



Create Your Booth Tips

March 1 – 3, 2022

Thank you for exhibiting at The Canadian Golf Course Management Trade Show, in partnership with the OGSA.

To create your booth there is a link specific to your company at the bottom of this document. You don't have to create the booth all at once. You can revisit at your convenience.

Let's get started!

Exhibitor Portal – Edit Profile:

1. Click on the link provided, you may want to save it so you don't have to look for this document each time you update your booth
2. Edit profile – here you will see your company name (you can't edit it but contact us if you would like to)
3. Tagline – you create this
4. Organization Description – you can create this. It should be brief as it will show on home page of your booth. This is where you can add the gamification code or have your staff distribute to delegates as they visit your booth
5. Email – you can add the general company email or personal email address of an employee
6. Contact information
7. Links to your social media – you can populate this area
8. Video – you will likely want to add something here
9. Save

Edit Design:

1. Logo – place your company logo here – I have likely added for you but you can edit or change the logo
2. Thumbnail – this needs to be a small icon as it will show beside your exhibitor listing on the main page of exhibits
3. Banner – you can have this static or you can upload a gif file

4. Promotional video – you will definitely want to take advantage of this area
5. Make sure you save design at the bottom

File upload:

1. You can upload pdfs to products, contact information or product information – there are no limits to the number of files you can upload. There are limits to the number of promotional videos you can add
2. Add File
3. Download

Exhibit Hall- a link is required and will be sent by CGSA. In the meantime, you can preview what your booth will look like in exhibitor portal, edit design, virtual booth preview on the right

1. Visit exhibit hall
2. Click on icon
3. Your social feeds will show here
4. Description, video and u-tube will also be here
5. Join Live at the top – this is important. When a delegate visits your booth this is where they will click to join
6. More details will be shared in the coming weeks which include:
 - Join live – up to 16 people can visit live virtually and an additional 9 people can join by audio
 - You can share your screen
 - Face to face experience
 - Ability to live chat
 - You can reach out to people who have entered your booth
 - Gamification – you can offer other incentives as well

Please contact Barb Manifold with any questions, revisions and to add your additional staff members.

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