



MeatEx Networking

EXHIBITOR TUTORIAL

February 16, 2021

Farasoo Holding Corp.

This package is only available for exhibitors of MeatEx Canada 2022 (physical exhibition.)

Registering for MeatEx Canada 2022 (physical exhibition)

1. Pre-register on meatex.com . After you submit your pre-registration form, you will be contacted by our team with a personalized link that will allow you to complete your registration.
2. Follow the link and complete your registration. After completing your registration, you will receive an email with a summary of registration, and terms and conditions. Please return it signed and stamped to registration@meatexcanada.com
3. You will be contacted by our team and sent an invoice, please pay the down payment.
4. You will receive a floorplan with several options. Choose the one that best suits your needs and reply with your confirmation.
5. You are now an exhibitor of MeatEx Canada!

Registering for MeatEx Networking-our Virtual Event

1. After we receive the confirmation of your floorplan, you will automatically be registered for MeatEx Networking under the **email you provided us on the registration form.**
2. You will receive two emails from the MeatEx team that provide you with direct access to
 - a) your Exhibitor Portal
 - b) our virtual platform, Pheedloop

Using Exhibitor Portal

1. The first email will contain your **password** and a direct link to open your page at exhibitor portal:

Open Exhibitor Portal

Please Note: If you want to share access to your Exhibitor Portal, simply forward this email to your team.

- A. You will find instruction on how to use the exhibitor portal here.
- B. Sponsorship opportunity available. This ad will appear on various pages throughout the site. For more information contact the MeatEx team.

The screenshot shows the MeatEx Networking Exhibitor Portal. The top navigation bar includes 'Event Details' and 'Exhibitor Instructions', with the latter circled in green and labeled 'A'. The main content area features the event title 'MeatEx Networking' and the date 'April 23, 2021', followed by the headline 'Get ready to start making some new connections!' and a collage of images showing people networking. The sidebar on the left contains a 'Company Name' field and a list of navigation options: 'Information', 'Edit Profile', 'Edit Design', 'Managers and Tickets', 'File Uploads', 'Products and Services', and 'Announcements'. The 'Announcements' option is circled in green and labeled 'B'. Below the sidebar, there is a banner advertisement for 'STAY AHEAD OF YOUR COMPETITORS' and a footer that reads 'POWERED BY PHEEDLOOP'.

Personalizing your account

The second email will be your link to the virtual platform and your **login information** including your **password**. Note that your username is the same as the email address you used to register.

➤ **Step 1.**

Open the virtual portal either by following the link in the email, or click [here](#)

➤ **Step 2.**

When you first login to the virtual portal, under “account,” you must start by **completing your profile** with a **picture** (png or jpeg format) and either a **business card** or **company profile**. To change your picture, simply upload a new image with “browse.” This step must be completed at least 48 hours before the start of the event.

The picture is key for identification purposes at a virtual event, so it is **mandatory** for this event.

You must also upload EITHER/both a **company profile** or **business card** as a pdf under 5 MB.

Congratulations, you can now start engaging with the virtual platform!

Using the virtual platform

➤ **Lobby**

The lobby is the first section of the platform to move through different sections of the portal. Here you can find 5 useful sections:

- A. Booth Visitors will show you any attendees currently viewing your exhibitor page. You can start a chat with them directly through this section, and view more information about them.
- B. This is the latest news from MeatEx Canada on social media!
- C. Private chat allows you to send private messages to other attendees.
- D. Announcements are directly related to the virtual event. If there is anything important, we will announce it here.
- E. The public lobby chat/list of other visitors allows you to connect with ANYONE at the event.

The left menu allows you to select different parts of the virtual platform including the Exhibit Hall.

➤ **Exhibit Hall**

This is your main point of contact with the exhibitors.

Exhibitor list- This is a list of exhibitors that will be at MeatEx Canada 2022.

You can also do a focused search for your area of interest!

➤ **Exhibitor details/profiles**

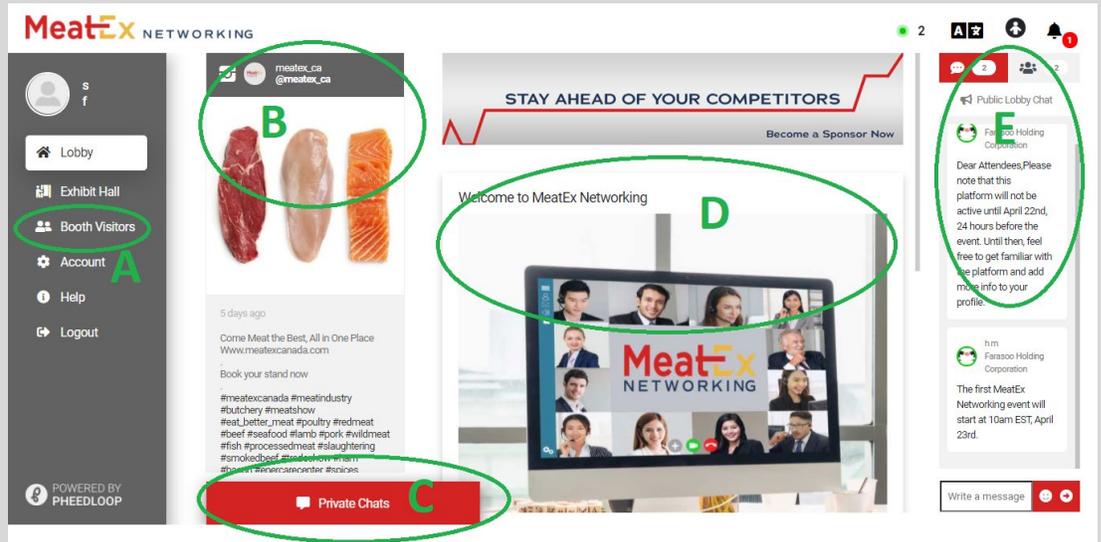
Click on a profile to start connecting and get more information about that exhibitor. On the day of the event, exhibitors will be online from 10am-4pm. You can see their profile, connect with them, start communicating, send them offline messages or see any other info they want to present.

➤ **Account**

Here you can change your password, update, or change any of the info you entered when creating your profile.

➤ **Help**

Help gives you some tips and useful info about the virtual platform.



General Rules

- All users must have completed profiles with a picture and either a business card or company profile.
- The virtual portal will not be active until 24 hours before the start of the event. You can open the portal and familiarize yourself with it and edit your profile, but there will be no activity there until the day before the event.
- Webinars and sessions will be announced on April 16th, 2021.
- As always, professional courtesy is expected in all interactions.
- Related chats only please.

If you have any further questions or issues, contact the MeatEx help team at +1-437-8363587 or contact the admin in the private chat list.