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Setting up an Expo Booth as a Vendor



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Updated 2 days ago



Applies to

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✓ Starter

✓ Appsumo

✓ Growth

✓ Pro

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Hi there, congrats on having a booth at the event on Hopin!

If this is your first time, welcome!

You're probably wondering how this works and what to do. You've come to the right place.

How do I set up my vendor booth in Hopin?

Organizers can invite you to customize your own booth (advanced plans only) or alternatively they can set up a booth on your behalf at their event.

If you have been invited to set up your own booth, follow the steps below to get started.

- You will receive an email that looks like this:

? Need Help?

Hello dolapoiyunade! 🙌

Dolapo's Unlimited Org has invited you to the booth admin page



New event

April 24, 2021 at 23:00 - August 31, 2021 at 18:00 UTC

Hosted by **Dolapo's Unlimited Org**

[Set Up Your Booth](#)

- Click on *set up your booth* to continue.
- You will then be sent another email to confirm your registration for the event. Click on *Access booth setup*

New event

by Dolapo's Unlimited Org

Just one final step to complete your registration - please click the button below to reserve your ticket.

Until you click the button (or access the link) below, you will not be fully registered for this event.

Please note that your unique link in the button below **will expire in 10 minutes**. Upon expiry, you can click the same button again to send a new verification email with the new link.

When the event starts, you can use this same link to join the event, going through the same verification process.

Please note that this link is unique to you and should not be shared with anyone for your own security.

[Access booth setup](#)

[+ Add to Calendar](#)

- You will then be redirected to your booth setup page where you can fill in the booth details according

to this guide.

- Click save when done.

If you already set up your booth and you want to edit it or make some changes,

- Log into your Hopin account.
- Click on your profile picture in the top right and select your booth under the Vendor Dashboard section

Note: You need to be on the event registration page or on your account pages for this to work. If you're in the event venue the vendor dashboard will not show up.

The screenshot shows the Hopin user interface. At the top right, there is a profile picture icon with the initials 'DJ' inside a blue circle, which is highlighted with a red box. A dropdown menu is open, showing the following sections:

- ACCOUNT**
 - Home
 - Events
 - Profile
- ORGANIZATIONS**
 - techCity
 - test 2
- VENDOR DASHBOARD** (highlighted with a red box)
 - booth 1
Dolapo's new event
- Sign out

The main content area shows a greeting 'Hello, dolapo', an 'Invitations' section with a list of organizations including 'Dolapo's Org' with 'Accept' and 'Decline' buttons, and a 'Your upcoming events' section with a video thumbnail.

If you didn't receive the vendor invite and the event organizer is to set up the booth for you,

- Check out the Expo Tutorial to understand how an organizer sets up a booth.
- Send the booth details to the organizer in order for them to customize your booth for you.
- Make sure you are registered for the event in order to access your booth on the day of the event.

Customization options for the Expo Booths

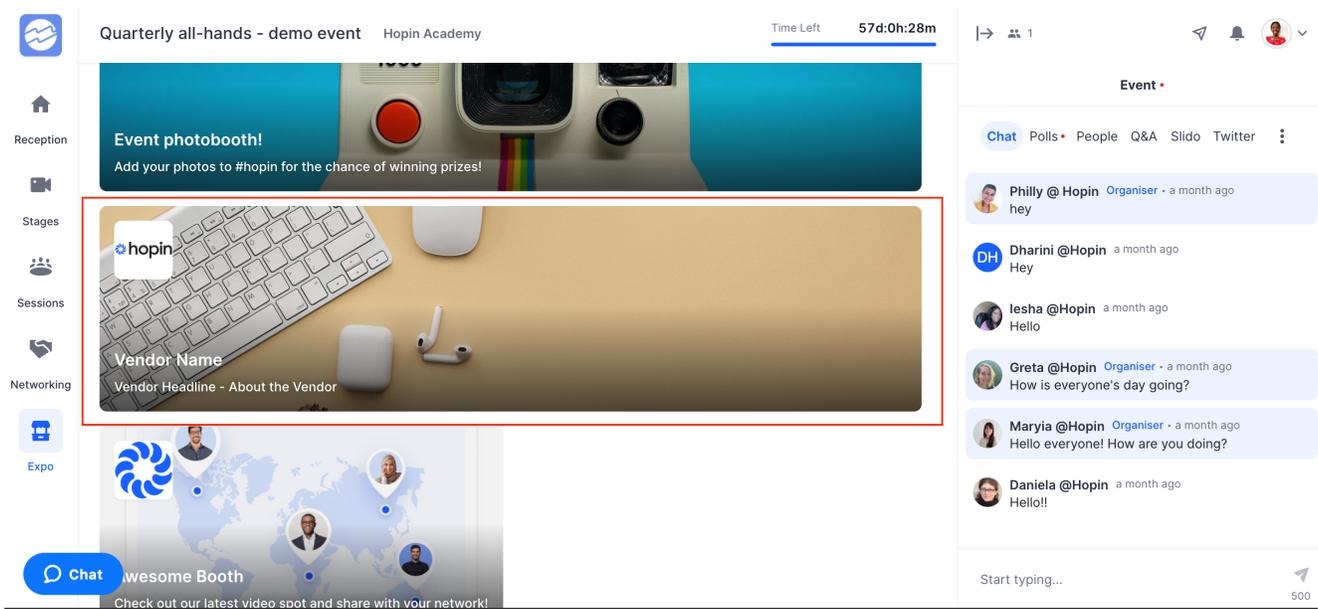
The video below explains how an organizer creates a booth. Use the video to understand the different aspects of creating a booth.



How do I preview my booth once it is live?

While the option to preview a booth before the event is available to only organizers at this time, organizers can send screenshots or video walkthroughs of the booths to their vendors.

A large booth in an event will look like this in the Expo section:



The booth will look somewhat like this during the event:

The screenshot displays the Hopin event interface. On the left is a navigation sidebar with icons for Reception, Stages, Sessions, Networking, and Expo. The main content area features a video player titled 'COSTA RICA IN 4K 60fps HDR (ULTRA HD)' with a red play button and a 'Watch on YouTube' button. The video content shows a green snake with the text 'COSTA RICA' overlaid. On the right, the 'Booth' section includes the vendor name 'hopin', a headline 'Vendor Headline - About the Vendor', social media icons, and an 'Event Offer' card that reads: '10% discount for all customers that use code #Happy'. Below the offer, it states: 'By registering interest you will claim the offer & your email will be forwarded to the vendor.'

How do I enter my vendor booth once the event is live?

It's important to make sure you are "in" your vendor booth during the event on Hopin. This will allow you to answer questions in the Booth Chat and be on live camera to engage with visitors if you've chosen that format.

See this guide on how to access your booth on the day of the event.

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

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