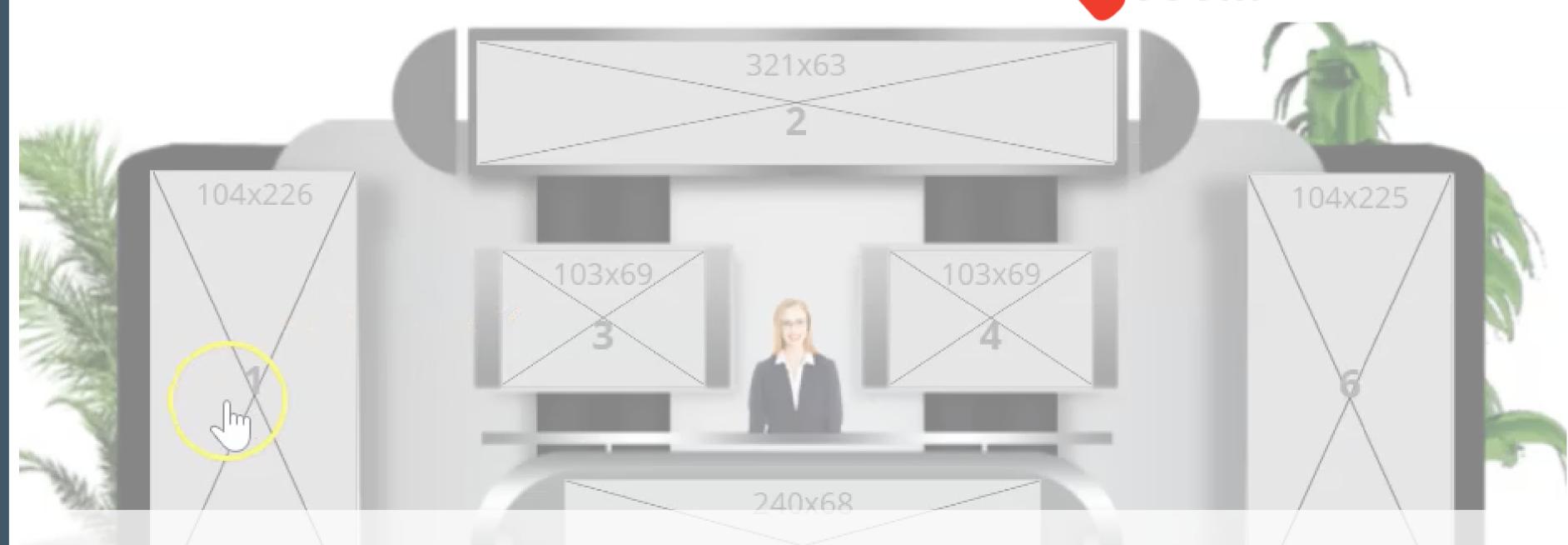


MICHIGAN MIC SOUTH



2021 Exhibitor Booth Development

The following link will be provided to you after successful registration as an exhibitor for MiCareerQuest South.

This webpage will guide you through the steps to create your virtual booth

Sample Booth

Booth Setup Form



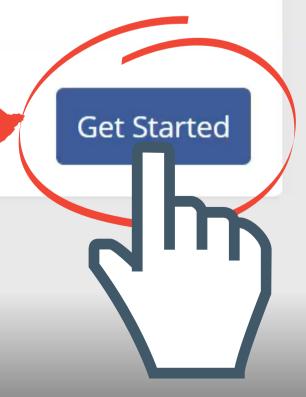


Thank you for your participation in this virtual event.

This form will walk you through the process of setting up your booth.

Each step has a save button so that you can come back to it later to review/edit if needed. Once all the sections are completed, you'll be able to submit this information to our rep so that your booth can be published.

If you have any questions, feel free to reach out to your rep or Email at



Step 1: Basic Information



Step 1
Basic Information



Step 2 Booth Graphics



Step 3 Content Links



Documents / Videos



Step 5 Booth Rep Accounts

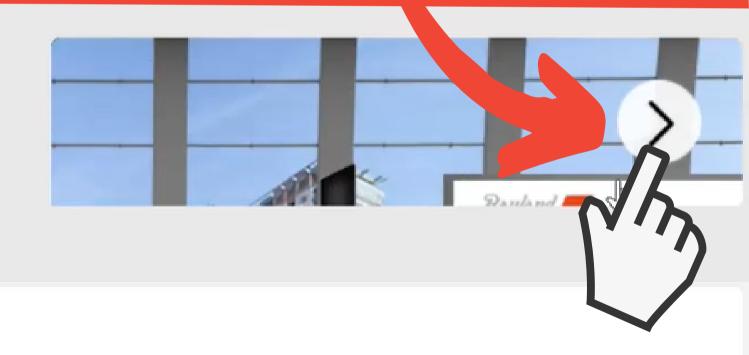


Step 6
Review/Finalize

Before We Start!

Here are some sample screenshots of booth designs we've created in the past. This will give you an idea of what a completed booth looks like and what we're aiming to do with the information we'll collect from you.





Let's Get Started ... Tell us more about your booth

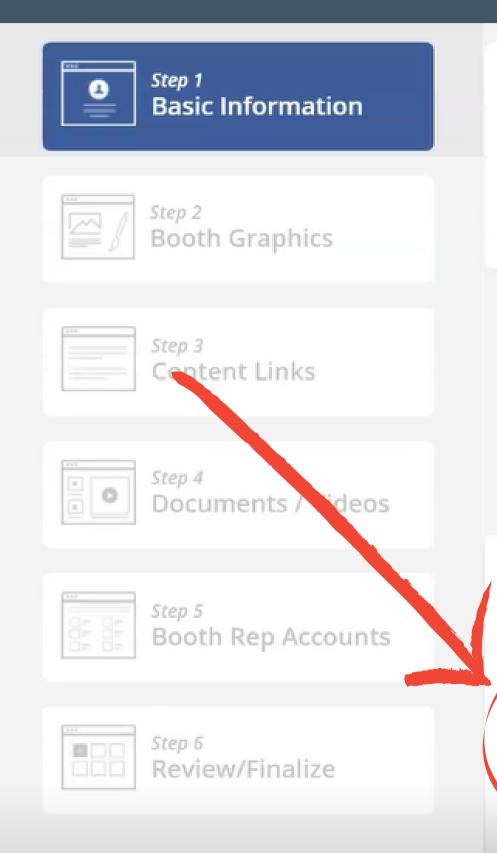
Booth Name

Upload company logo (110x30px)



Sample Booth

• Fill-out booth name (i.e. Company name + industry or occupation to draw in students)



Before We Start!

Here are some sample screenshots of booth designs we've created in the past. This will give you an idea of what a completed booth looks like and what we're aiming to do with the information we'll collect from you.





Let's Get Started ... Tell us more about your booth

Upload company logo (110x30px)

Drop a file here to upload!

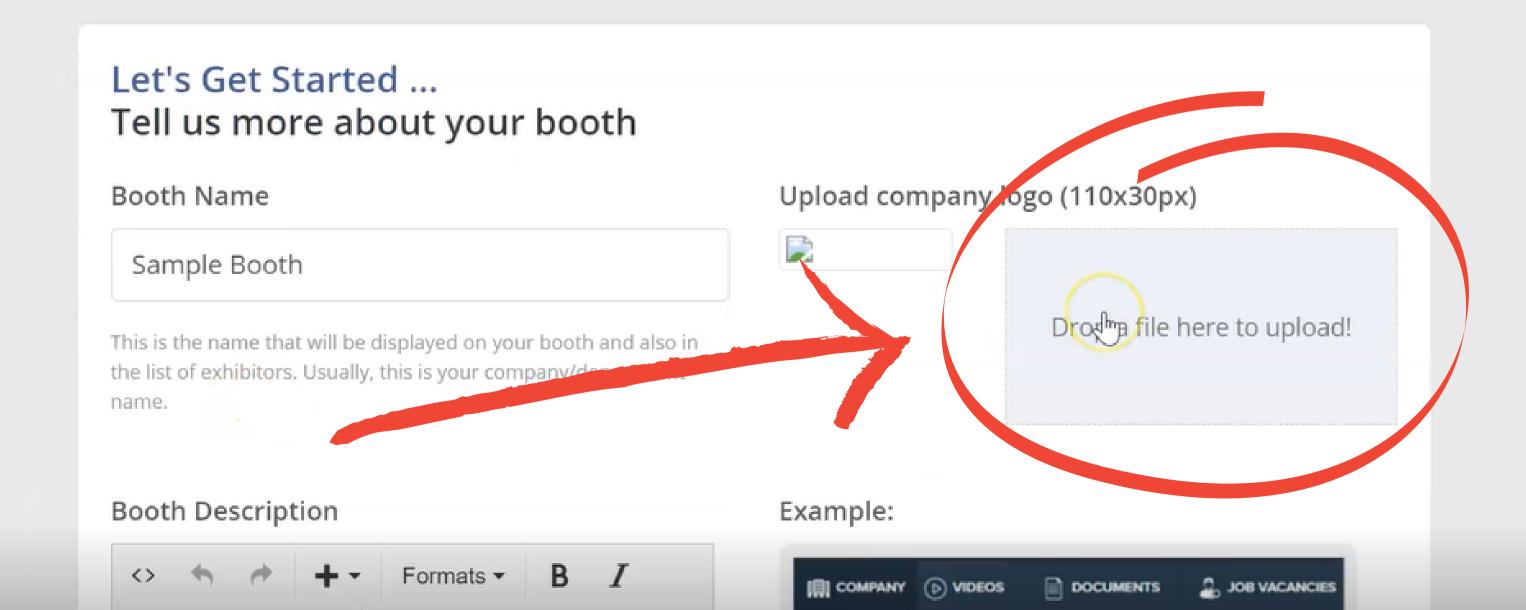
Sample Booth

Booth Name

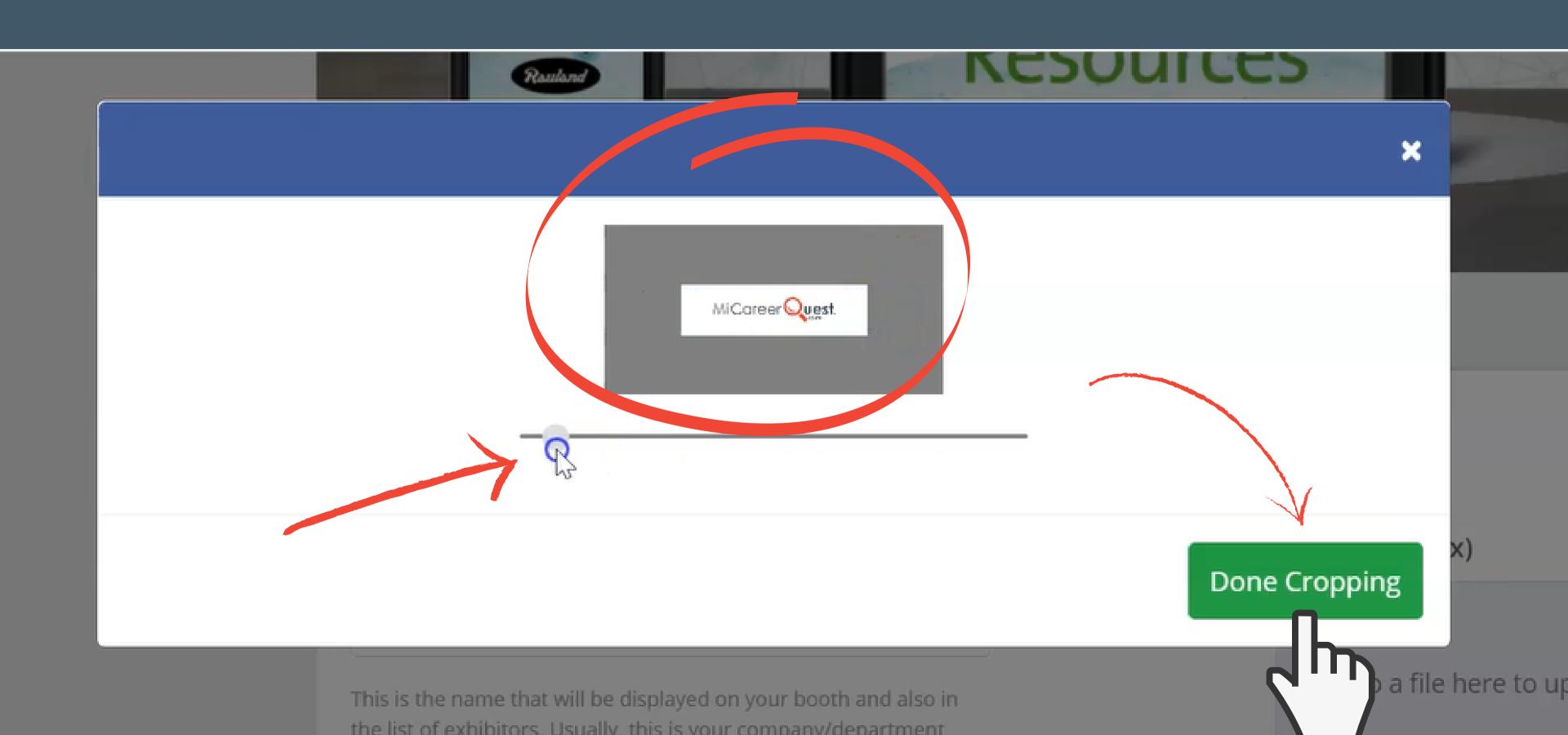
This is the name that will be displayed on your booth and also in the list of exhibitors. Usually, this is your company/department

Upload Company Logo

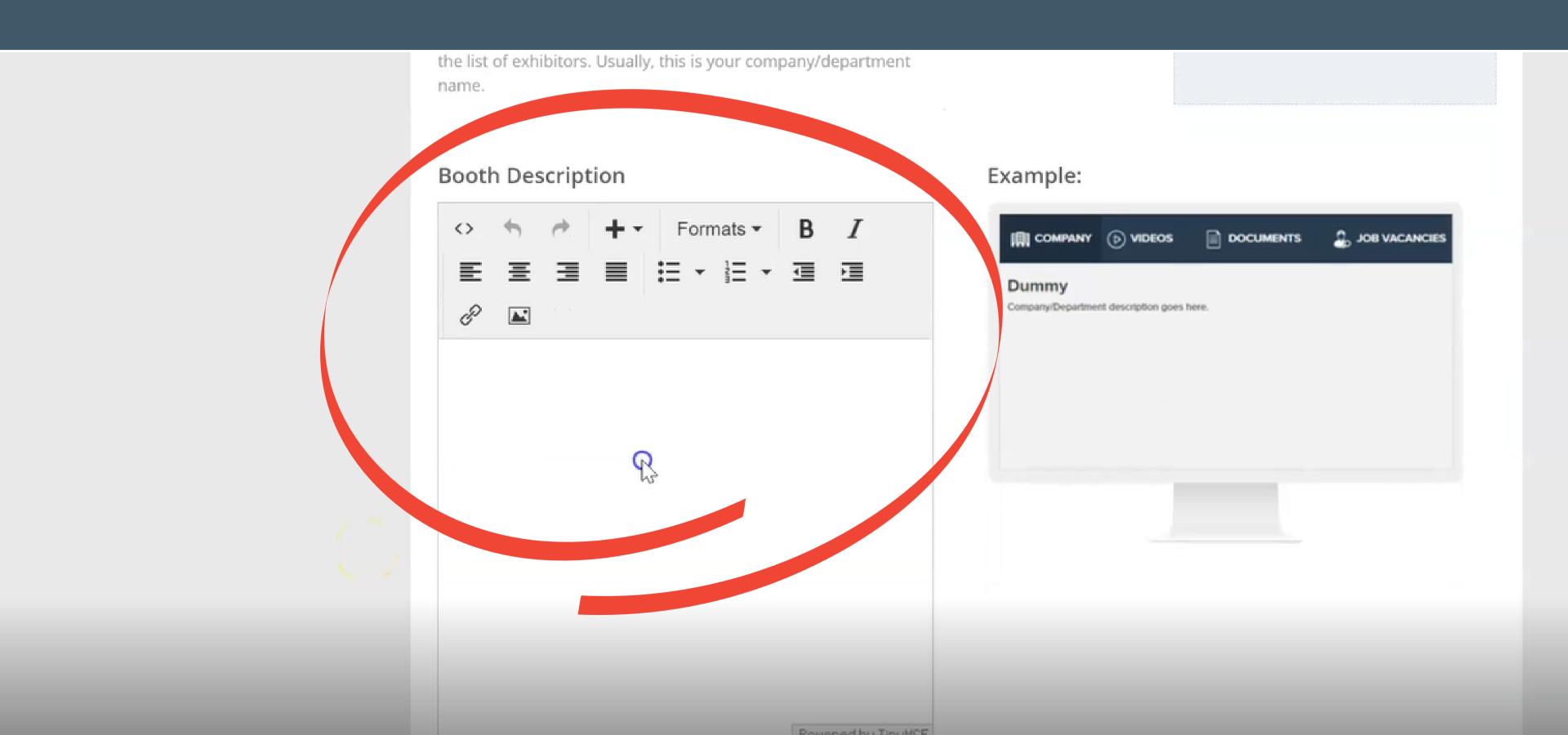




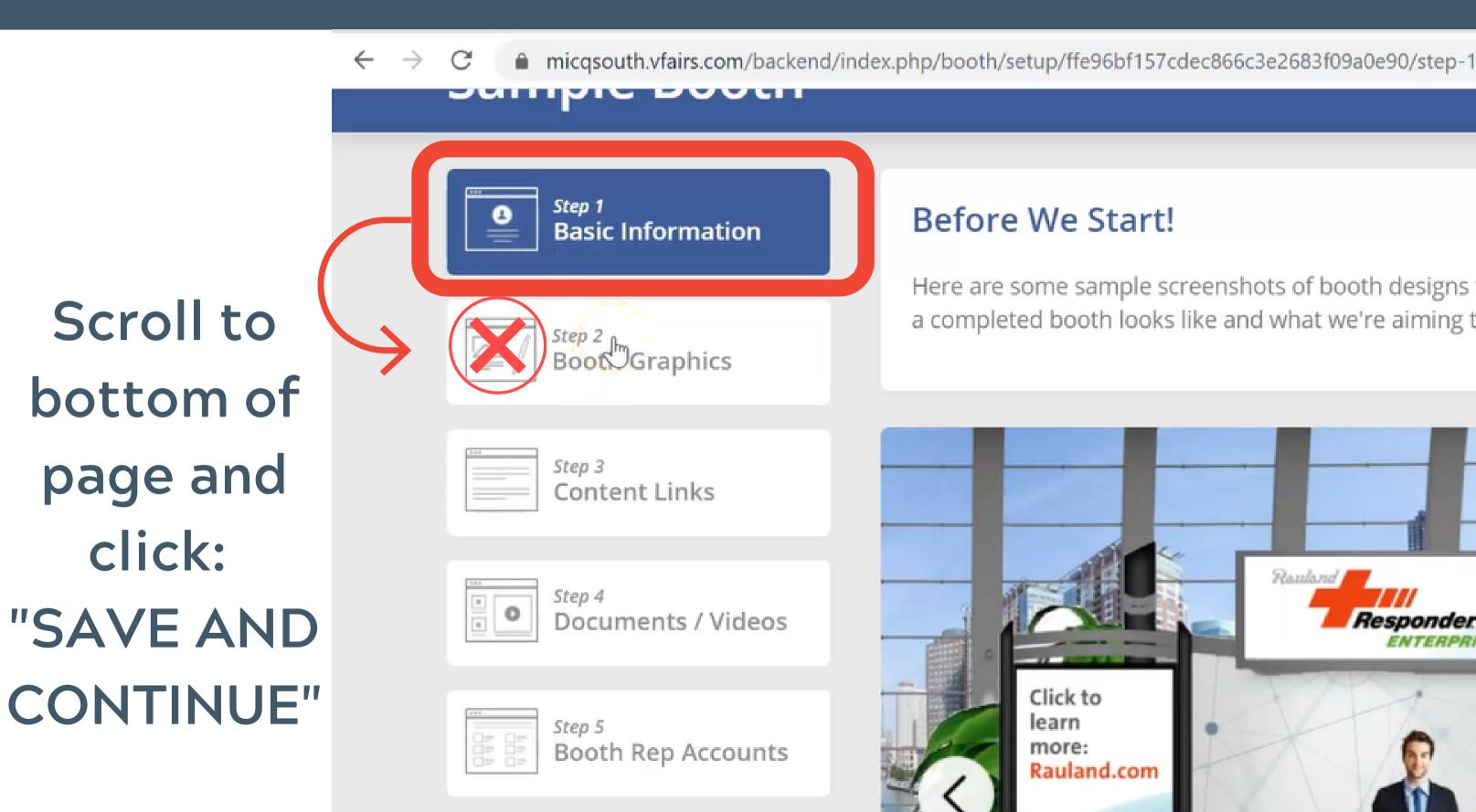
Crop logo to fit



- Fill-out a booth description
- i.e. careers you are showcasing, trainings, general company knowledge



• When finishing Step 1, do not click "Step 2" on the side bar; scroll to the bottom of the page and click "Save and Continue"



Scroll to

page and

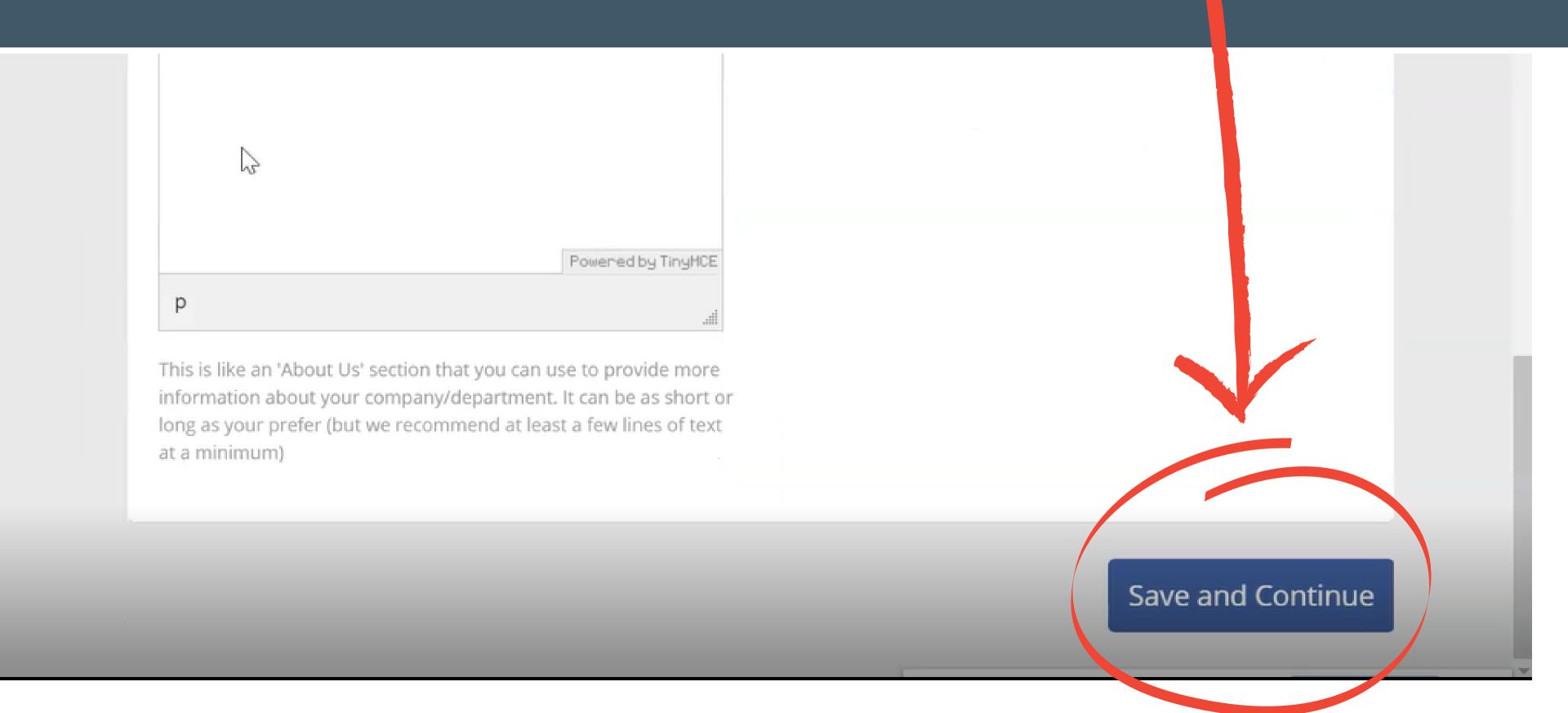
click:

Before We Start!

Here are some sample screenshots of booth designs we've created in the past. a completed booth looks like and what we're aiming to do with the information



Click "Save and Continue" to transition to Step 2



Step 2: Booth Graphics

Sample Booth

Booth Setup Form

Need Help



Basic Information



Step 2 **Booth Graphics**



Content Links



Documents / Videos



Booth Rep Accounts

Review/Finalize

Booth Design

The booth graphic is the first thing attendees see when they open your booth. So we'll need to make it look nice and also repres of your brand.

Click here to watch a 2 minute video to learn how to use this booth design tool.

Setup your Booth

Use the carousel below to select a booth template that you'd like to use.

Choose your booth layout



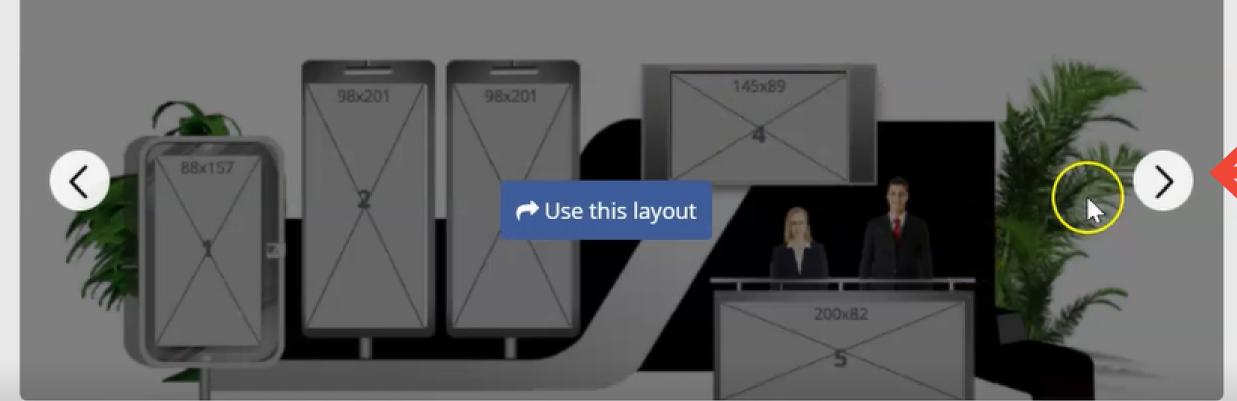
The booth graphic is the first thing attendees see when they open your booth. So we'll need to make it look nice and also representative of your brand.

Click here to watch a 2 minute video to learn how to use this booth design

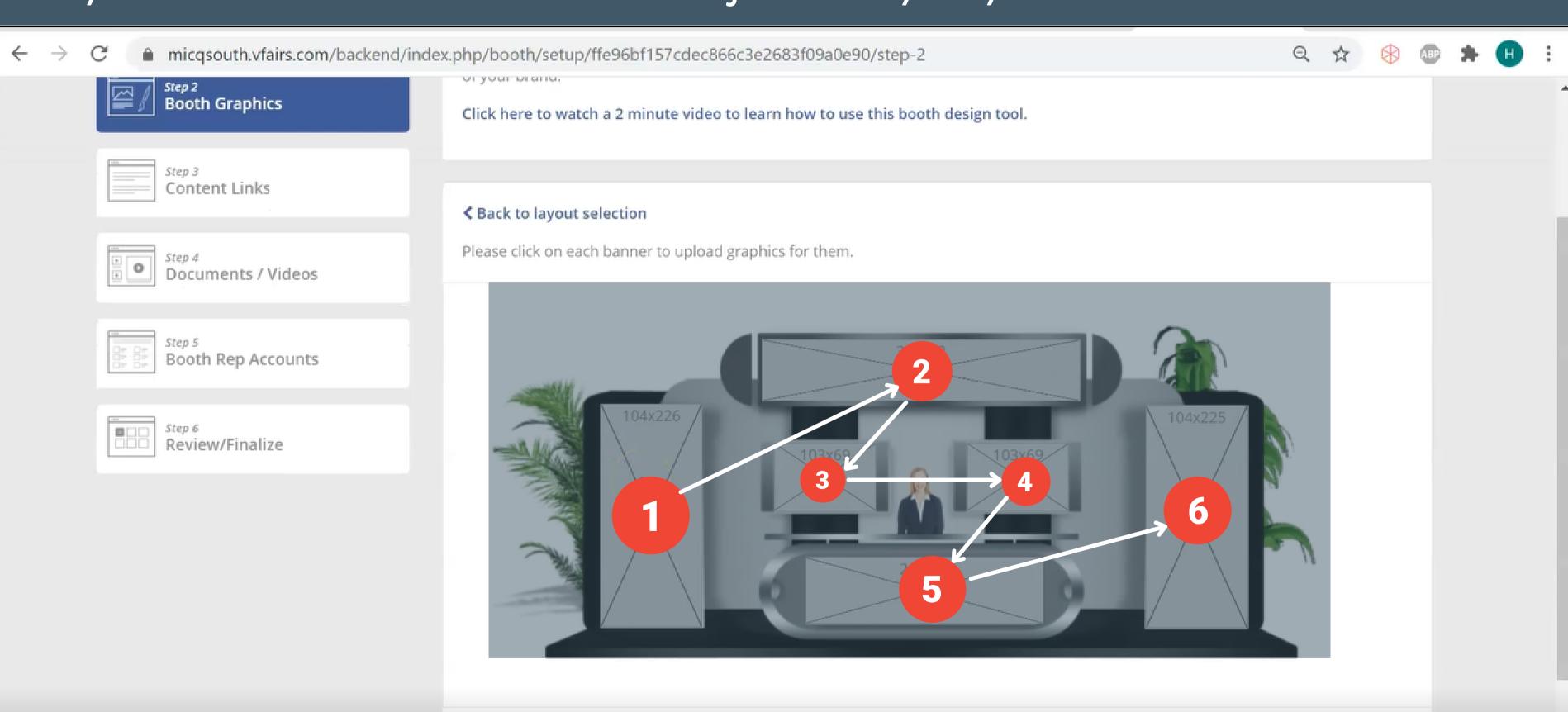
Setup your Booth

Use the carousel below to select a booth template that you'd like to use.

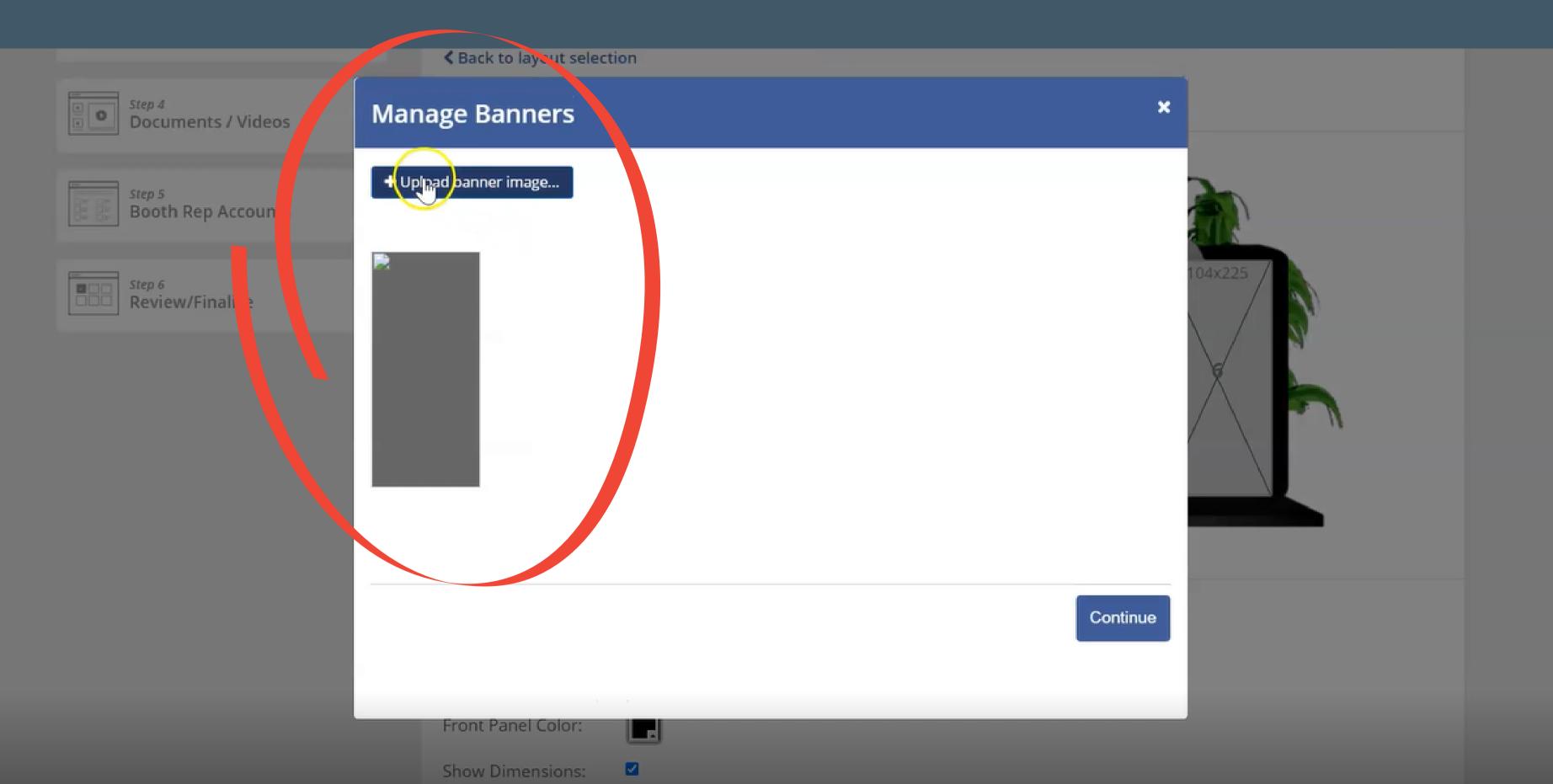
Scroll through designs and choose the layout you would like for your booth



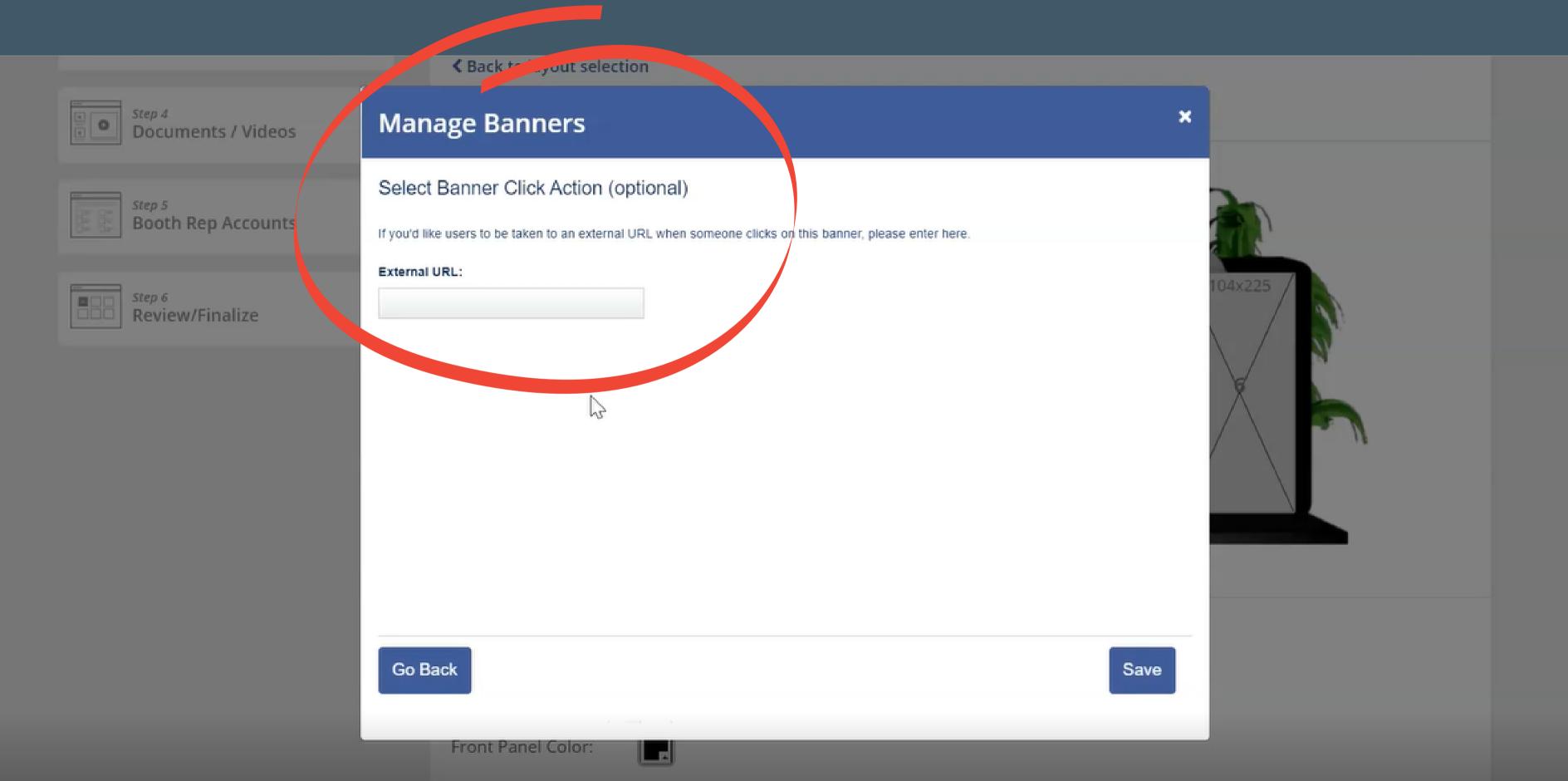
- Booth layout selected
- Add images to your booth in order (Numbered below)
- If you do not add in order the site will reject the layout you selected



• Upload images to the banners and re-format the size



• Add a hyperlink to your image (if desired)



Move to next image upload (IN ORDER)

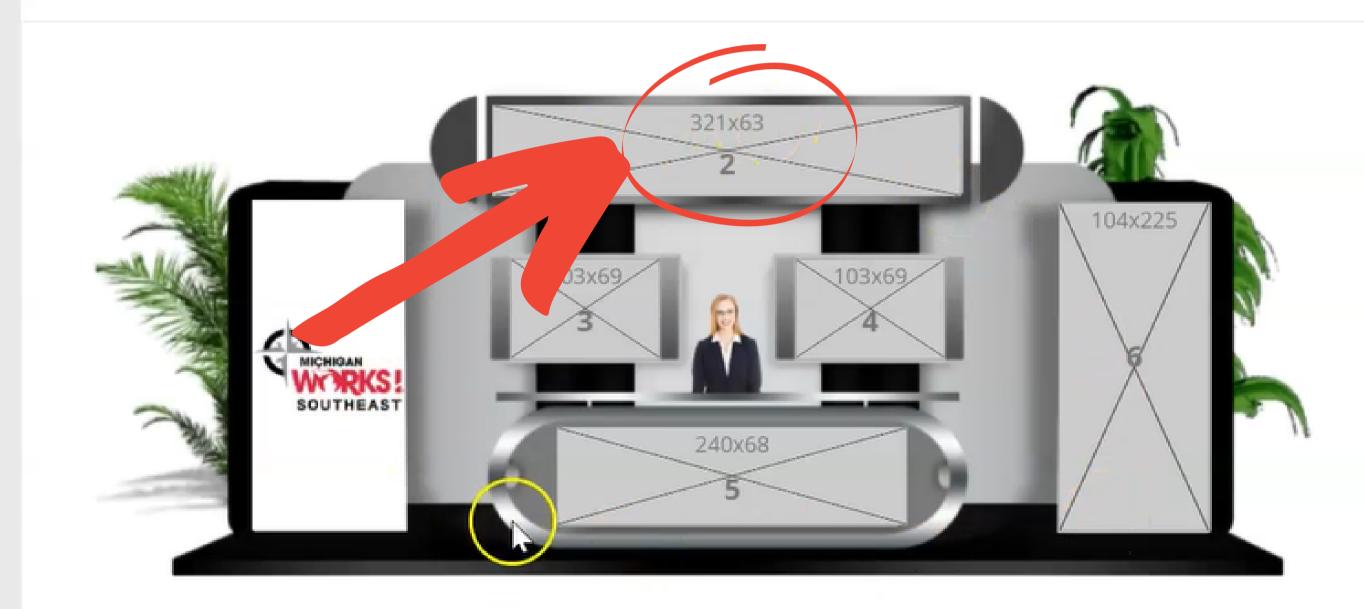
ep 4 ocuments / Videos

ooth Rep Accounts

eview/Finalize

▼ Back to layout selection

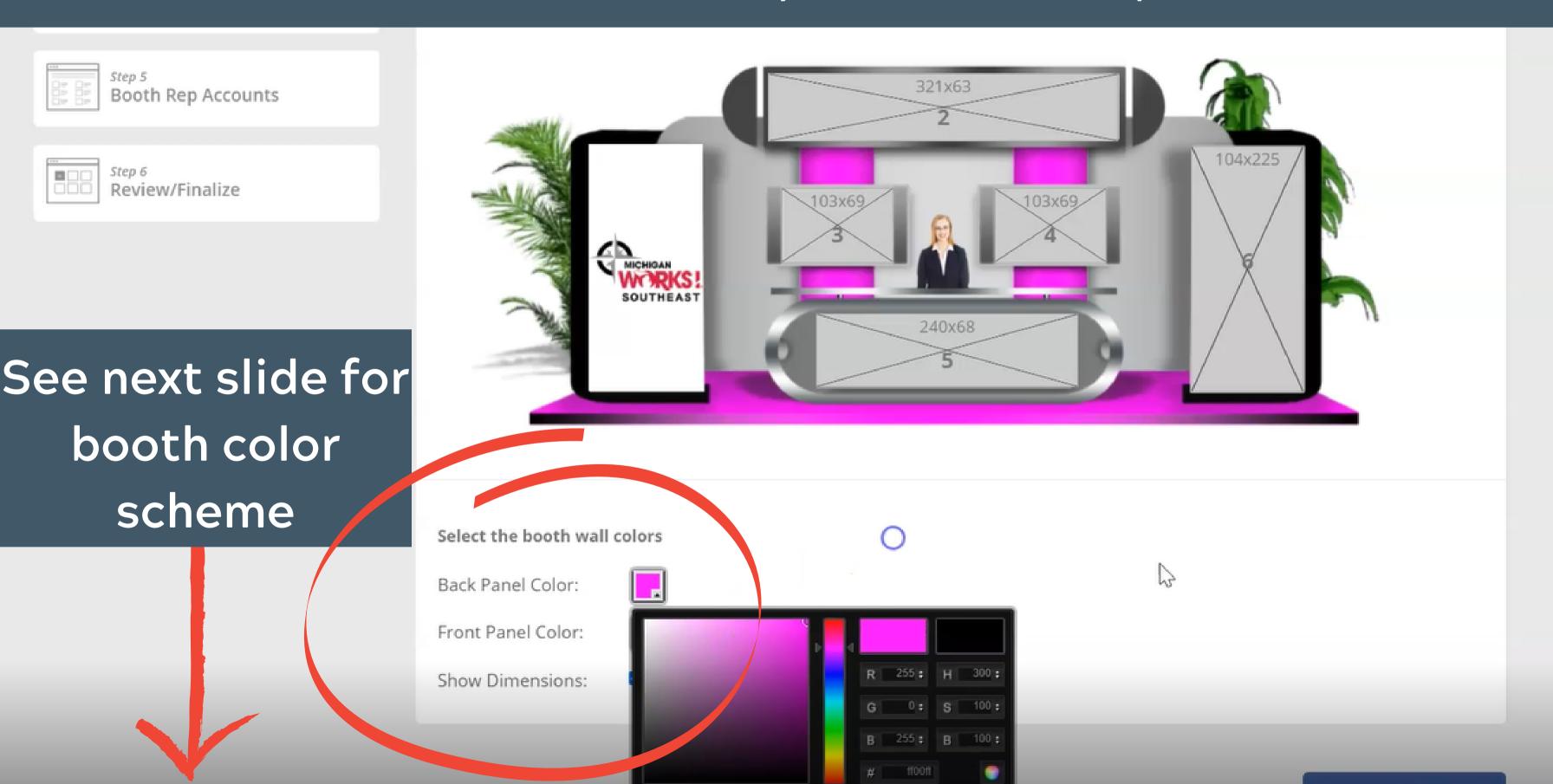
Please click on each banner to upload graphics for them.



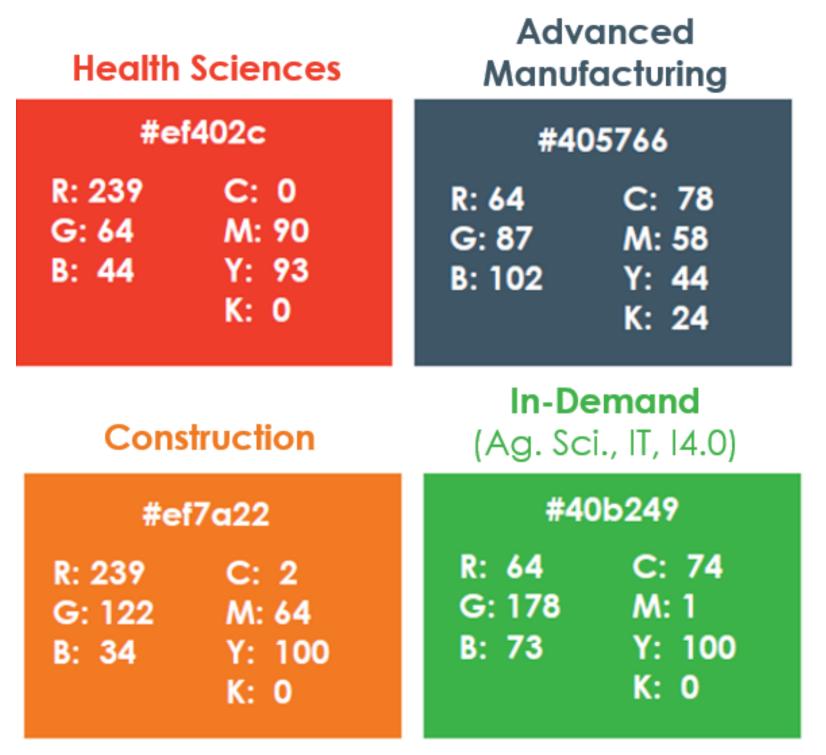
Select the booth wall colors

Pagli Danal Calari

• We ask that the color scheme for your booth match the industry you are representing, in order for students to find careers they are interested in easier through out the exhibit hall. See below for color scheme details (i.e. if you are a healthcare profession=red booth)



In order to create a better experience for students as they browse the exhibit hall we are asking that you please follow the color scheme below. Students will be able to visit the careers they choose and we are using this color scheme to mimic what the in-person event would look like for them:



If you have any questions regarding the Industry you will showcase under please reach out to Nathaniel Osborne at nosborne@mwse.org

Sample Booth

Booth Setup Form

 Need Help



Basic Information



Booth Graphics



Step 3 Content Links



Documents / Videos



Booth Rep Accounts



Review/Finalize

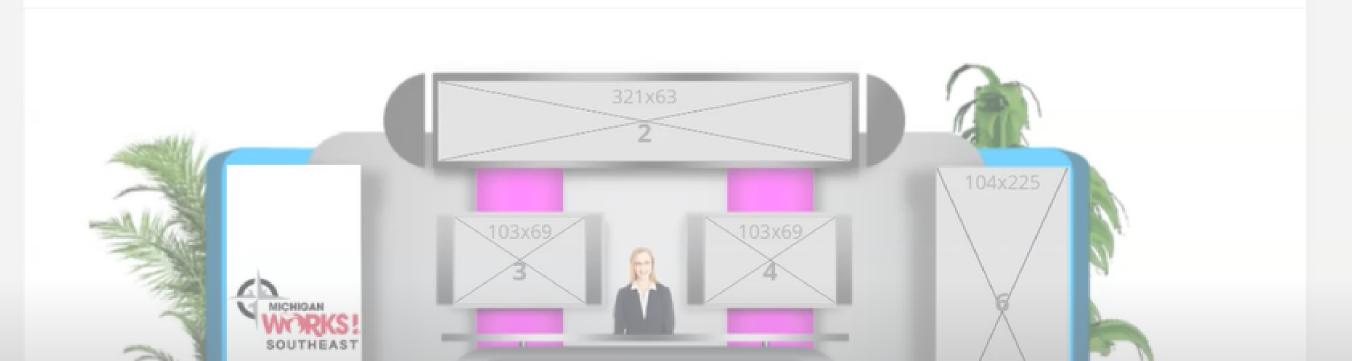
Booth Design

The booth graphic is the first thing attendees see when they open your booth. So we'll need to make it look nice and also representative of your brand.

Click here to watch a 2 minute vigeo to learn how to use this booth design tool.

♦ Back to layout selection

Please click on each banner to upload graphics for them.



Step 3: Content Links









Add content links that will be displayed at the bottom of your Finalize booth

ep Accounts

You can add links to external websites on your booth. This is the perfect place to add links to your corporate website, social media pages, career site etc.



se provide your Content Links

Link Title: Link Type: URL

Step 4: Documents and Videos



Step 1 Basic Information



Step 2 Booth Graphics



Step 3 Content Links



Documents / Videos



Step 5 Booth Rep Accounts



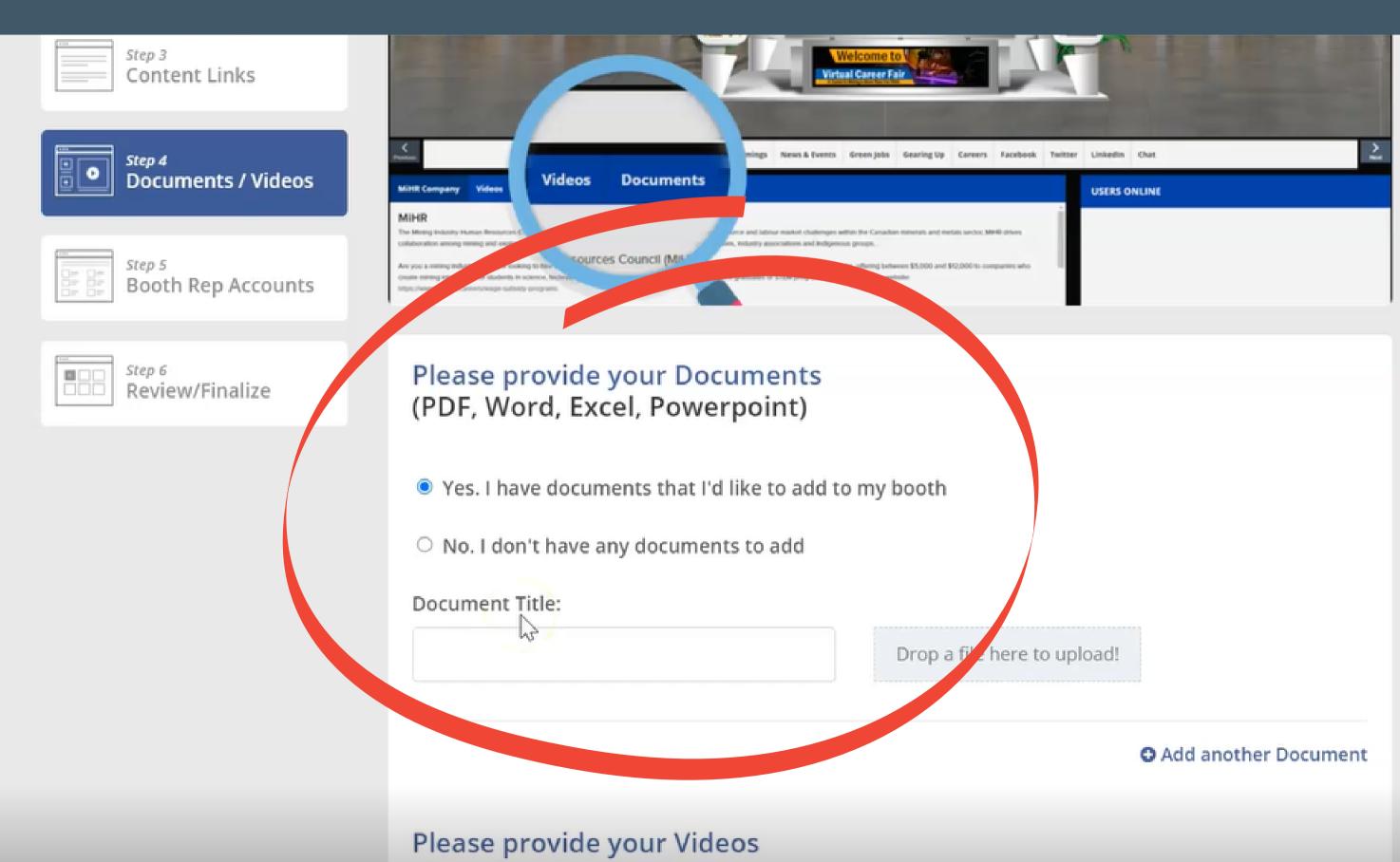
Step 6 Review/Finalize You can add Documents (PDF, Word, Excel, Powerpoint) and Videos (Youtube, Vimeo etc) to your booth. It's an ideal place to display your company information, brochures, introductory videos.



Please provide your Documents (PDF, Word, Excel, Powerpoint)

Yes. I have documents that I'd like to add to my booth

- Upload documents and videos that attendees can download
- Recommended to upload a PDF



Step 5: Booth Rep Accounts



Step 1 Basic Information



Step 2 Booth Graphics



Step 3 Content Links



Step 4
Documents / Videos



Booth Rep Accounts



Review/Finalize

On the event day, we usually recommend having a couple of team members available online to interact with the attendees via chat.

All we need is their name and email address, and we'll create Booth Rep accounts for them. Each rep can then login with their own accounts when the event goes live.

You can also provide the times each rep will be online to chat and we can display that on the booth so that attendees know when to expect you.



Name

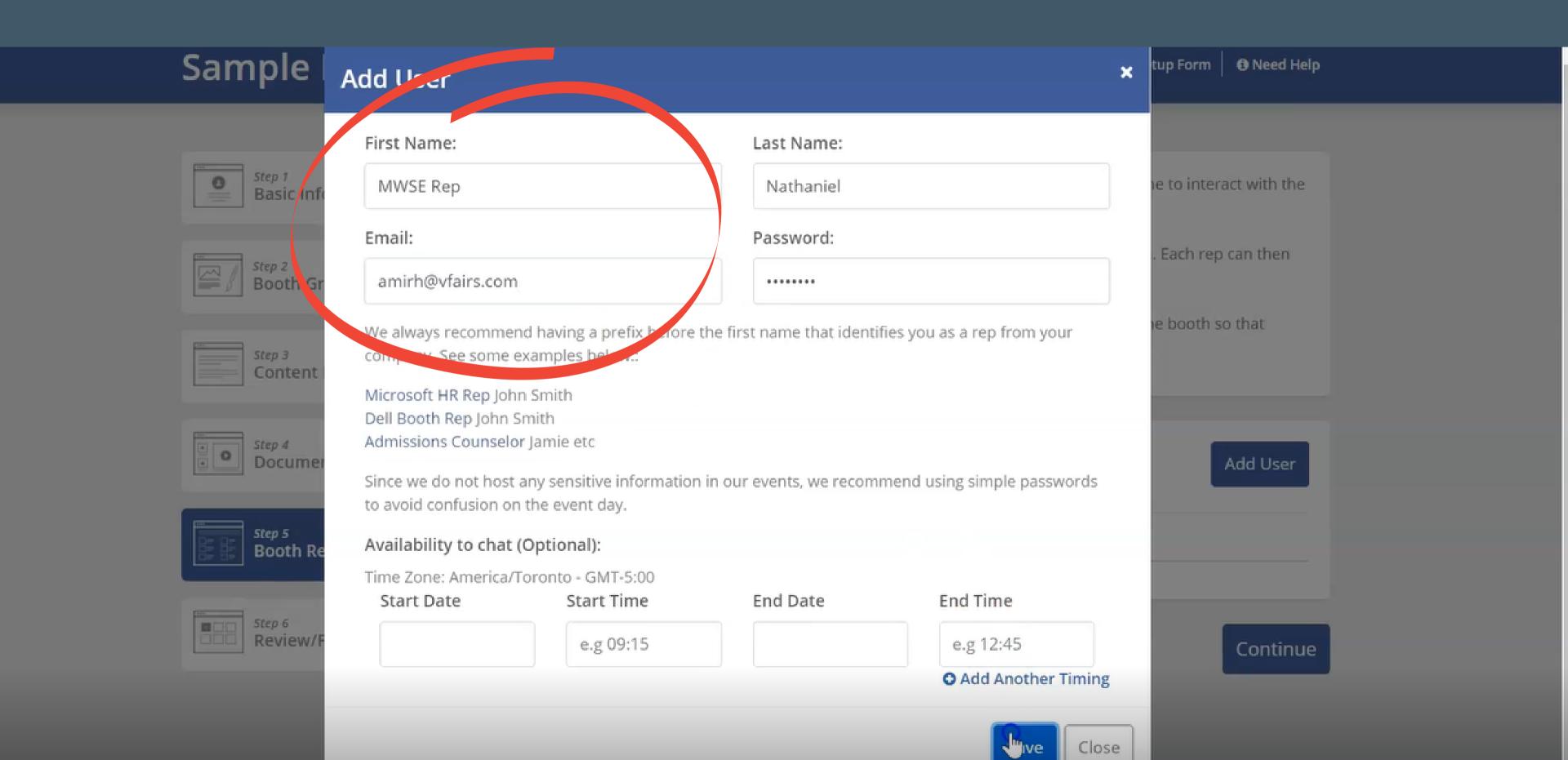
Email

Action



Continue

· Add booth rep users who will help develop and manage your booth the day of the event

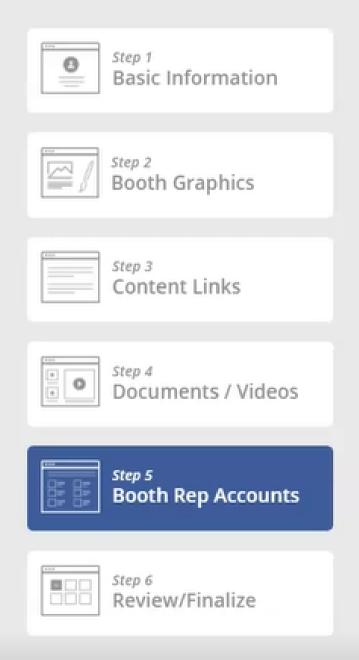


• Confirm the rep is added and continue adding reps

Sample Booth

Booth Setup Form

Need Help



On the event day, we usually recommend having a couple of team members available online to interact with the attendees via chat.

All we need is their name and email address, and we'll create Booth Rep accounts for them. Each rep can then login with their own accounts when the event goes live.

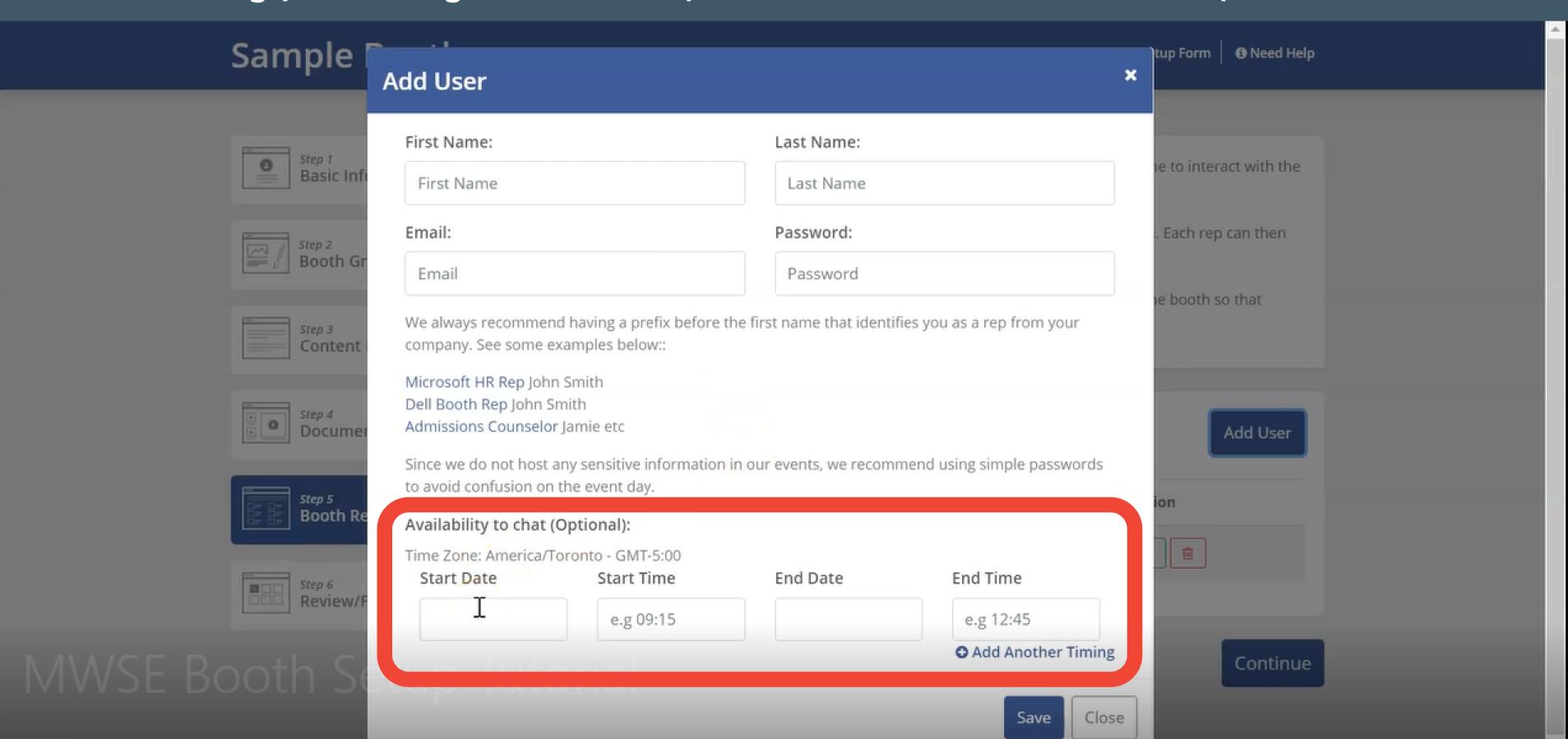
You can also provide the times each rep will be online to chat and we can display that on the booth so that attendees know when to expect you.



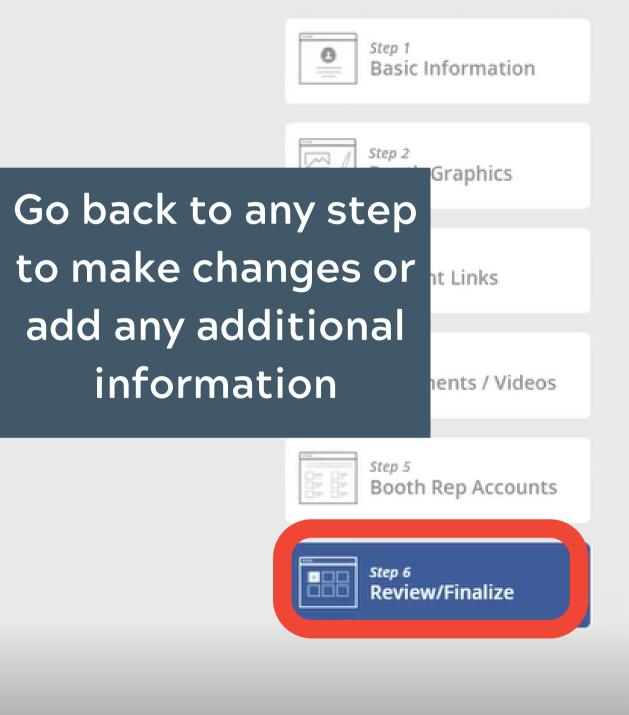
Add more reps or continue

Continue

- Set times availble for your reps on the day of the event (optional)
- This will be shown to attendees so they know who is available to chat with during the event-strongly encouraged to have reps available to answer student questions!



Step 6: Review and Finalize





You're almost done.

Once you press the submit button below, our rep will be notified.

Please review your booth details below. If you need to make changes, use the buttons on the left.

Once everything looks good, click on the 'Submit Booth' button at the bottom of the page.

If you need any assistance, use the support email address listed at the top of this screen.

Event Access:

Visit the event URL: micqsouth.vfairs.com

Name	Email
MWSE Rep Nathaniel	amirh@vfairs.com

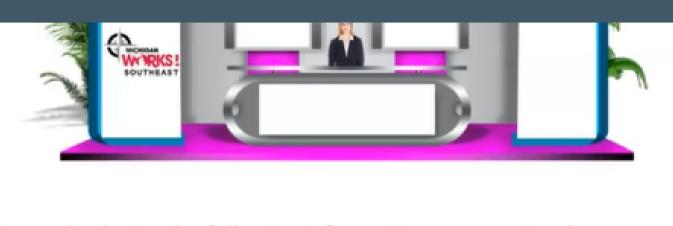


Review Booth Information:

Here is a screenshot of your online booth.

Waiting for micqsouth.vfairs.com.

 When you are finished making any updates, scroll to the bottom and select "Submit Booth"



We are displaying the following information on your stand

Description:

Chat:

Documents:

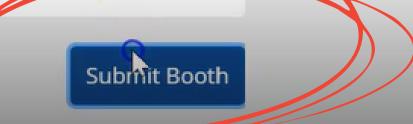
Following document has has been added to your booth:



Video:

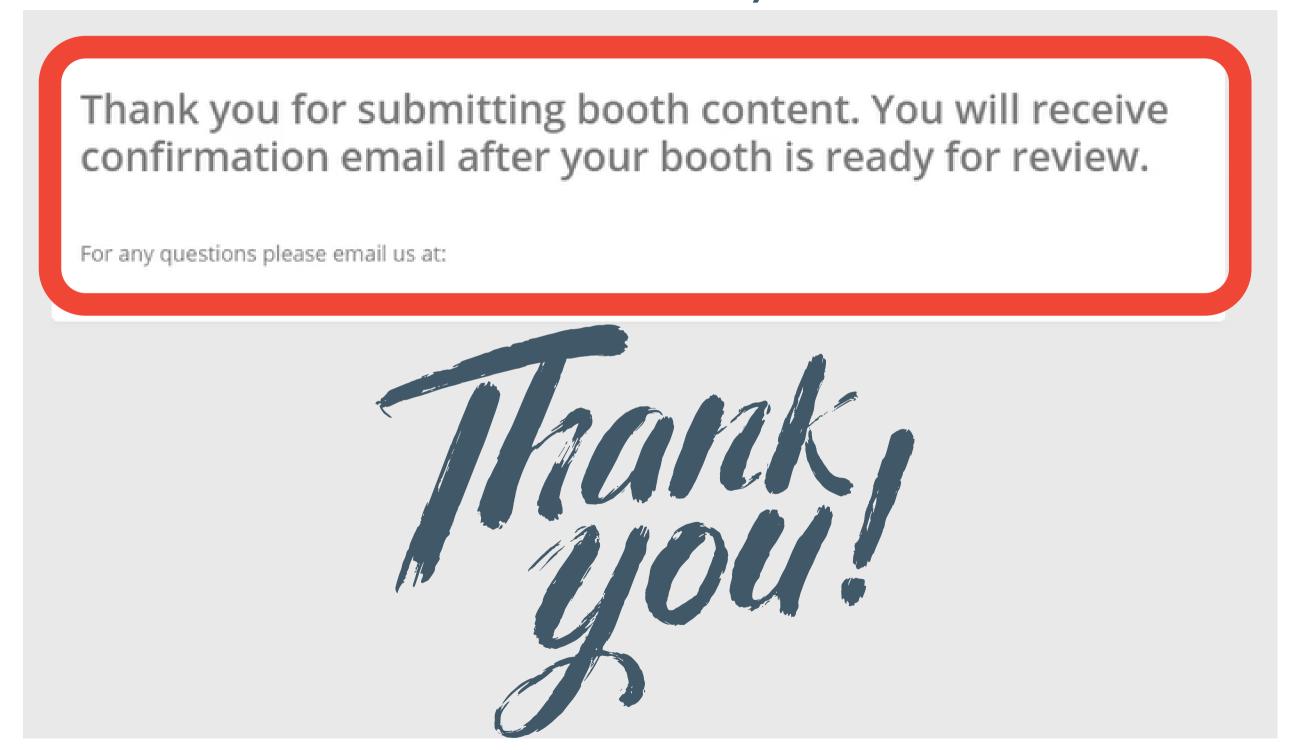
Following video has been added to the booth:





Congratulations, your booth is ready for review!

A Michigan Works! team member will review your booth and send you an image of what your content looks like from the eyes of an attendee.



To make any additional changes please reach out to Communications Specialist, Nathaniel
Osborne at nosborne@mwse.org