



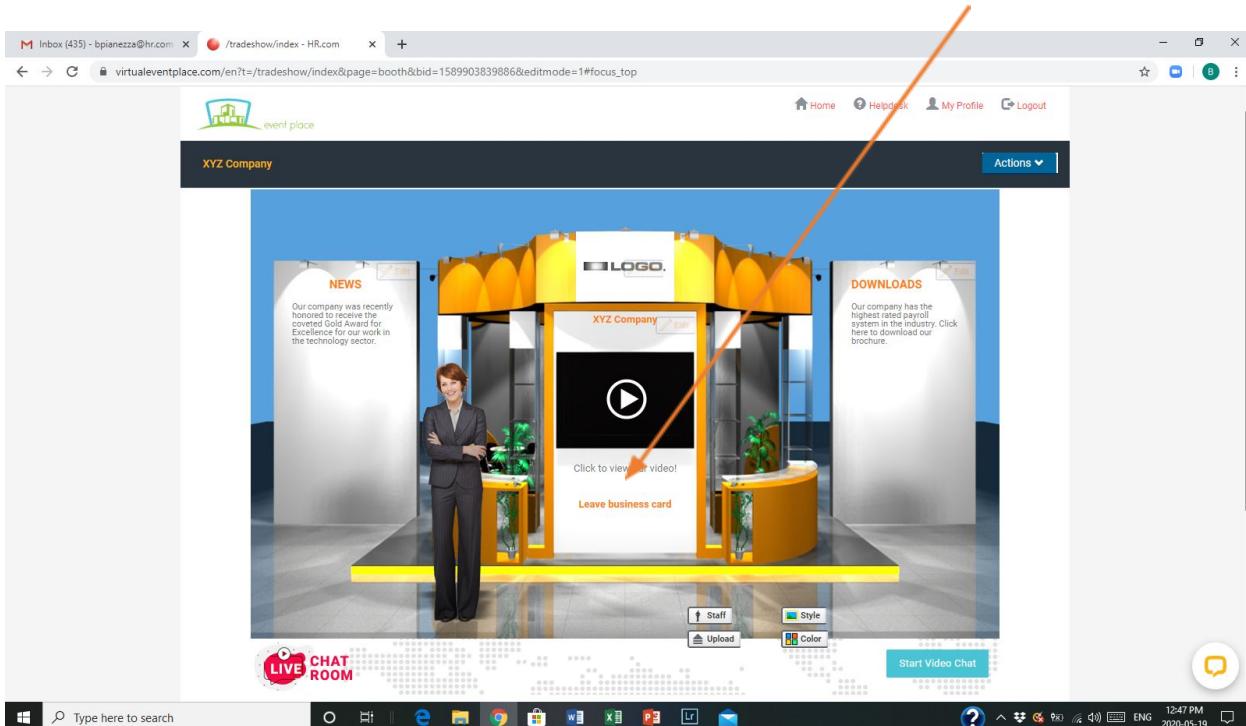
**HOW TO RETRIEVE
BUSINESS CARDS FROM
AN EXHIBITOR BOOTH
&
HOW TO DOWNLOAD A REPORT
CONTAINING ALL YOUR
BUSINESS CARDS**

Business Cards booth feature

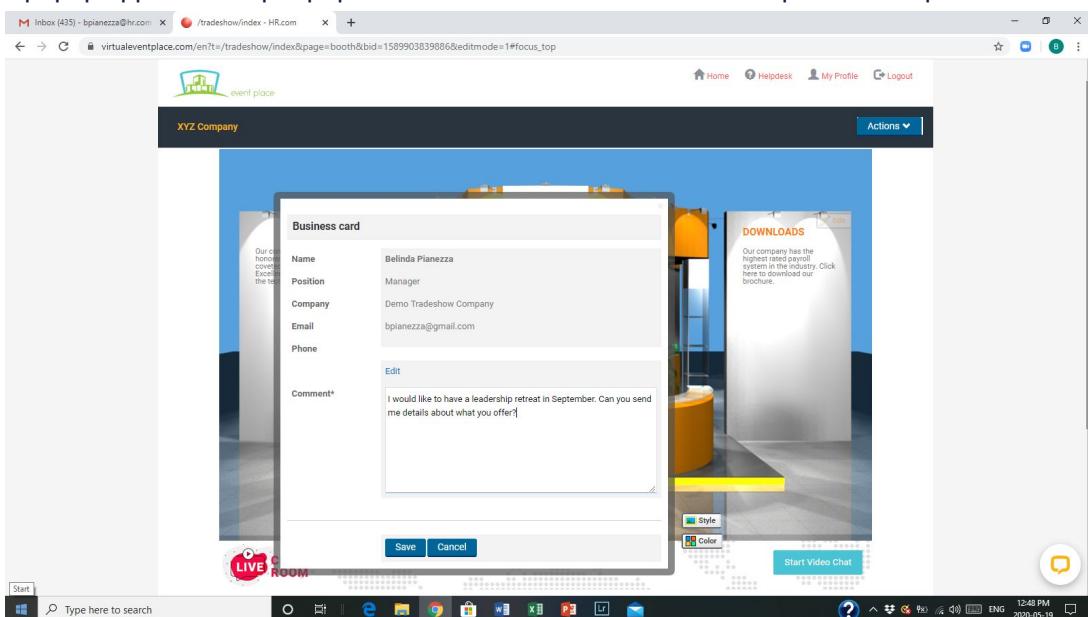
The Virtual Events Place platform includes the ability for attendees to leave their business card with you. This increases engagement and replicates the live booth experience, try offering a freebie if they leave a business card - i.e. free trial, gift card, demo, etc. This is an effective way to make connections you can follow up with!

How do booth attendees leave business cards in the booth?

Visitors can leave business cards for you at your booth by clicking on the Business Card link.



A popup appears that pre-populates their contact information and provides a spot to leave comments.



How do I view business cards that are left for me?

- Hover over your profile icon in the top right hand side of the screen
- Click on your company name (listed below your name)
- Navigate to the contact tab and select business cards from the drop down
- All business are viewable from here

Demo Tradeshow Company

LOGO.

Contact Information

Demo Tradeshow Company 123 Hill Road Los Angeles, California 90210
Phone: +1 111 111-1111
Email: jsmith@virtualeventplace.com Web: www.virtualeventplace.com

Overview Data **Contacts** Contents Trade Show

Subscribe Actions

Name

Employees

Business cards

Comment

Action

Belinda Pia
Visitors
Position: M
Demo Tradeshow Company
bpianezza@gmail.com

I would like to have a leadership retreat in September. Can you send me details about... [more](#)

19.05.2020 12:48

How do I retrieve business cards that are left for me?

- You will receive a dynamic booth report link from your show organizer.
- Click the URL link to open your booth report
- Within the Booth Reporting dashboard your business card contacts can be seen at the bottom of the report, click on the 3 dots within this section (see screenshot) to direct download in the format of your choice, CSV, Excel, etc.

93 Unique Visitors

Booth Actions by Type

Booth Actions: 93, Booth Visit: 17, Leadership Development: 9, Learning: 13, Recruitment Technology: 10, Video View: 10

Firstname	Lastname	Email	Company	Comments
1 Chris	Pratt	cpratt@test10inc.com	Test10 Inc	Out of this world booth!
2 Reese	Witherspoon	rwitherspoon@test100inc.com	Test100 Inc	Exited to learn more!
3 Samuel	L Jackson	sjackson@test1inc.com	Test1 Inc	Top notch stuff
4 Tom	Cruise	tcruise@test11inc.com	Test11 Inc	Please contact me