks
- ✓ Website
- ✓ Address
- ✓ Products

You can also add files to your company page.

The screenshot shows a desktop interface for the Exhibitor Center. On the left is a navigation menu with items: Home, Company profile (with a dropdown arrow), Overview, Documents, Attendee features, Event tech products, Speakers Interactivity, Exhibitor Tools, Meetings (with a red notification badge '5'), Contacts, and Your team. The main content area has a header with the Swapcard logo and an 'EDIT' button. Below the logo is a section titled 'Swapcard' with the text 'Meet us L01 - S02'. There is an 'Information' section with a description of Swapcard as an event engagement platform, followed by 'Topics' with tags for 'Artificial Intelligence' and 'Networking'. An 'EDIT' button is also present for the information section.

Attendee Preview

This is a mobile app preview for Swapcard. The top bar shows the time 16:57 and 4G signal. The page title is 'Exposants'. The main content area shows the Swapcard logo, the name 'Swapcard', and the category 'Start-up Stand 5F'. Below this is a section titled 'Demandez un rendez-vous' with the text 'Choisissez un créneau horaire pour rencontrer Swapcard vendredi 24 mai'. There are three time slot buttons: '09:00', '09:30', and '10:00'. A 'voir plus' link is at the bottom. A large red 'X' is overlaid on the bottom right corner of this preview.

This is a mobile app preview for Swapcard. The top bar shows the time 16:56 and 4G signal. The page title is 'Exposants'. The main content area shows the Swapcard logo, the name 'Swapcard', and the category 'Event tech & Services Swapcard Booth'. There is a 'Voir sur le plan' link. Below this is a section titled 'Demandez un rendez-vous' with the text 'Choisissez un créneau horaire pour rencontrer Swapcard vendredi 9 déc. 2022'. There are three time slot buttons: '09:00', '09:30', and '10:00'. A 'voir plus' link is at the bottom. There is an 'Informations' section with tags for 'Artificial Intelligence' and 'Networking', followed by a paragraph of text about Swapcard's AI-powered features and a 'voir plus' link. Below that is a 'Médias sociaux' section with icons for LinkedIn and Twitter. At the bottom is a 'Coordonnées' section with the URL 'https://www.swapcard.com'. A large green checkmark is overlaid on the bottom right corner of this preview.

Exhibitor Center / Manage your meetings

The screenshot displays the 'Manage your meetings' interface. On the left is a navigation menu with 'Home', 'Company profile', 'Meetings' (highlighted with a red badge '5'), 'Contacts', and 'Your team'. The main area shows a filter for 'All members' and status tabs: 'Invitation (5)', 'Confirmed (18)', 'Pending (41)', 'Canceled (17)', and 'Declined (2)'. Below this, two meeting requests are listed for 'Sunday, January 1, 2023'. The first request is from Charles Benizri (Product Owner, Swapcard) on 01/01/2023 from 9:00 AM to 9:20 AM in the Primary Hall, with a 'REPLY' button. The second request is also from Charles Benizri on 01/01/2023 from 2:40 PM to 3:00 PM in L01 - S02, also with a 'REPLY' button. A 'Meeting request' modal is open, showing details for a request on 01/01/2023 from 7:30 AM to 8:00 AM in Elio's hall, table 1. The requester is Abby Gonzalez (Inside Salesperson, Verizon) and the host is Charles Benizri (Product Owner, Swapcard). The modal has 'ACCEPT' and 'DECLINE' buttons at the bottom.

Export meetings

Get all meetings from your team in an Excel file.

EXPORT MEETINGS

In this section you can:

- **Display your team's meetings**
- **Filter meetings by status:** Pending, Validated, Declined, Cancelled
- **Assign a meeting to a member of your team:** click "Answer" on the meeting request, and choose the person to assign
- **Accept or decline meeting requests**
- **Export the full list** of your team's meetings

Exhibitor Center / Shared contacts & export

Photo	First name	Last name	Job title	Company	Email	Created at
	suhaila	Al Munthari	Conference & Exhibition Head	abu dhabi convention bureau	smunthari@dctabudhabi.ae	12/04/2019 • 10:31 P
	Aliénor	Al-Mallak	Event Project Manager	Swapcard	alienor@swapcard.com	11/08/2019 • 9:14 AM
	Aloysius	Arlando	Chief Executive Officer	Singex Holdings Pte Ltd	aloysius.arlando@singex.com	12/04/2019 • 3:11 AM
	Annie	Bentata		By Ben Solutions	anne.bentata@by-ben.com	11/27/2019 • 12:04 P
	Baptiste	Boulard	CEO - improve networking at events with AI, Co-founder	Swapcard - Event App & Matchmaking with AI	baptiste@swapcard.com	11/28/2019 • 2:57 PM
	joe	cappuzzello	ceo		jcappuzzello@grouptravelfamily.com	12/04/2019 • 11:37 P
	Marine	Delchie	Coordinatrice Générale	Comenorday	marine.delchie@comenorday.com	11/26/2019 • 2:19 PM
	Godefroy	des Francs	Head of Product, Co-founder	Swapcard	godefroy@swapcard.com	12/11/2019 • 11:48 AM
	Mauro	Dimolfetta	Commercial Director	Ampes Servi Srl	m.dimolfetta@mipel.it	01/24/2020 • 11:03 A
	Xavier	Dordor	Ceo	Myeventnetwork	xavier@myeventnetwork.com	11/27/2019 • 2:21 PM

By going to the **"Shared Contacts"** tab, you can view and export all the contacts collected by you and your team before, during, and after the event.

Only the contacts of your collaborators who have enabled the contact sharing option will be displayed, in addition to yours.

Check that **all your collaborators have activated it.**



Let's talk GDPR...

All users of the platform have agreed to share their data with the event organizer. When you scan a badge or connect with a user, they agree to share information with you. You therefore retrieve this information in compliance with the GDPR regulations.

From your App or WebApp, **you can also export your contacts (and only yours)** as an excel file by going to your contacts and clicking on "export".

Exhibitor Center / Your team

Home

Company profile >

Meetings 5

Contacts

Your team

Aliénor Al-Mallak
Event Project Manager
Swapcard

Allyson Jean-Charles
Office & People Operations Manager
SWAPCARD

Andrea Di Benedetto
PM
Swapcard

Baptiste Boulard
CEO - | improve network
Swapcard - Event App &

#EvolveVirtual20

Invite your colleagues

Add your colleagues (registered for the event) to your team so that they also have access to this interface. This will also allow you to easily share contacts made by members during the event.

ADD A MEMBER

Aliénor Al-Mallak

Member settings

Show profile

Share his contacts with the team

To manage the members attached to your exhibiting entity, go to **"Your team"**.

You can then view all your collaborators, **delete or add them** and manage the visibility of their profile.

Exhibitor Center / Products

2021 Fashion Trend'show · Zara

SWITCH TO THE EVENT

Rafaëlle

- Home
- Company profile
 - Overview
 - Documents
 - Products
- Meetings
- Team's contacts
- Your team

Search

ADD PRODUCTS
Products (5)
ADD

PADDED LEATHER HEEL SANDALS
Zara

FLORAL PRINT SKIRT
Zara

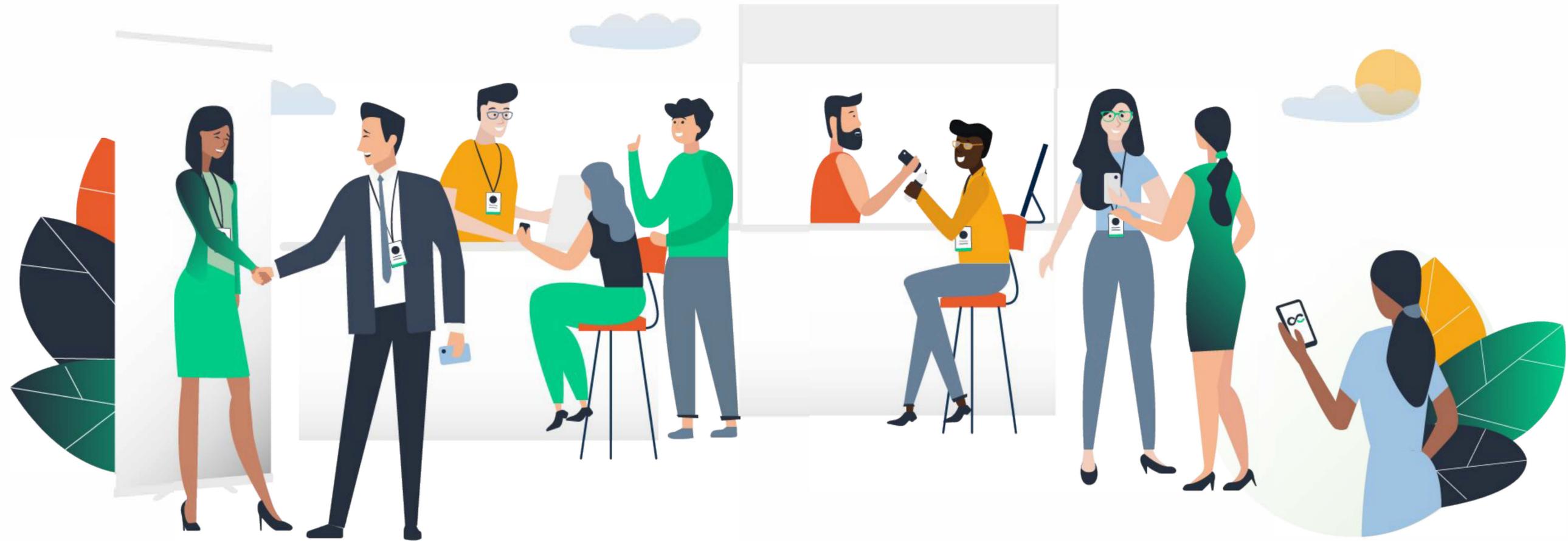
IGUANA PRINT SHIRT
Zara

BI-MATERIAL CHECKED TRENCH COAT
Zara

CHINTZ CROSS-BREASTED SUIT JACKET WITH COMFORT CHINTZ BUTTONS
Zara

Add **your products** and services to your exhibitor page with a good quality picture and all the information a buyer could need.

Exhibitor Center



swapcard