



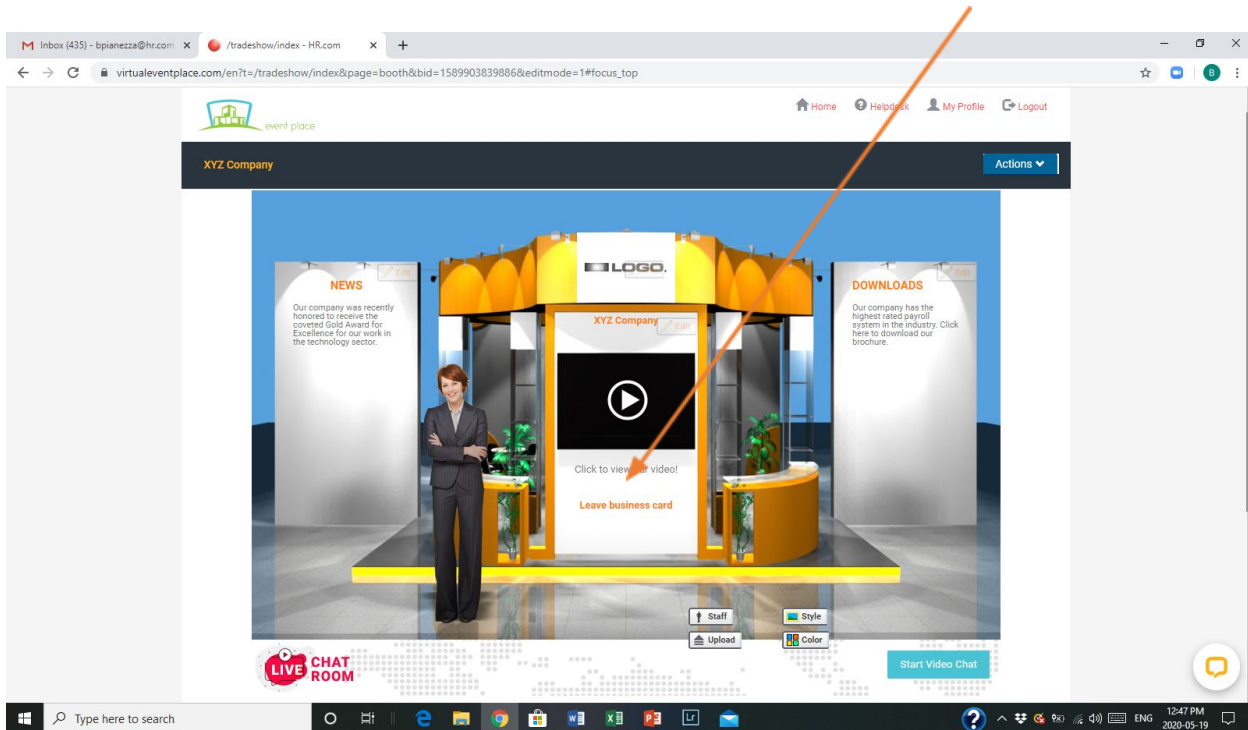
**HOW TO RETRIEVE
BUSINESS CARDS FROM
AN EXHIBITOR BOOTH
&
HOW TO DOWNLOAD A REPORT
CONTAINING ALL YOUR
BUSINESS CARDS**

Business Cards booth feature

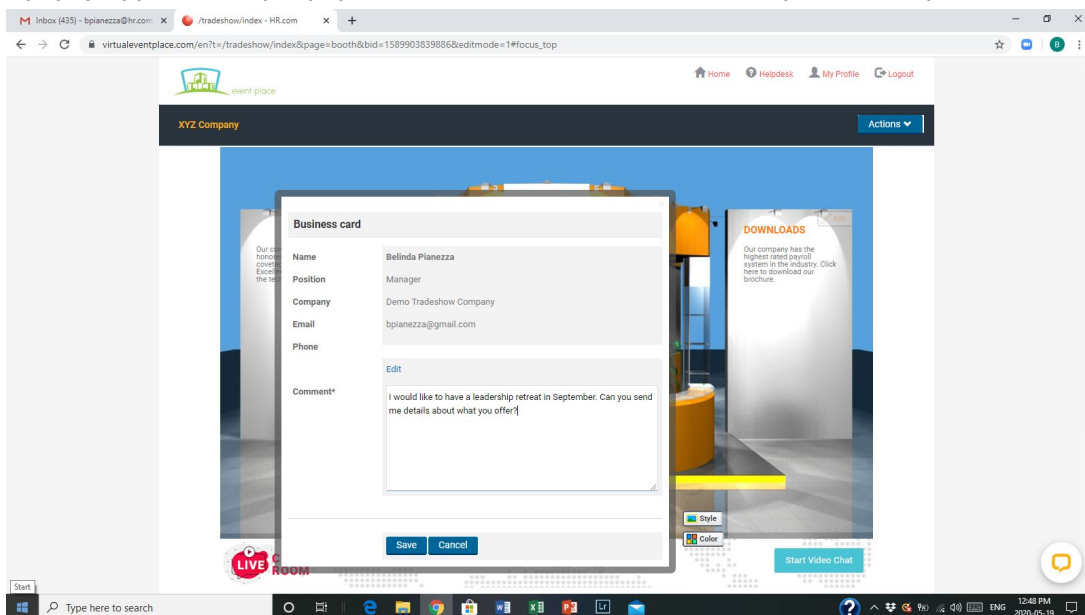
The Virtual Events Place platform includes the ability for attendees to leave their business card with you. This increases engagement and replicates the live booth experience, try offering a freebie if they leave a business card - i.e. free trial, gift card, demo, etc. This is an effective way to make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

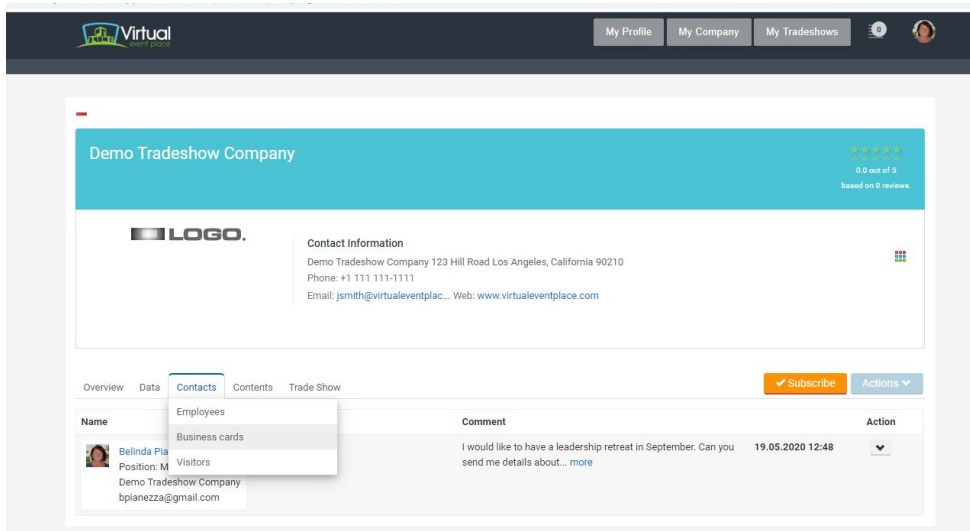


A popup appears that pre-populates their contact information and provides a spot to leave comments.



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



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.

