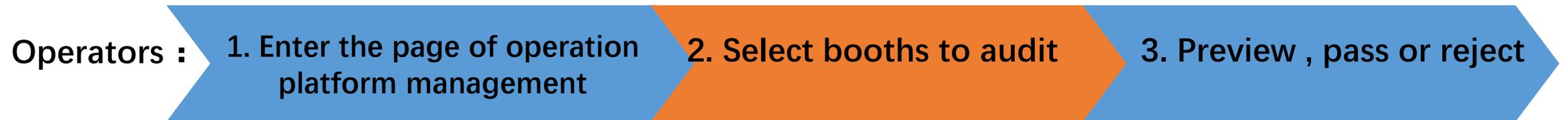# (China)Eurasia Commodity and Trade Expo 2021-
Operation Manual of 3D Booth Self-service Exhibition

June 2021

3D Self-service Exhibition Using Process

Exhibitors： 1.Enter the page of 3D exhibition hall management → 2.Choose booths' style → 3. Decorate booths → 4. Save and publish

Operators ： 1. Enter the page of operation platform management → 2. Select booths to audit → 3. Preview , pass or reject

Enter the Page of 3D Booth

1.LOGO： All blue areas will be automatically replaced with the exhibitor's logo；

2.Booth : Display picture or video material, which supports jumping to the link address. Exhibitors should upload and manage in the background to accomplish these effects；
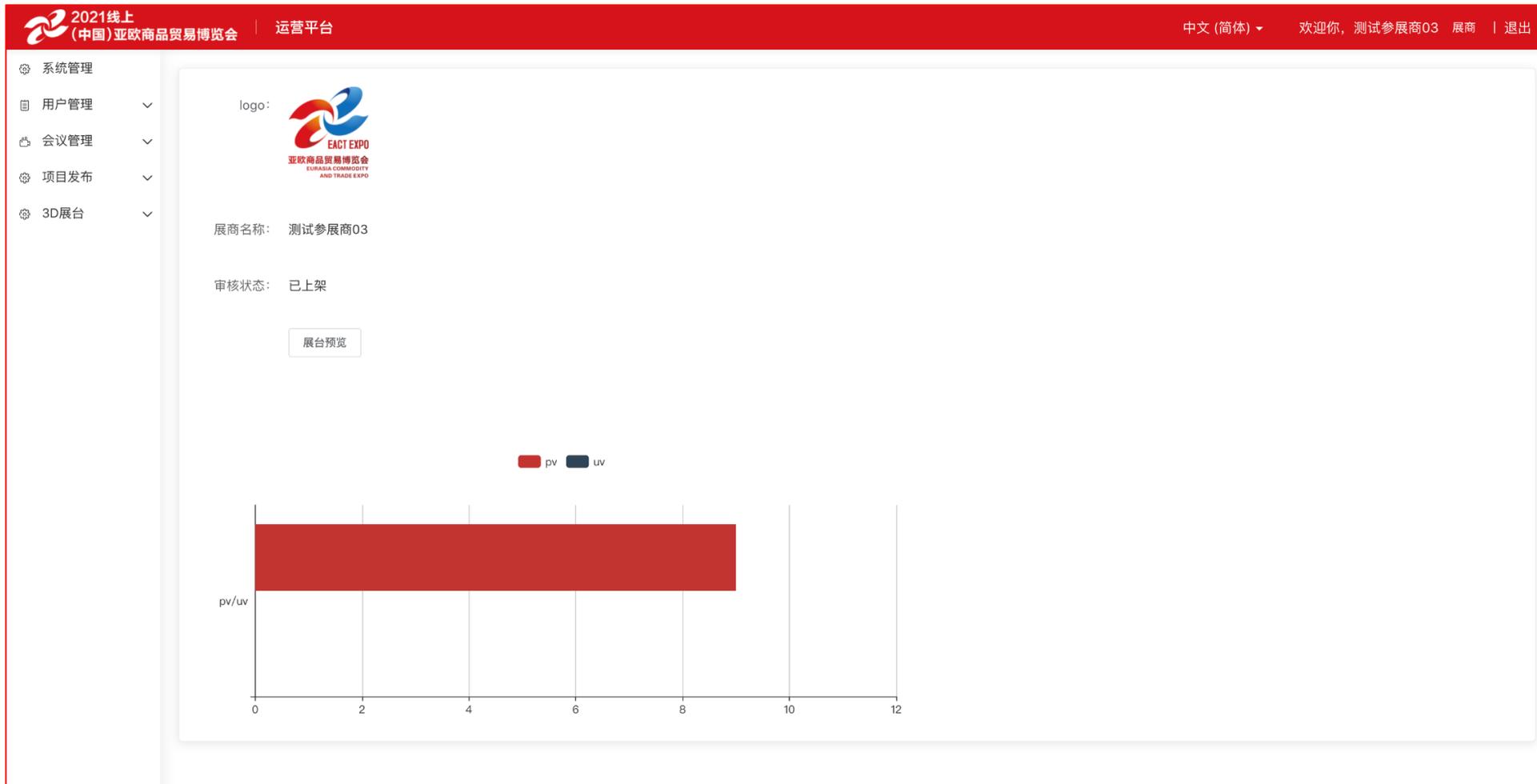
3.Receptionist： Display the image of the receptionist set up in the backstage , and a pop-up window will prompt the exhibitor's contact information if the receptionist is clicked , including phone number and email address；

4.Mini map: You can click to turn on or off the mini map in the upper right corner. The setting is on by default. The mini map dynamically displays the location of the perspective. When you click on the location of the mini map ， you can quickly enter the perspective of the corresponding location；

3D Booth Management-Page of Exhibitor Information and Data

Exhibitor information：Includes the exhibitor's LOGO, exhibitor's name， display of 3D booth audit status and visualization chart statistics of both page view(PV) and unique visitors(UV).

3D Booth Management-Choose the Booth Style

Template selection: The booth template can take shape by selecting specific booth style, booth area, and booth color. After saving your settings, you can enter the booth for decoration and maintenance.

3D Booth Management-3D Booth Decoration and Publishment

1. Booth Setting: By selecting the booth, the preview area of the booth on the left will automatically switch the viewing angle to the corresponding booth；

2. Upload content: For the selected booth, you can upload pictures or videos and add links;

3. Choose receptionist's style: We provide man and woman receptionists two styles for choice;

4. Save the booth settings: After saving the booth settings, it will automatically jump to the previewing page of the exhibition hall to view the decoration effect;

3D Booth Audit

1. Booth audit: The exhibition organization is provided with the booth audit authority, which can audit all the booths decorated by exhibitors;
a. Normal display will only be performed at the front desk after passing the audit;
b. After rejection, the current booth cannot be launched online for display;

Thank you.