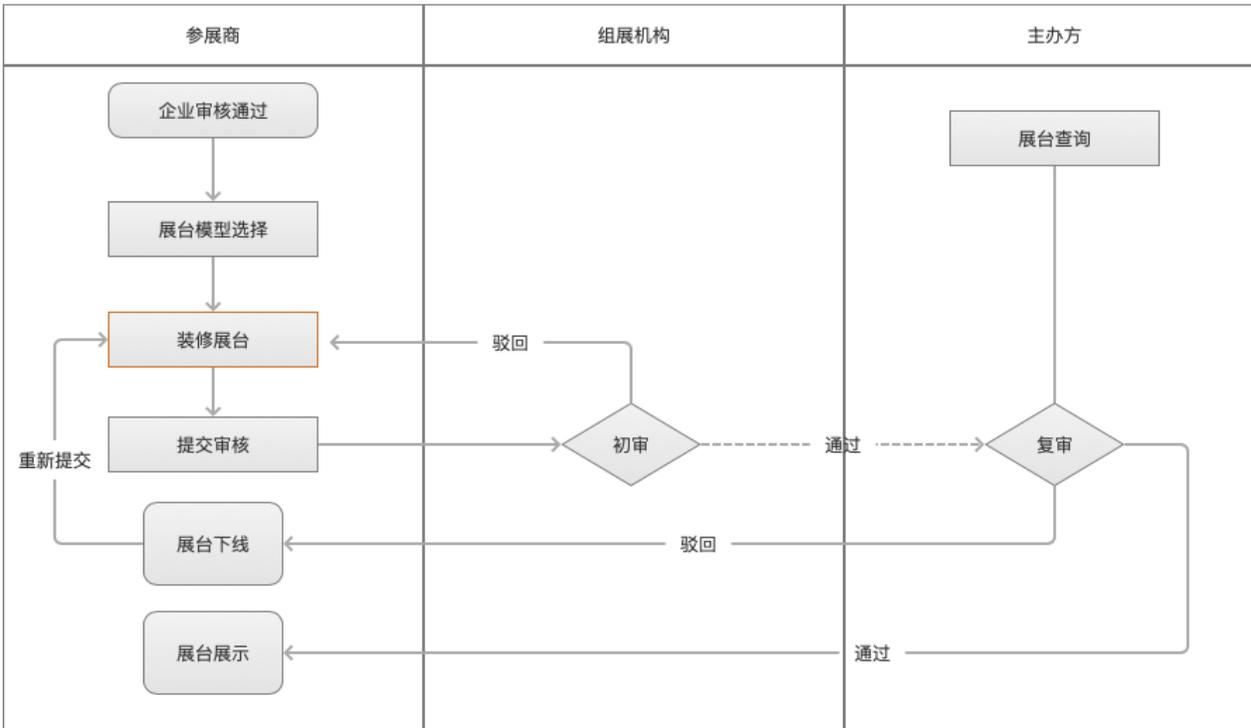


# **(China)Eurasia Commodity and Trade Expo 2021 - Operation Manual of 2D Booth Self-service Exhibition**

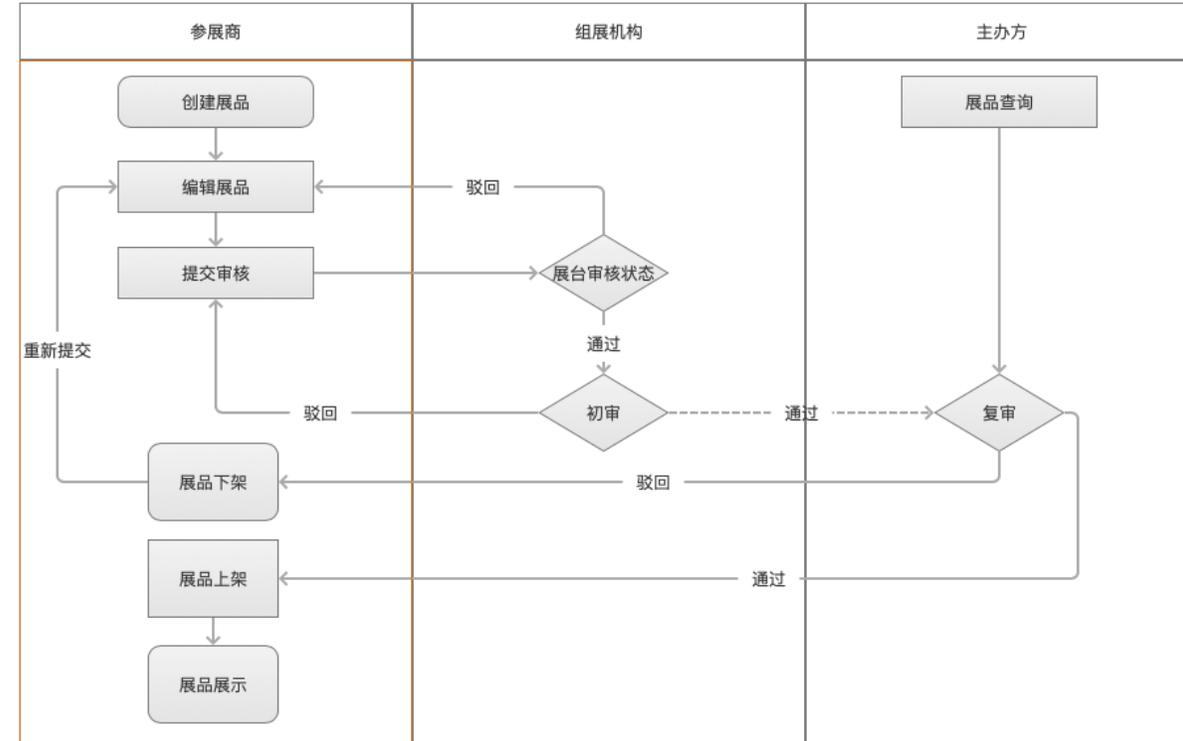
June 2021

# Process of 2D Booth and Exhibits Release

## Booth audit process



## Exhibits audit process



1. Booth audit process is after the completion of exhibitor' s check-in audit. If the exhibitor's audit status is not approved, booth audit cannot be submitted.
2. Booth decoration steps include selecting a template, decorating your booth and submitting it for audit.
3. Audit from exhibition organization is the preliminary , after which is audit from the organizer.
- 4 .The precondition for exhibits to be submitted for audit is that the booth is approved. If the booth is not approved, exhibits cannot be submitted for audit.

Xinxin says:  
The booth will be released first, and exhibits can be released only after the booth is approved.



# Exhibitors Decorate the 2D Booth-Choose Template

2021线上  
(中国)亚欧商品贸易博览会

The screenshot displays the '运营平台' (Operation Platform) for the 2021 Online (China) Asia-Europe Goods Trade Fair. The interface includes a navigation menu on the left with options like '用户管理', '会议管理', '2D展台', '展台装修' (highlighted), '展品维护', '3D展台', '电子签约', and '意向订单'. The main area shows four template options:

- 清新生态风 (Fresh Ecological Style):** Described as a fresh ecological style with a blue-to-green gradient background, suitable for enterprises or products emphasizing ecological and natural themes. It features a focus on circular images. Materials include: 1. Booth logo, name, offline booth number, region, introduction, and label; 2. Wheel image (upload up to 5); 3. Promotional video (upload up to 5); 4. Products/services (upload up to 5).
- 轻量简约风 (Light and Simple Style):** A light and simple style with a clean, minimalist design and a blue-to-white gradient, suitable for various industries. It emphasizes the overall page layout. Materials include: 1. Booth logo, name, offline booth number, region, introduction, and label; 2. Wheel image (upload up to 5); 3. Promotional video (upload up to 5); 4. Products/services (upload up to 5).
- 复古怀旧风 (Retro Nostalgic Style):** A retro nostalgic style with a warm yellow-to-brown gradient, suitable for antique furniture or traditional enterprises. Materials include: 1. Booth logo, name, offline booth number, region, introduction, and label (upload up to 5); 2. Wheel image (upload up to 5); 3. Promotional video (upload up to 5); 4. Products/services (upload up to 5).
- 清新环保风 (Fresh Eco-Friendly Style):** A fresh eco-friendly style with a green-to-white gradient, representing natural vitality, suitable for eco-friendly enterprises. Materials include: 1. Booth logo, name, offline booth number, region, introduction, and label (upload up to 5); 2. Wheel image (upload up to 5); 3. Promotional video (upload up to 5); 4. Products/services (upload up to 5).

Each template card includes a '预览' (Preview) button and a '使用' (Use) button. The '展台装修' (Decorate Booth) button is visible at the bottom of the interface.

1. Exhibitors enter the operation background after passing the check-in process.
2. Choose template whose style is suitable for your company and click it to use.
3. After selecting your template, proceed to the decoration page and fill in specific content in the template.

Xinxin says:  
Select a template to fill in specific content according to your company's current situation.



# Exhibitors Decorate the 2D Booth-Basic Information of Decoration Materials

2021线上  
(中国)亚欧商品贸易博览会 | 运营平台

中文(简体) | 欢迎你, 赵宇 展商 | 退出

用户管理 | 会议管理 | 2D展台 | 展台装饰 | 展品维护 | 3D展台 | 电子签约 | 意向订单

河马科技有限公司

收藏展厅 | 立即洽谈 | 名片交换

基本信息

展台图片:

展台名称: 河马科技有限公司

展台英文名称:

展台俄文名称:

线下展位: E86-232

显示3d展台:  是  否

3d展台地址:

取消 确认

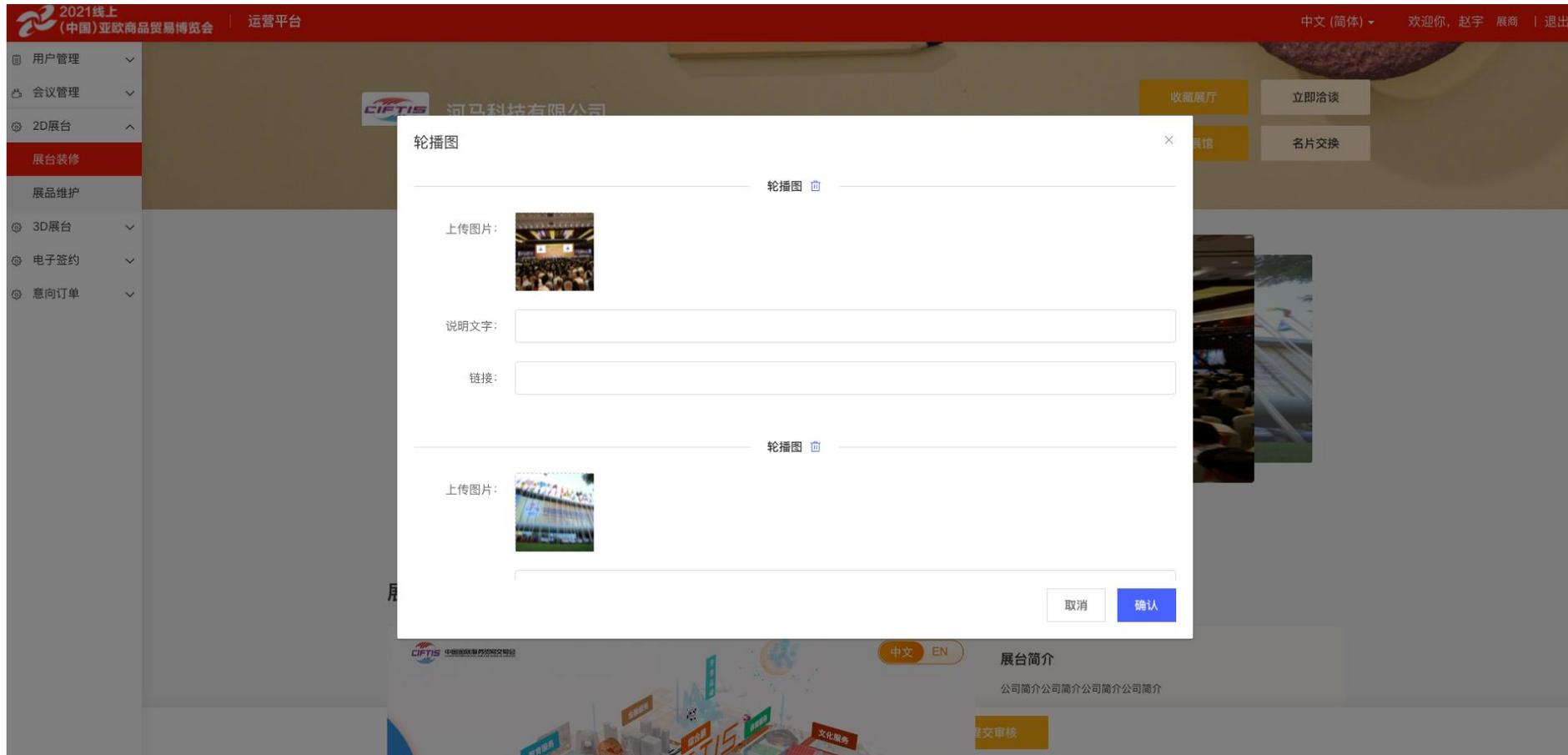
公司简介公司简介公司简介公司简介



Xinxin's warm reminders:  
If you have 3D booths, you must select "Yes" when asked if displaying the 3D booths.

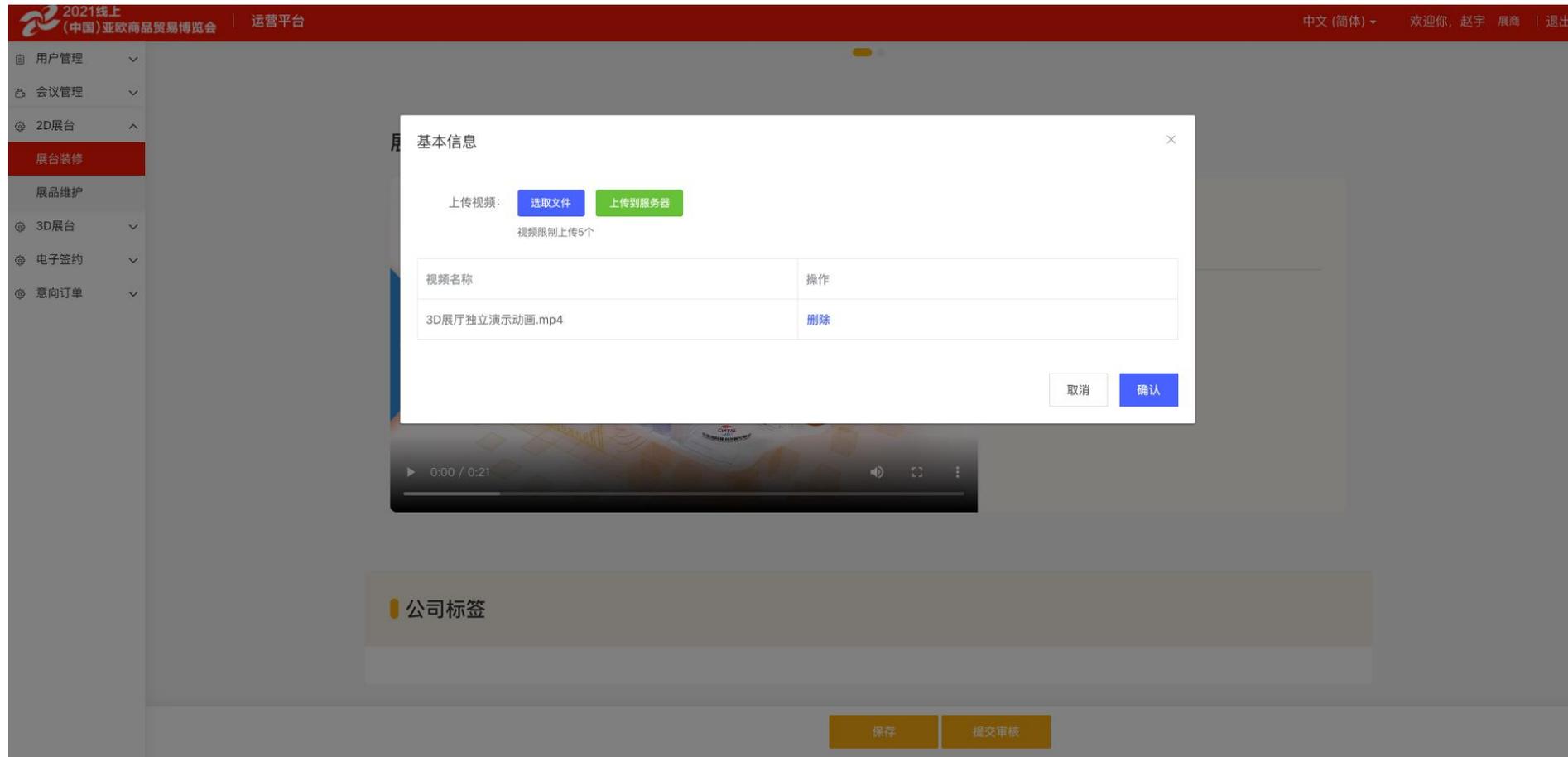
1. Basic decoration information includes picture of booth logo, booth name, booth name in multiple languages, off-line booth number, whether to display 3D booth entrance or not.
2. This part of information is the content displayed at the head of the 2D booth page.

# Exhibitors decorate the 2D booth-Slideshow Pictures of Decoration Materials



- 1.The slideshow pictures are supposed to present enterprises . Exhibitors can upload company information or introduce promotional pictures.
2. Explanatory text matched with pictures uploaded can be filled, which is not required.
3. The uploaded pictures can be configured with a link address, beginning with `https://` . After linking successfully , visitors can directly jump to the chained address page.
4. Exhibitors can upload no more than 5 pictures.

# Exhibitors Decorate the 2D Booth-Video Information of Decoration Materials



- 1.The video is a promotional video to introduce your company. Click “choose a document” to select and upload videos.
2. The video format is mp4. Highly suggested that every video could be less than 20M, otherwise the loading time will be too long.
3. No more than 5 videos can be uploaded, and these videos can be deleted or replaced with a new video after being uploaded successfully.

# Exhibitors Decorate the 2D Booth-Basic Information of Decoration Materials

The screenshot displays the '运营平台' (Operation Platform) interface. The left sidebar includes navigation options: 用户管理, 会议管理, 2D展台, 展台装修 (highlighted), 展品维护, 3D展台, 电子签约, and 意向订单. The main content area shows a '基本信息' (Basic Information) form with the following fields:

- 公司简介: 公司简介公司简介公司简介简介
- 公司英文简介:
- 公司俄文简介:
- 公司主营: 公司主营公司主营公司主营公司主营

Buttons for '取消' (Cancel) and '确认' (Confirm) are located at the bottom right of the form. Below the form, there is a '公司标签' (Company Tag) section and buttons for '保存' (Save) and '提交审核' (Submit for Review).



Xinxin's Warm Reminder:  
Every change of the booth  
needs to be audited again.

- 1.The section of booth contact information includes the company's profile and main project content.
2. Submit them for audit after all decorations are completed. Booths under audit status can only be previewed and the exhibitor list cannot be displayed.

# Exhibitors Decorate the 2D Booth-Exhibits Maintenance

1. Exhibitors can enter the page of creating exhibits through the exhibits maintenance list. The exhibits information you mainly maintain incorporates name of the exhibits, picture of the exhibits, category of the exhibits, overview of the exhibits, the external purchase link of the exhibits, the brand information, the manufacturer, the place of origin/service, the specifications, the price and exhibits details.
2. You can use multiple languages to maintain information of the exhibits. When switched between different languages, the same content will be displayed in multiple languages
3. Exhibitors can use text, pictures, videos and other media to introduce detailed content of exhibits
4. Exhibits can be submitted for audit after being edited successfully, but if the booth is not approved you are unable to submit exhibits for audit. Instead you can save your settings as a draft and continue to submit exhibits for audit after the booth is approved.

# Exhibitors Decorate the 2D Booth-Exhibit Management

2021线上

2021线上  
(中国)亚欧商品贸易博览会 | 运营平台

中文(简体) | 欢迎你, 赵宇 展商 | 退出

- 用户管理
- 会议管理
- 2D展台
- 展台装修
- 展品维护**
- 3D展台
- 电子签约
- 意向订单

## 展品信息

展品名称:

创建时间  开始日期 至 结束日期

更新时间  开始日期 至 结束日期

展品上下架状态:

展品审核状态:

查询

重置

添加展品

<input type="checkbox"/>	展品名称	创建时间	更新时间	上下架状态	审核状态	操作
<input type="checkbox"/>	展品名称2	2021-06-30 11:41:44	2021-06-30 15:08:15	待上架	审核通过	<a href="#">预览</a> <a href="#">编辑</a> <a href="#">删除</a> <a href="#">上架</a>
<input type="checkbox"/>	展品名称展品名称	2021-06-30 10:36:39	2021-06-30 10:36:39	上架	审核通过	<a href="#">发布商品</a> <a href="#">预览</a> <a href="#">编辑</a> <a href="#">删除</a> <a href="#">下架</a>

批量上架

批量下架

共 2 条  < 1 > 前往  页

1.Exhibits can only be put on the shelves if they are approved, and only exhibits on the shelves will be displayed in the exhibitor list.

2.Exhibits which have been put on the shelves can be edited at any time. After being edited successfully, they need to be resubmitted for audit, and the status will change to pending status.

3.The product release function is an operation of information synchronization to the mall. If you have settled in the mall, you can synchronize the information of exhibits that have been approved and put on the shelf to the mall system with one-click.

Xinxin's Warm Reminder:  
Every release and modification  
of exhibits needs to be audited.



Thank you.