



**CANADA'S FIRST VIRTUAL TRAVEL SHOW**  
OCTOBER 14, 15 & 16, 2015

# EXHIBITOR'S GUIDE

Presented by:



A division of:  
**LogiMonde**media



# EXHIBITOR'S GUIDE

## INTRODUCTION

### **A CANADIAN VIRTUAL TRAVEL SHOW: PICTURE THIS!**

You are comfortably sitting at your computer (in Toronto, Montreal, Vancouver, Calgary or anywhere in the world) and you've entered the PAX Virtual Travel Show.

Just like that, visitors, start to arrive at the main entrance. A host (or hostess) welcomes them into the exhibition space, with an invitation to discover various showrooms (with 10-25 booths each), the lounge, and the conference rooms.

By visiting the show, guests will see banners of the main and major sponsors of the event throughout the space, in the main lobby and in different rooms.

A button then appears on your screen. It's a signal that the first visitor has arrived to your booth. You can chat with them by typing, with or without a webcam - choose to interact one-on-one or with several other visitors.

Your visitors can also read and download documents (**images, videos, PDFs**) that you have decided to display in your booth, which will be uploaded before the opening of the Virtual Travel Show by Logimonde Media.

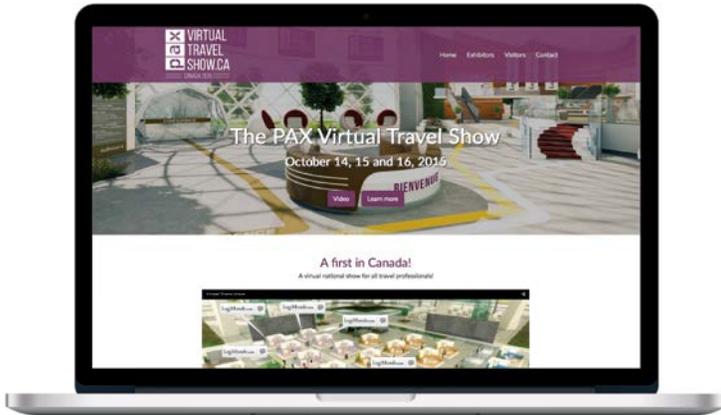
It's that simple and effective!





# SIMPLE, FAST & EFFECTIVE

The purpose of this guide is to familiarize you with the PAX Virtual Travel Show.



## 1. ACCESS THE VIRTUAL TRAVEL SHOW WEBSITE:

Visit [www.virtualtravelshow.ca](http://www.virtualtravelshow.ca).

## 2. CHECK YOUR HARDWARE:

As an exhibitor, you'll need the following equipment:

- ✓ Computer
- ✓ Microphone (optional)
- ✓ Webcam (optional)

To ensure that these work, click on 'System Check' at the bottom of the page.





### 3. ACCESSING YOUR BOOTH:

At the entrance to the Virtual Travel Show, a window appears on your screen to enter your username and password.

You can access your account through the following methods:

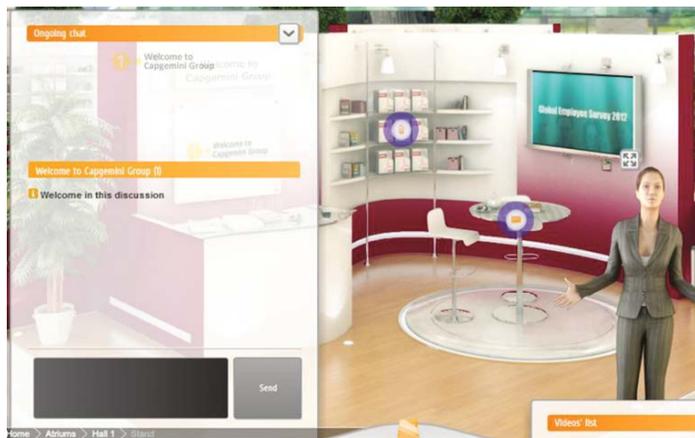
- ✓ Social network
- ✓ Connect via the website
- ✓ Your username and password, as well as the location of your booth will be made available two (2) weeks after the full payment of your booking. Contact: Wazna Azem, 450-689-5060 x 220 or wazna@logimonde.com.

If a window does not appear, you can access by clicking on the 'Connection' button.

Once logged in, complete your profile and allow the system to recognize your webcam and microphone. This recognition is necessary to network with your visitors.

#### **NOTE:**

- You can interact with your visitors anytime. In case of disconnection, the visitors can still access the documents already deposited in your booth: PDFs, videos, images, etc.
- You can also have a host/hostess with a previously recorded message to greet your visitors. This is optional.



#### 4. CUSTOMIZE YOUR BOOTH:

Your booth has been configured with all of your documents and now it's time to interact with your visitors.

A visitor is in your booth! You'll receive an alert each time a new visitor shows up.

You can interact with visitors in the following ways:

- ✓ Chat by typing
- ✓ Webcam & microphone
- ✓ Microphone

In your booth, you can:

- ✓ View the number of visitors to your booth.
- ✓ Have a one-on-one discussion with visitors.
- ✓ Have a discussion with several visitors at a time.
- ✓ Manage public content and private chats.

#### **NOTE:**

Some companies have booked multiple booths. You can answer your visitors and administer all booths simultaneously.



## PAX VIRTUAL TRAVEL SHOW SCHEDULE

October, 14, 2015 Opens: 1 a.m. (HE)

October 16, 2015 Closes: 12 a.m. (HE)

**Technical support and Virtual Travel Show questions:**  
9 a.m. to 8 p.m. (EST)



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#### **NOTE:**

- We recommend exhibitors to be connected during the following hours:  
ET: 9:00 a.m. to 8:00 p.m.  
PT: 9:00 a.m. to 8:00 p.m.
- For those who have booked the conference room, see the guide regarding Conferences.
- For those who have booked a webinar, visit the guide for Webinars.
- For the lounge, please visit the Lounge guide.