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How to access your booth as a vendor



Dolapo

Updated 2 days ago



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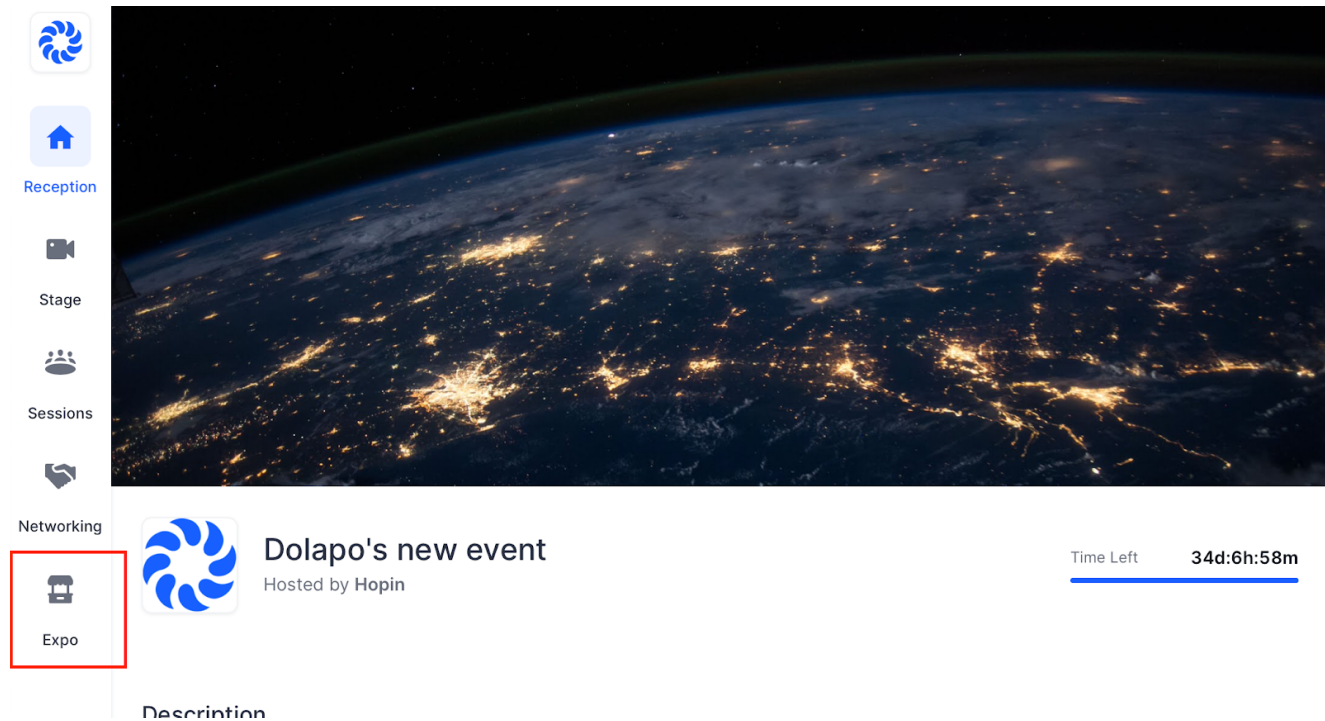
If you're a vendor at an event hosted on Hopin or you've been assigned a booth, this guide shows you how to access your booth on the day of the event.

Tip: How to set up your expo booth as a vendor



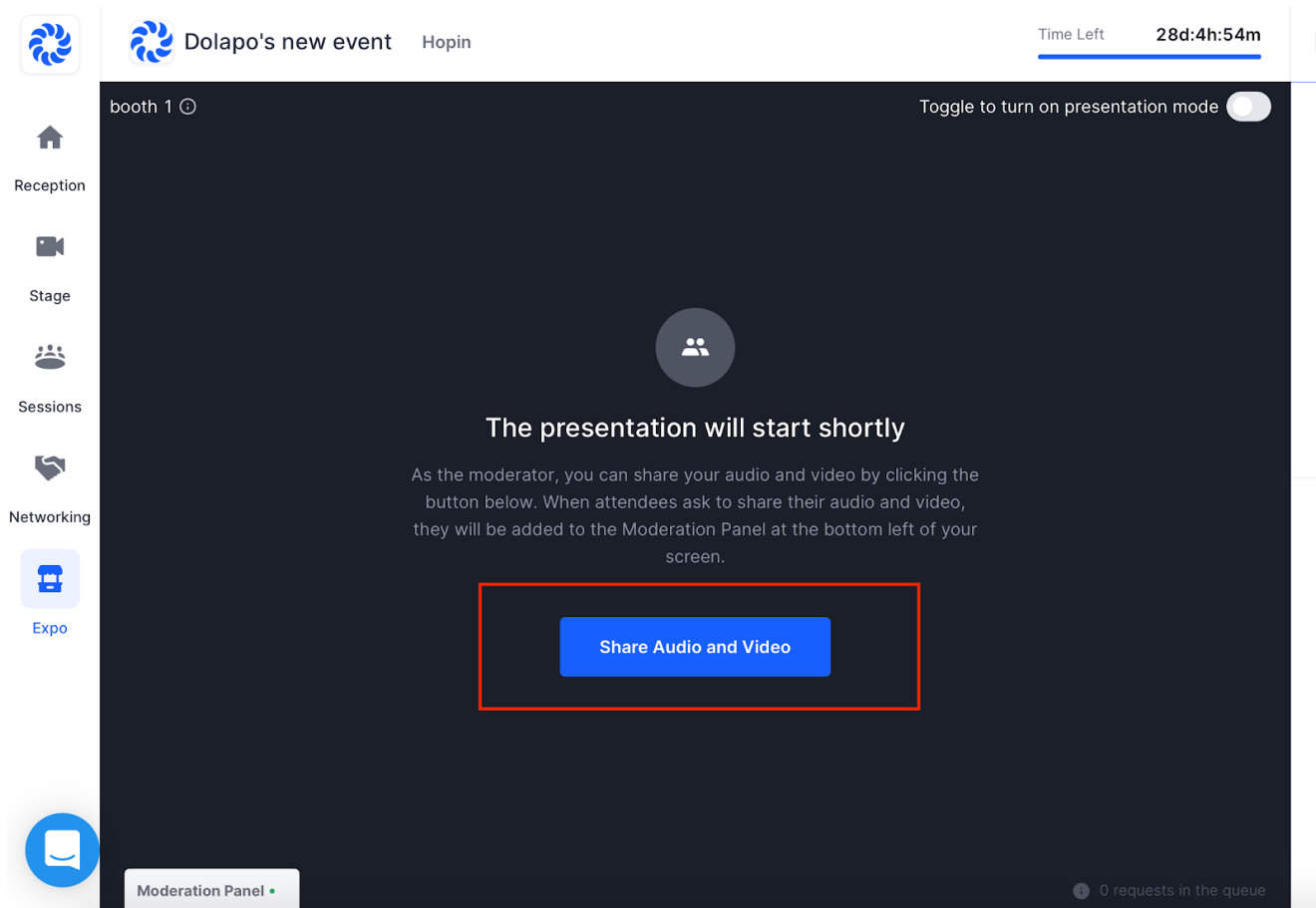
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1. Get registered for the event.
2. When it's time for the event, sign in to your account, and head to the reception page of the event five minutes before the event starts.
3. Click Expo on the left sidebar and find your booth. Click it to enter.



The screenshot displays the Hopin event interface. On the left is a vertical sidebar with navigation icons: a blue circular logo, a home icon, a reception icon, a stage icon, a sessions icon, a networking icon, and an expo icon (highlighted with a red box). The main area features a large image of Earth from space at night, showing city lights. Below the image is a card for 'Dolapo's new event' hosted by Hopin. The card includes a 'Time Left' indicator showing '34d:6h:58m' and a 'Description' section.

4. If it's a pre-recorded video, then your job is easy, just man the Booth chat. In case it's a live session, the organizer of the event must have made you a moderator for the session. When you enter the booth, you can click the 'Share Audio and Video' button to go on live camera.



5. Make sure you've given browser permissions for Hopin to use your camera and microphone. When people request to share their audio and video in a live Booth, you'll see their name pop up in the Moderation panel at the bottom of the screen.

6. Click their profile image to allow them to join. They can then select their audio and video devices and be on screen.

general ⓘ

Reception

Stage

Sessions

Networking

Expo

Time Left **64d:1h:58m**

Welcome to the session

As the moderator, you can share your audio and video by clicking the button below. When attendees ask to share their audio and video, they will be added to the Moderation Panel at the bottom left of your screen.

Share Audio and Video

Moderation Panel •

1 request in the queue

dolapo

7. You as the moderator, can take off speakers from the screen or the speaker's screen share by clicking the three-dot by the speaker or screen share and select 'Remove'.

Pin

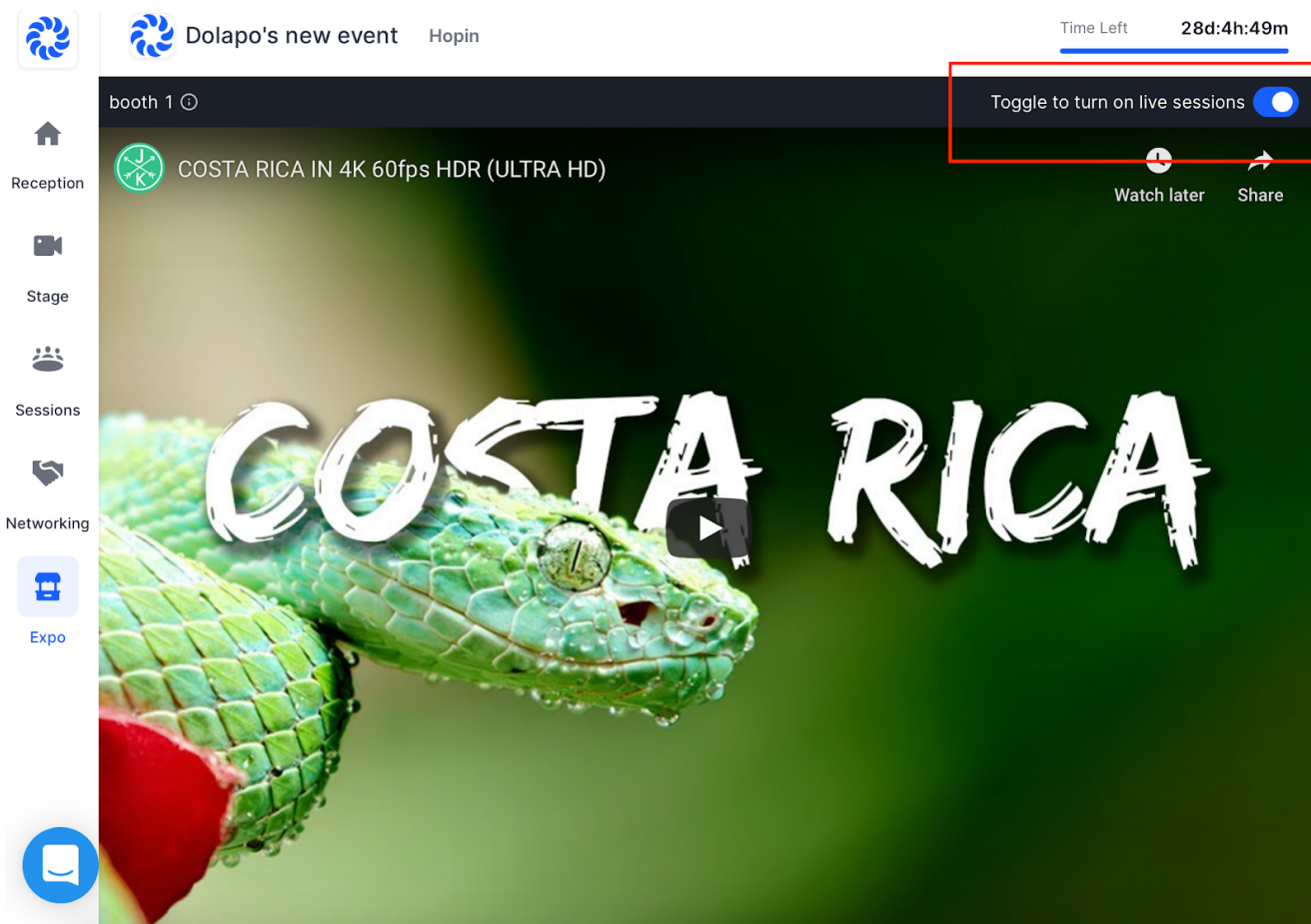
Mute for me

Remove

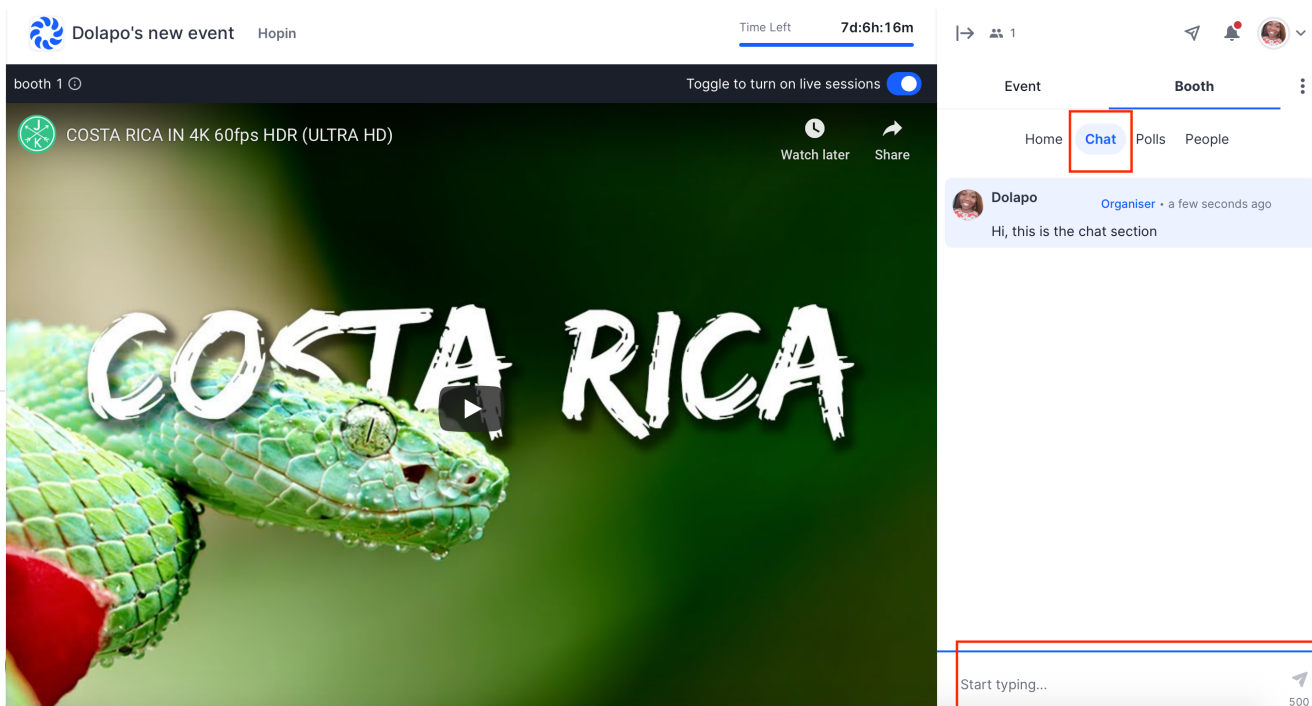
AS

Aliksandra

8. If a fallback provider was set in your booth, you can toggle between video and the live session.



9. Say hello to your booth visitors and answer any questions they may have, by using the chat section.



Feel free to reach out to us at support@hopin.com in case you have questions or need assistance.

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