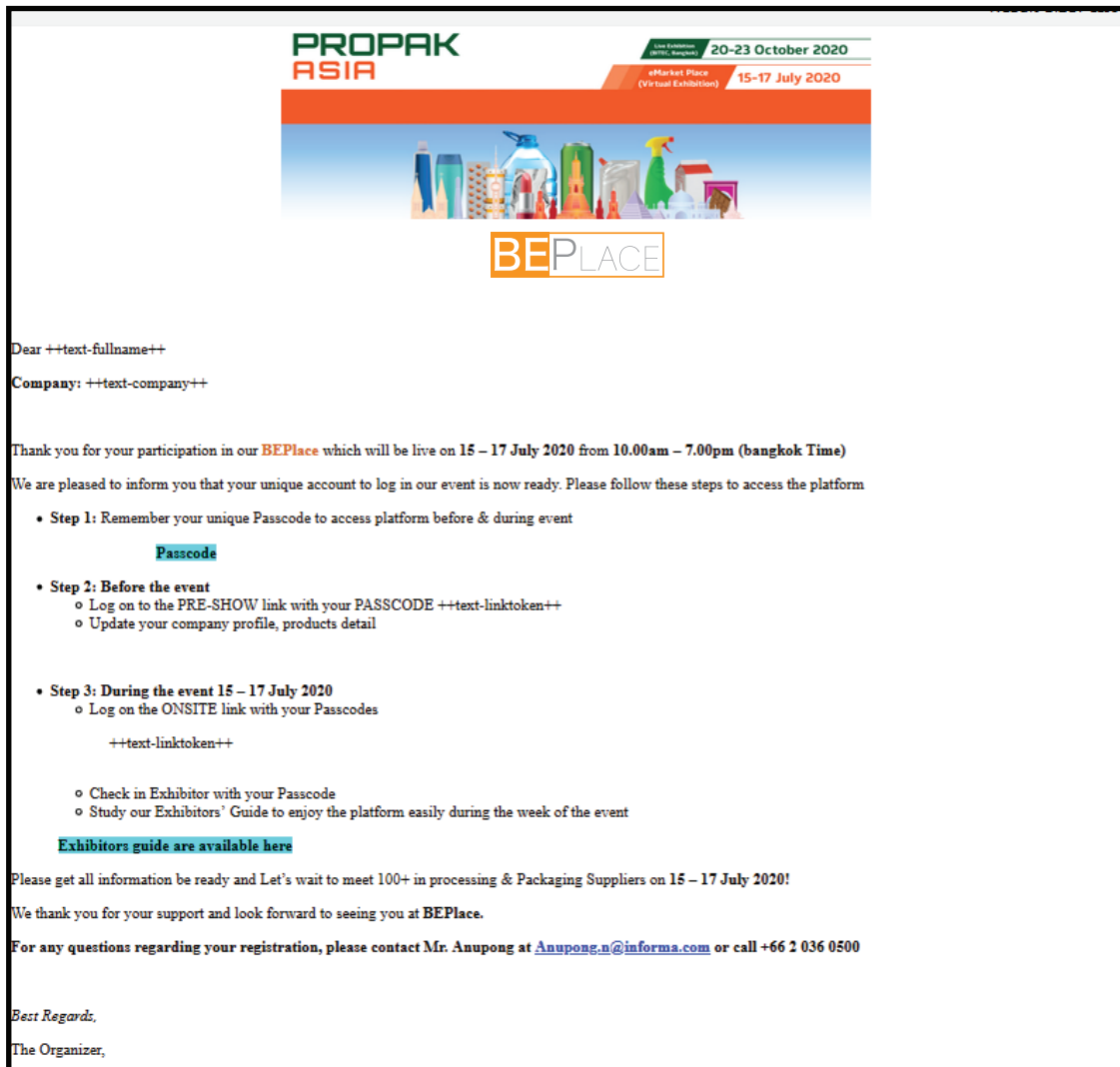# BEPlace

Exhibitors Guide

1.How to Login

Instruction

The email to be sent from noreply@thevista.co.th with a unique PASSCODE and different access links to be used for:

- Exhibitor Backend Platform
  to update your company profile, products and VDO in the platform before & during the event
- BEPlace Platform
  to meet & match with industrial visitors

*If you do not receive the Email, please check in your Spam or Junk box

BEPLACE

Exhibitors Guide

2.Update Profiles

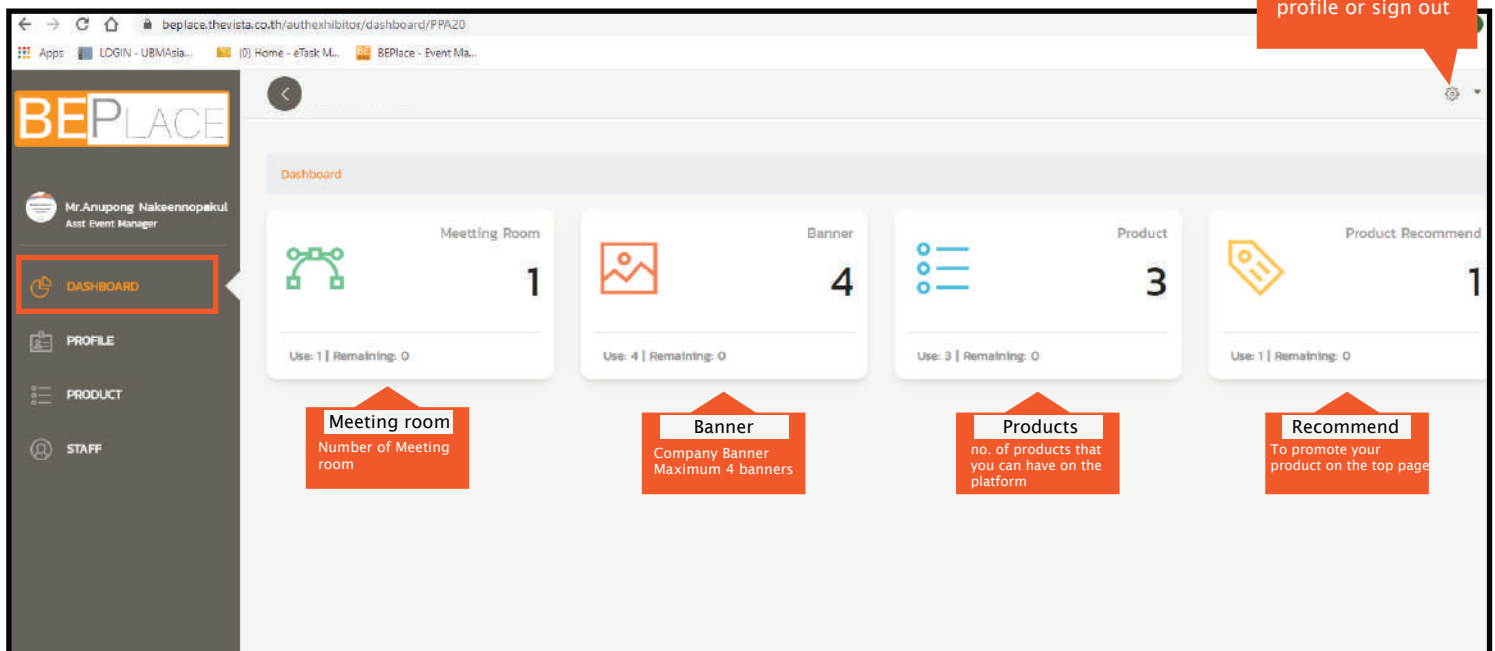https://beplace.thevista.co.th/authexhibitor/index/PPA20
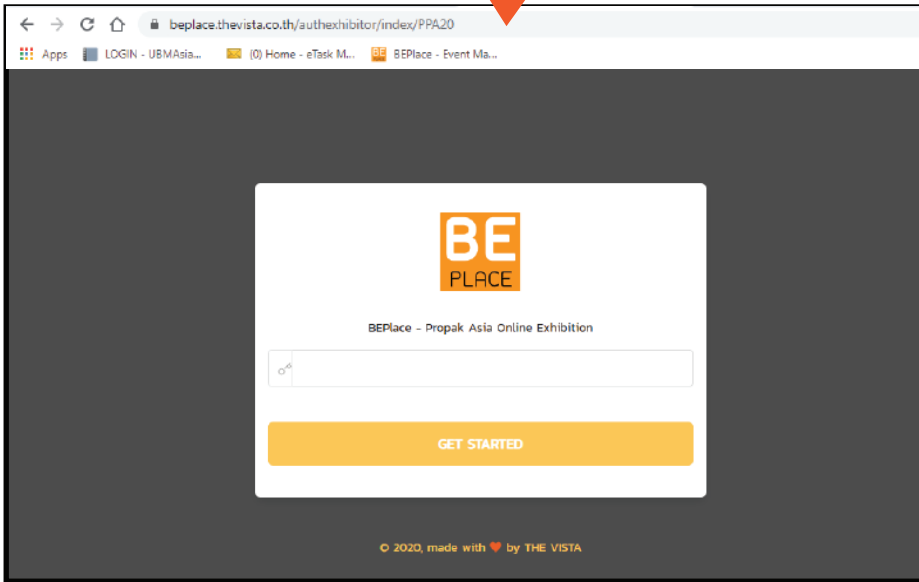
Instruction

1. Login BEPlace-Exhibitor with above link
2. Insert the passcodes from your email then click "Get Started"

2.1 Update Profiles (Dashboard)

Click to update your profile or sign out

Meeting room
Number of Meeting room

Banner
Company Banner Maximum 4 banners

Products
no. of products that you can have on the platform

Recommend
To promote your product on the top page

BEPLACE
Exhibitors Guide

2.2 Update Company Profiles (Profile)

Click here to update your Profile

Insert Youtube/Youku Embed link

Update your company information

Insert your Company Logo

Insert your Company Brochure

Insert your Company Banner Maximum 4 banners

Insert your social media e.g. Facebook, Whatapp

Company Description
-Short Description-

Company Description
-Full Description-

BEPLACE
Exhibitors Guide

3. Exhibitor Products Page

Products Quotas

Click here to update your Products details

Insert your product brochure

Insert your product Image (Maximum 2 images /product)

Click here to update your Products details

Insert your Product name

Select your Product Category

Insert your Products Short Description

Insert your Products Full Description

BEPLACE
Exhibitors Guide

4. Staff

Staff is the one who handle the meeting room number of staff is same with the number of meeting room

Click here to update staff information

1 If you have one more meeting room. you can add a staff by clicking "New Staff Button" and fill up the information.

*One staff can be assigned per one meeting room.

2 Approved : Staff being approved by organiser
Waiting : Staff waiting approval from organiser
Rejected : Staff being rejected by organiser

3 Edit Staff Details

BEPlace
Exhibitors Guide

5. Visitor View

Company Banner
Maximum 4 banners

Company Logo

Company Description
-Full Description-

Company Description
-Short Description-

Company Brochure

Youtube/Youku
Embed link

Products

BEPLACE
Exhibitors Guide

6. How to use paltform (15-17 July)

PROPAK ASIA

1 EXHIBITOR LIST INFORMATION 2

4 BEPLACE - PROPAK ASIA ONLINE EXHIBITION
📅 15 JULY 2020 – 17 JULY 2020
🕐 10:00 AM – 07:00 PM GMT (+7)
ASIA/BANGKOK TIME ZONE

5 NOW OPEN   17:29:21

3 EXHIBITOR CHECK-IN

VISITOR CHECK-IN

EH 98

6
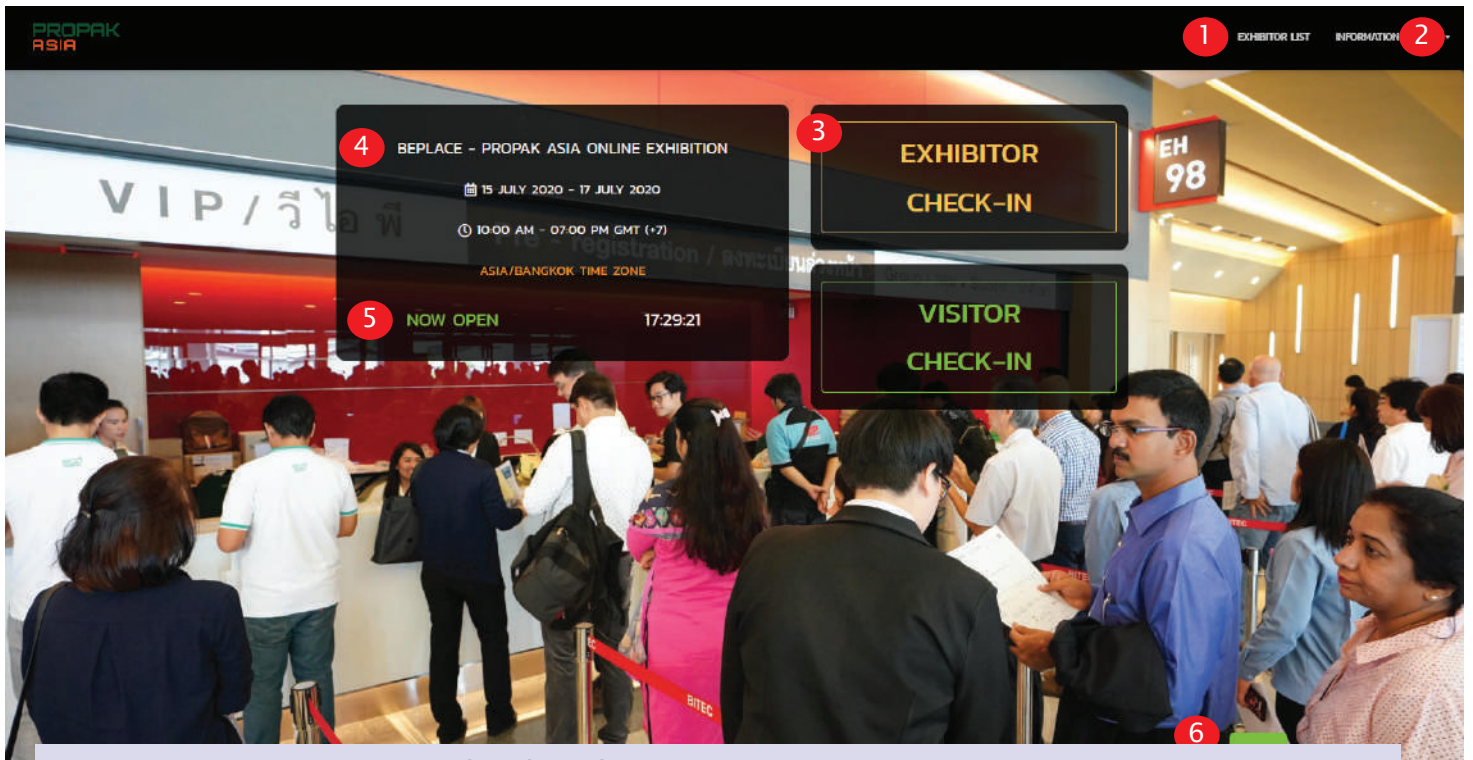
EXHIBITOR CHECK-IN with your Passcode at
https://beplace.thevista.co.th/exhibition/PPA20/exhibition

1 All Exhibitor lists

You can see list of all exhibitors here

2 Events Information and Event Highlight

You can see information regarding BEPlace platform and event highlight and activity

3 Exhibitor Check in

You can sign in here with your given passcode to access the platform

4 Events Date & Time

It indicates dates and operating hours of BEPlace Platform

5 Status of Events / Current time (Bangkok Time GMT+7)

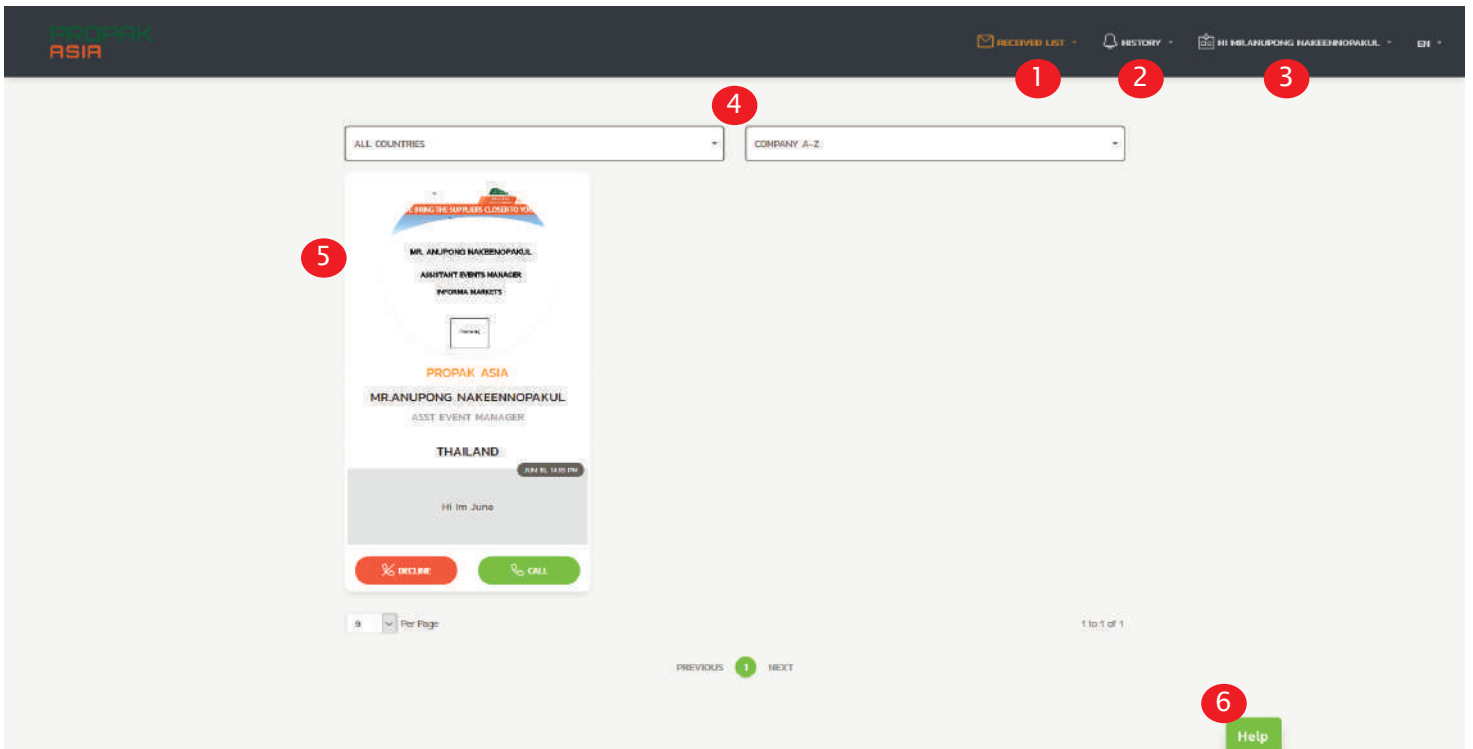It indicates status of event as "Open" and "Close" with local time

6 Live Chat with organiser

It connects you with organizer for concierge service

*RECOMMENDED BROWSERS: Chrome, FireFox, Safari

BEPLACE
Exhibitors Guide

7. Exhibitor view page

1 Received Lists	2 History	3 Exhibitor Profile
It shows requests from visitors to your company	It shows your call history on BEPlace platform	You can update exhibitor profile here

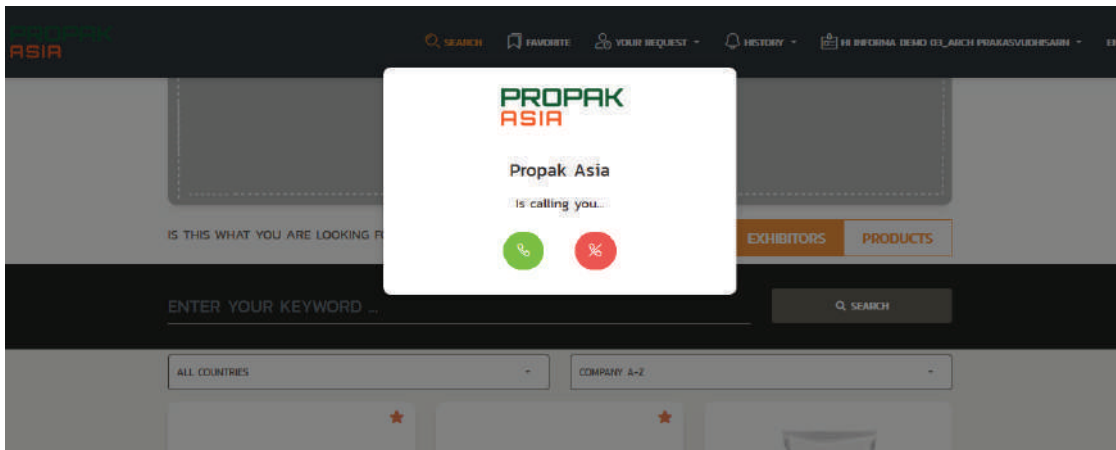| 4 Search Function	5 Received Lists page
You can search request by country and company name	It displays your receiving request from visitors and you can click to accept or decline the call

6 Live Chat with organiser
It connects you with organizer for concierge service

8. Call Meeting


Visitor will get notification after you click accept the call. It will bring both exhibitor and visitor to a meeting room as show in photo below.
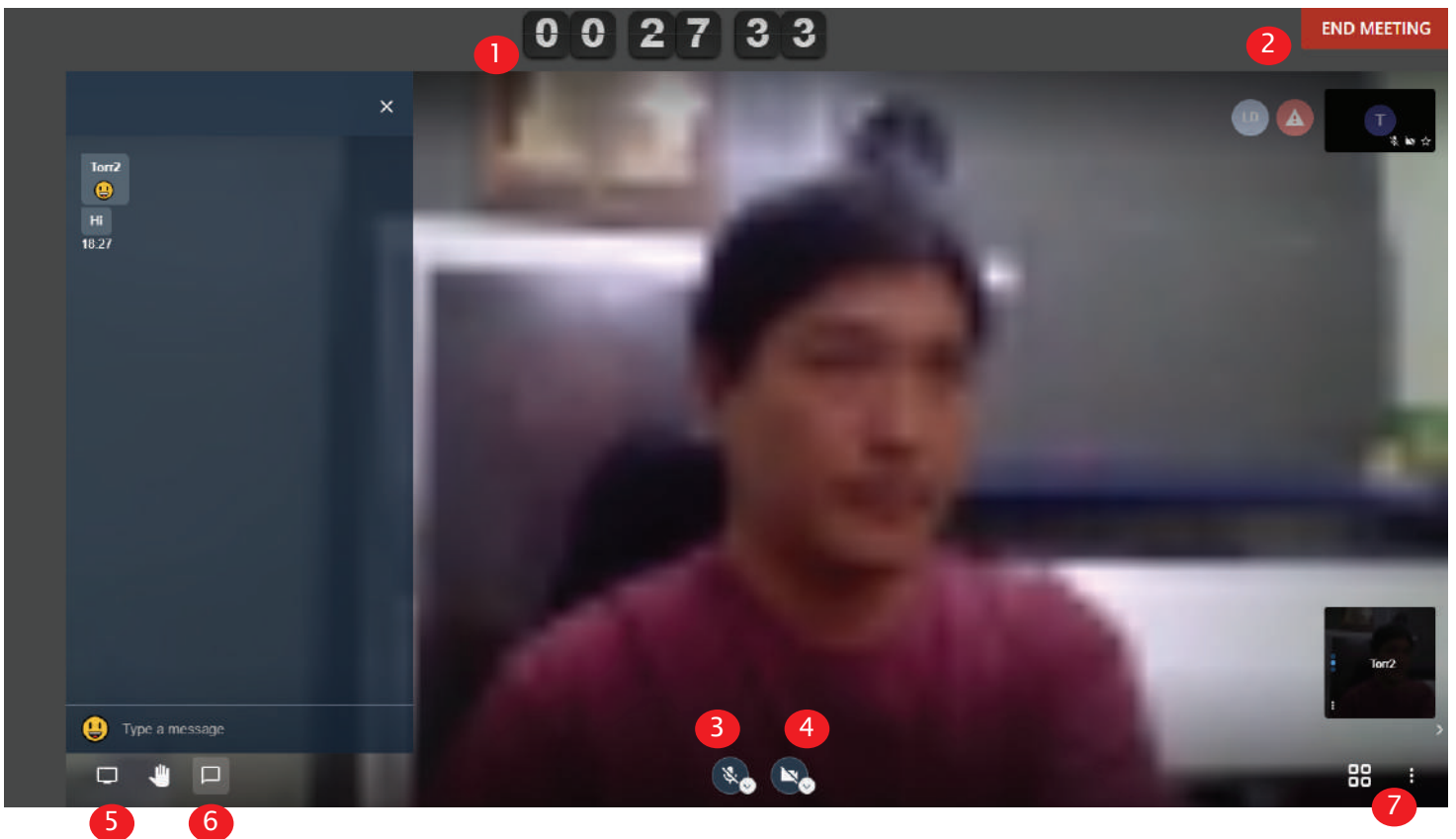
1	Meeting Time Countdown	5	Share screen or files on the screen
2	End Meeting Button	6	Chat box
3	Mute/Unmute button	7	Setting your call meeting
4	On/Off Video		

BEPlace
Exhibitors Guide

9. Use BEPlace platform on MOBILE

Applied for NON-CHINA Users ONLY
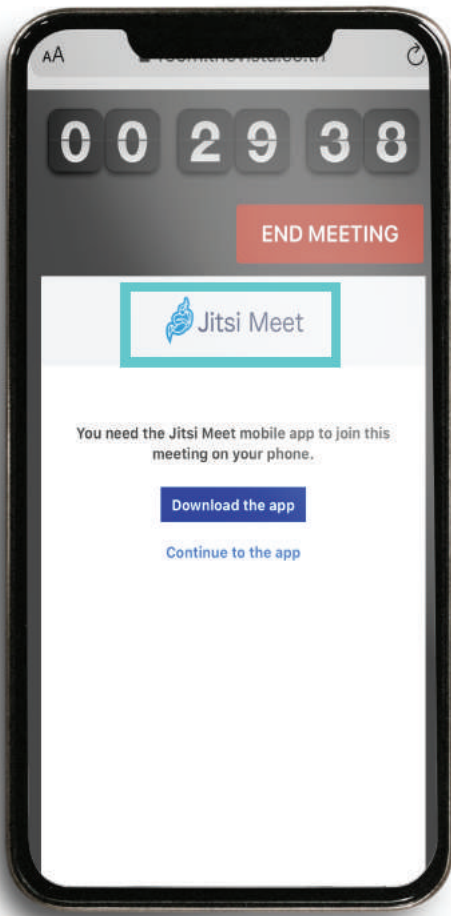
NOTICE FOR MOBILE USERS

Recommended Browser

-Chrome
-FireFox
-Safari

To make a Call Meeting

Please Download
"Jitsri Meet Mobile App"
to make a call on your mobile phone

Other Functions

Same as laptop

For Further Assistance, please contact

Anupong.n@informa.com (Anupong)