

# COMPANY HUB

## User Guide for Company Account Administrators



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- ❖ **Affiliates** : Companies or individuals officially attached to the main stand holder, often for the purpose of marketing and sales.
- ❖ **Dashboard** : Interface where you can monitor your leads and your company page statistics
- ❖ **Lead Manager App (ex-Emperia) on-site lead capture** : Lead Manager app that allows exhibitors to scan visitors' badges at the market and find their contacts in the online dashboard.
- ❖ **Primary administrator** : The main contact in your company to prepare the market who has access to the company page, receive Lead Manager App (ex-Emperia) lead notifications, register exhibitor delegates, invite affiliates and add other secondary administrators. Once added, secondary administrators can have the same rights as the primary one (unlimited additional secondary admins).

# HOW TO LOG IN TO YOUR COMPANY SPACE ?

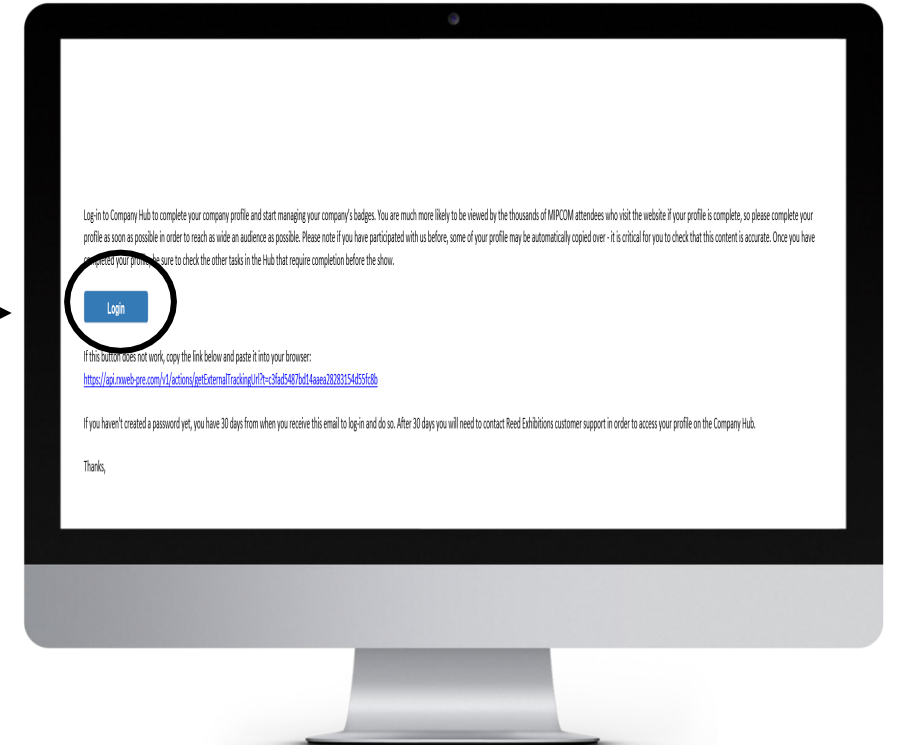
Once your participation is confirmed, you will receive an email from RX

Global : [no-reply@rxglobal.com](mailto:no-reply@rxglobal.com)

The link is active for 30 days from receipt of the email.

If you **exceed this deadline** or if you have **not received the email** (remember to check your spam), contact our customer service. [Help Desk](#)

Click on the link  
received by email and  
personalize your  
password

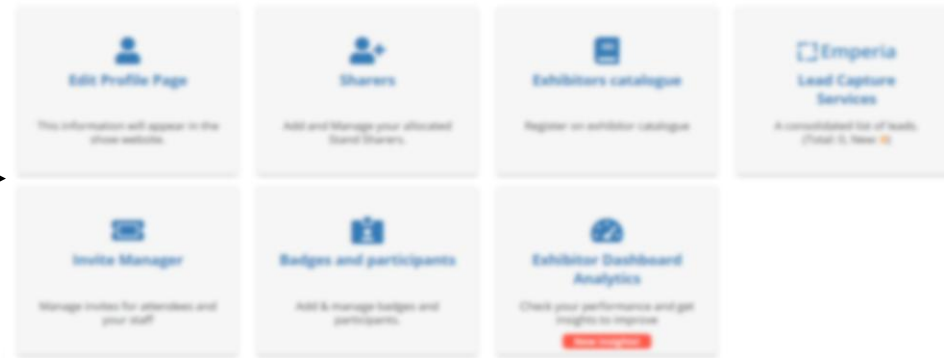


# HOMEPAGE OF YOUR COMPANY HUB

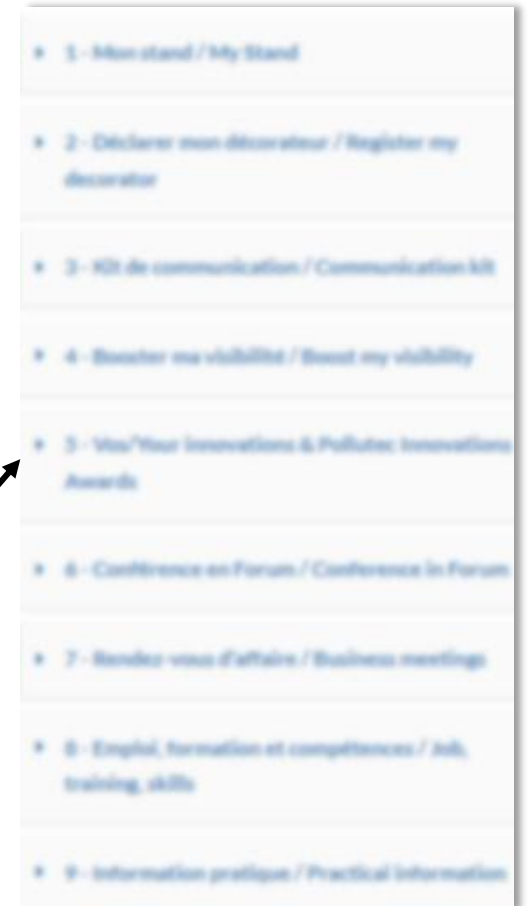
Here you will find the name of **your company**



Here you will find the name of your **package type**

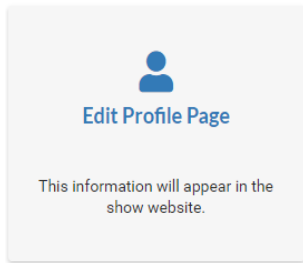


Here are the details of **each section** of your Company Hub



You will find here a list of additional resources to **complete your preparation for the show**

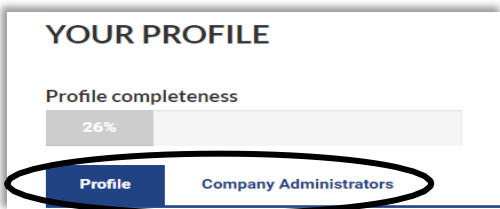
# EDIT MY PROFILE



The profile editing section is made up of two parts, one dedicated to **editing your company profile**, the other to **managing/adding other administrators from your company**.

Complete all the elements that will be used for:

- your **listing on the fair's website** search engine
- your **recommendation to visitors** who pre-register



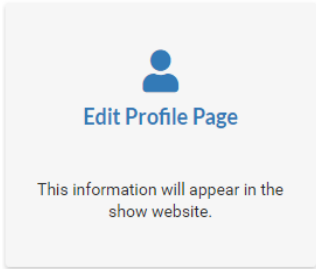
Here you will be able to **navigate between both parts**

- Profile
- Company Administrators

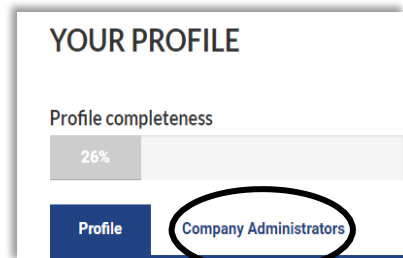
Access the **profile section** to modify your company's information  
Please **complete your company profile** with as many details as possible !  
Logo, description, cover image... **Boost your business opportunities!**



# EDIT MY PROFILE - COMPANY ADMINISTRATOR TAB



Exhibitor administrators are individuals from your company who require access to the exhibitor space. Secondary administrators **will have the same access as the primary administrator.**



Please add any of your colleagues who should have access to the company page full set up. They will receive an activation email.


Create and manage administrators for your company, including a role. Each administrator will be sent an email with login information, there can be multiple administrators for each role and the same persons details can be entered with multiple roles. There must be one Primary Administrator. Please ensure you have the person's permission to add their details.

	First name	Last name	Email address	Login roles	
<input type="checkbox"/>	Toni	SEPC Pavilion	toni@seppavilion.com	Primary Administrator	
<input type="checkbox"/>	EMMANUELLE	GRCS	emmanuelle.grcs@reglobal.com	Secondary Administrator	
<input type="checkbox"/>	Thomas	BOSSER	thomas.bosser-est@reglobal.com	Secondary Administrator	

Select the Administrators to whom you want to resend the activation email.

Resend the activation email to the company page (in case your colleague did not receive it)

Update your company admins list at anytime



**Sharers**

Add and Manage your allocated Stand Sharers.

This section allows you to **add and manage your sharers**, enabling them to access their own space and prepare for the market

Here you can find the number of sharers you have, as well as the types of available packs.

You currently have 0 active Stand Sharers, out of 1 (package: up to 1) | Sharers Gold entitlement : 0/0 | Sharers Silver entitlement : 0/0

[+ Add Stand Sharer](#)

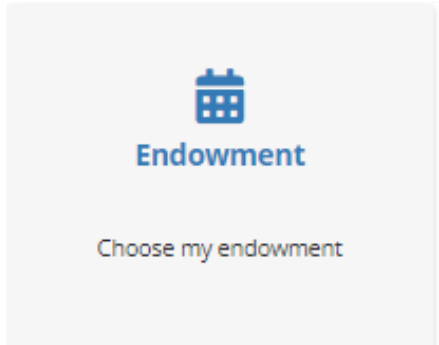
Exhibitor name	Status	Online Package	Stand Sharer Allocation
Test	<input type="checkbox"/> Inactive	Bronze	TEST 3 x

(S) - Indicates the stand sharer has upgraded the online package from Bronze

[Cancel](#) [Save](#)

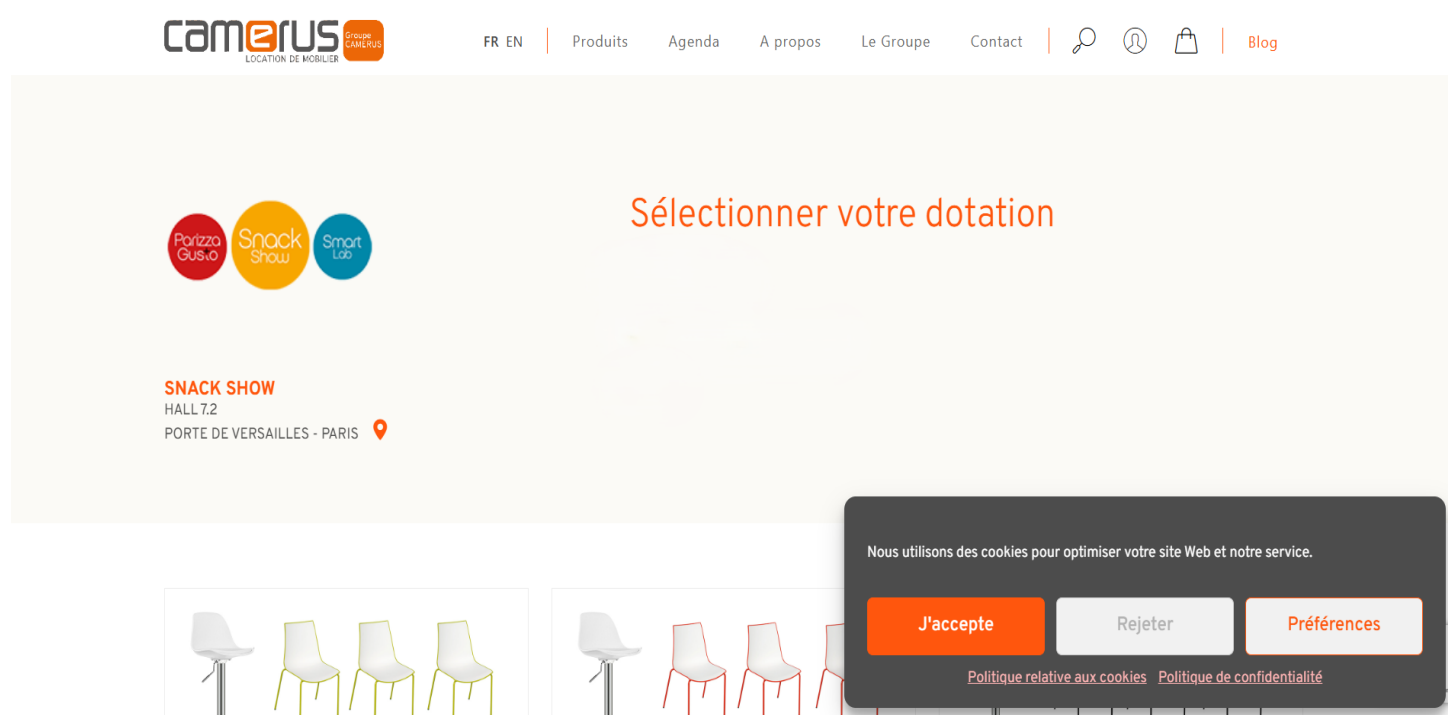
Activate or deactivate the company hub for your sharers

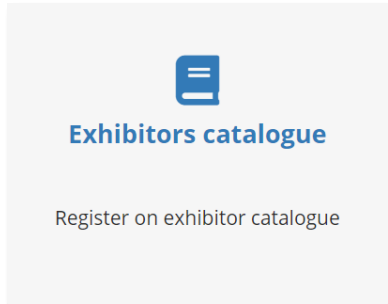
Here the location of your booth is displayed, which cannot be modified, and where the sharer will also be placed



This section allows you to **choose the allocation included in the Easy or Identity stand packages**. You have the choice between different types of allocations. However, you cannot modify the contents of an allocation.

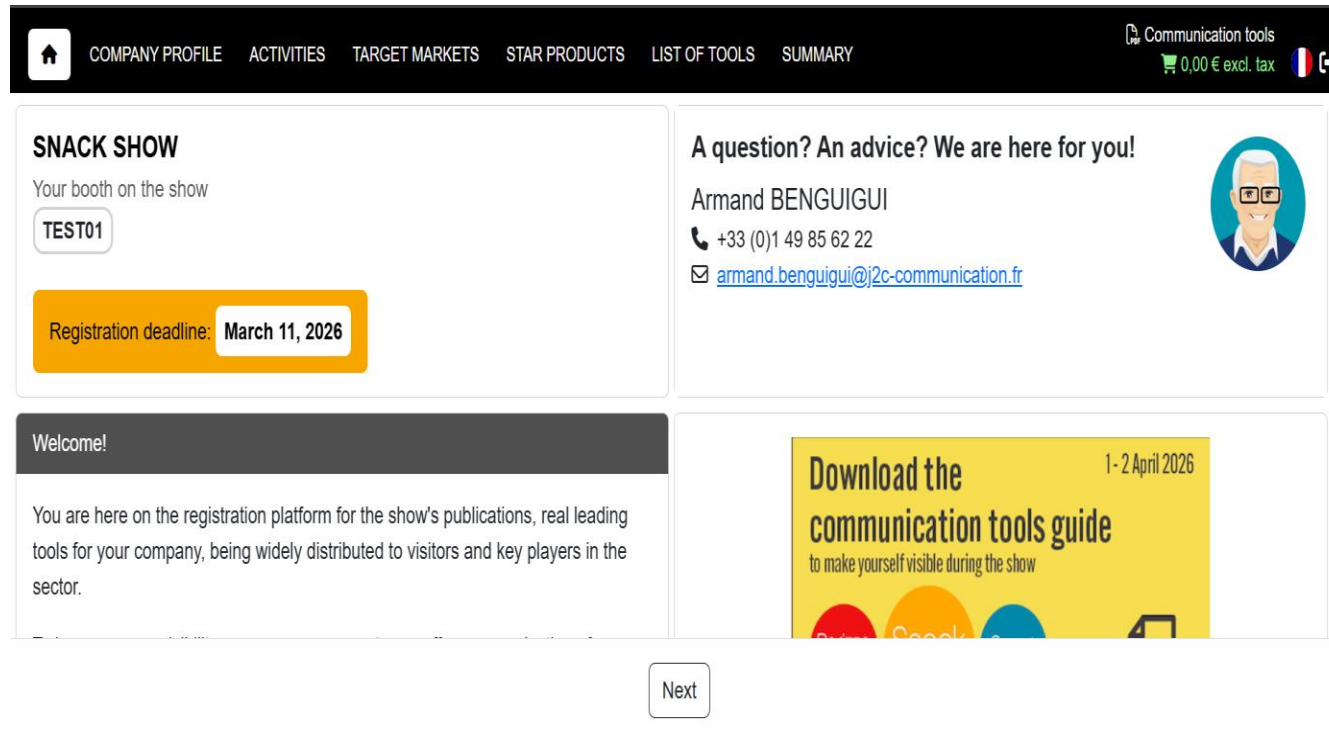
**Please note** : your choice of furniture allocation is only finalized after receiving a validation email indicating that the order has been taken into account (*remember to check your spam*).





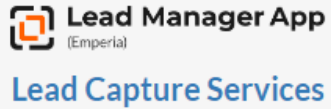
The Exhibitor Catalogue allows you to **register to be visible in the market's printed catalog.**

Be aware that **registration closes several weeks before the market starts**, so we recommend registering as soon as possible.



# Lead Manager App (ex-Emperia) : THE LEAD GENERATION SOLUTION

Mobile App to scan visitors' badge



A consolidated list of leads scanned at the show with Emperia.  
(Total: 0, New: 0)

Lead Manager App (ex-Emperia) is a mobile app **to scan visitors' badges at the exhibition**. Collect contacts and find them in your online report available on your exhibitor dashboard.

Customize your account by indicating your company access code


Download the Lead Manager Mobile app from the App Store or Google Play

Upload up to 3 documents about your company sent to the visitors you scan at the show

Add personalized questions. These will be available on your Lead Manager application, so you can easily answer the questions you ask visitors on a recurring basis.

**GETTING STARTED**  
MIPCOM is fast approaching. We want to make sure you're prepared for an important part of your experience - collecting leads with the Emperia Lead Retrieval Application. Using the app at the event is easy - simply scan the code on the visitor badge to capture your connection and record their contact details. Here's a simple "Exhibitor's Guide to Emperia" to get you started and answer some commonly asked questions about the Emperia lead scanning tool.

Available on app store and play store



**LOGIN DETAILS**  
Use these credentials to login to the app. Share this access code with your colleagues from your company so they can capture leads on their own devices as well.

Company access code  
XXXXXX

**DOCUMENT(S) YOU WANT TO SHARE WITH YOUR LEADS**  
Select up to 3 documents that you want to highlight and share with your leads as part of the end-of-show summary email that the visitors will receive.

**CUSTOM QUESTION(S)**  
Add custom qualifying questions that you would like to ask your leads during lead capture using the Emperia app at the show. Add multi-choice options for each question. Receive these questions and the captured responses as part of your leads report post show.

# Lead Manager App (ex-Emperia): THE LEAD GENERATION SOLUTION

*Download your leads*



Lead Capture Services

A consolidated list of leads scanned at the show with Emperia.  
(Total: 0, New: 0)

Every day during the fair or at its conclusion, you have **access to visitors who have been scanned** by all your collaborators.

At the end of the fair, individuals who have been scanned will **receive the documents you have uploaded in the Lead Manager App menu of your exhibitor space**, as well as your contact details.

## Lead Manager App (formerly Emperia)

★ You have new leads. Re-generate your Leads report and download.

LEADS REPORT  
Generate and then download your leads report

Total Leads: 38  
New Leads: 2 ★

Last generated: 10/09/24, 11:48 AM      Last downloaded: 10/09/24, 11:50 AM

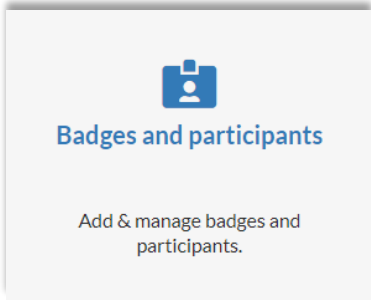
**Download the full list of all your online leads and scanned contacts in 1 report available in .csv or .xlsx format**

# MANAGE YOUR COMPANY BADGES

Managing delegates registrations in your stand quota

Exhibitor badges provide access to the fair before the opening hours for visitors and during the setup and dismantling days.

The Allocate Badges section **allows you to add one or more badges for your colleagues.**

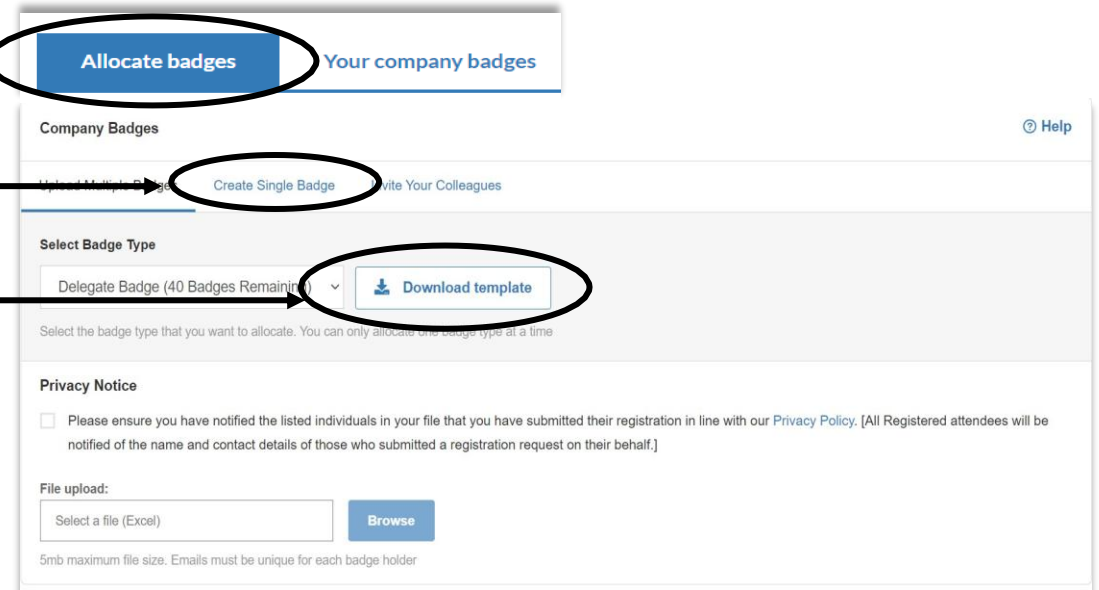


Here you will be able to **navigate between both parts** :

- Allocate badges
- Your company badges

Click here if you want to create a **single badge**

Use this template to **upload multiple delegates** at the same time



# MANAGE YOUR COMPANY BADGES

Managing delegates registrations in your stand quota

**Badges and participants**

Add & manage badges and participants.

Badges are **available for download and printing 15 days before the show**. However, you must have properly completed your profile in its entirety in advance in order to access your badge.

### Badge manager

View your badges and allocate them to your staff

[Allocate badges](#) **Your company badges (2)**

Company Badges: 2/0 Allocated To allocate new badges, use the template upload feature in the Allocate Badges tab

Badge Status:

Name	Badge Status	Job Title	Badge Product	Payment Status	
Marie FLEURY	Active	Sales	Exhibitor Badge	Free Badge	
Christine BERTHIAUX	Active	CDP	Exhibitor Badge	Free Badge	


Here you can find the **exhibitor badges** you have uploaded

Here you can find the **payment status** of the badge

**Get and print** your badges using this button.



**You can modify them** (with the exception of the email address). If you modify the badge, you will **need to re-print** as the previous one will no longer be valid.

  
**Invite Manager**  
Manage invites for attendees and your staff

**Invite your contacts to visit you at the exhibition.** The generated badge is a valid visitor badge from the opening of the exhibition.  
Do not use this feature to create exhibitor badges.

E-invitation Active

[https://www.iftm.com/...](#) Copy

Links Available: **999998** / 999998

Link Views: **4**

Buy More Links

[View completed registrations](#)

Indicates the number of registrations available.

**Copy the link** using the button copy  
Send this link to the people you would like to invite to the show

Indicates the number of people who have clicked on the link but have not completed the registration.

You can find the list of people who **registered with your personalized link** just below

Name	Mobile No. profile	Phone	Email
Mr. Raymond	Mr. Raymond	0033600000000	raymond@iftm.com

View all records



## Exhibitor Dashboard Analytics

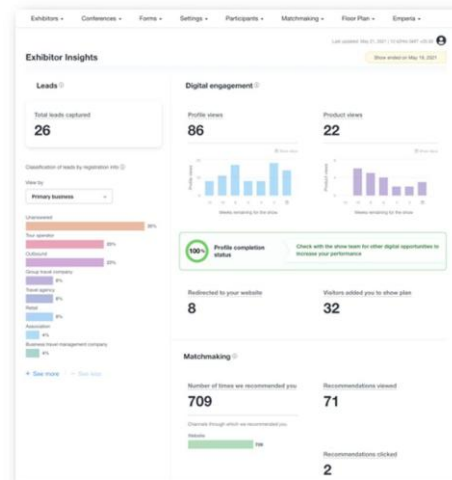
No insights available yet, please check back after sometime.

The Exhibitor Dashboard allows you to **access a wealth of data regarding your performance at the exhibition.**

This dashboard synthesizes your leads generated during the show (*with Lead Manager app*). A large amount of data is available to help you understand the **typology of your leads, your strengths, and areas for improvement** for your next exhibition.

Its pro version also allows you to **compare yourself with your competitors.**

This page only becomes accessible **90 days** before the show.



# PREPARE MY STAND

- ▶ 1. Mon Stand / My Stand
- ▶ 2. Déclarer mon décorateur / Register my decorator
- ▶ 3. Mes relations presse / Press relations
- ▶ 4. Mes conférences de presse / Press conference
- ▶ 5. Kit média / Media kit
- ▶ 6. Mes personnalités / My personalities
- ▶ 7. Service protocole / Reception Visiting dignitaries
- ▶ 8. Informations pratiques / Practical informations
- ▶ 9. Dotation mobilier / Furniture endowment

Here you will find all the information and documents you need to prepare your stand (stand packages, regulations and procedures, additional services...)

**Guide général de l'exposant**

Service IFTM	Type de service	IFTM / Déclarateur
Guide général de l'exposant	Yes	<a href="#">Accéder</a>

**Formules de stand**

Service IFTM	Type de service	IFTM / Déclarateur
Stand	Stand	<a href="#">Accéder</a>
Stand	Stand	<a href="#">Accéder</a>
Stand	Stand	<a href="#">Accéder</a>

**Montage & démontage**

Service IFTM	Type de service	IFTM / Déclarateur
Montage et démontage	Stand / Yes	<a href="#">Accéder</a>
Montage et démontage	Yes	<a href="#">Accéder</a>
Montage et démontage	Yes	<a href="#">Accéder</a>

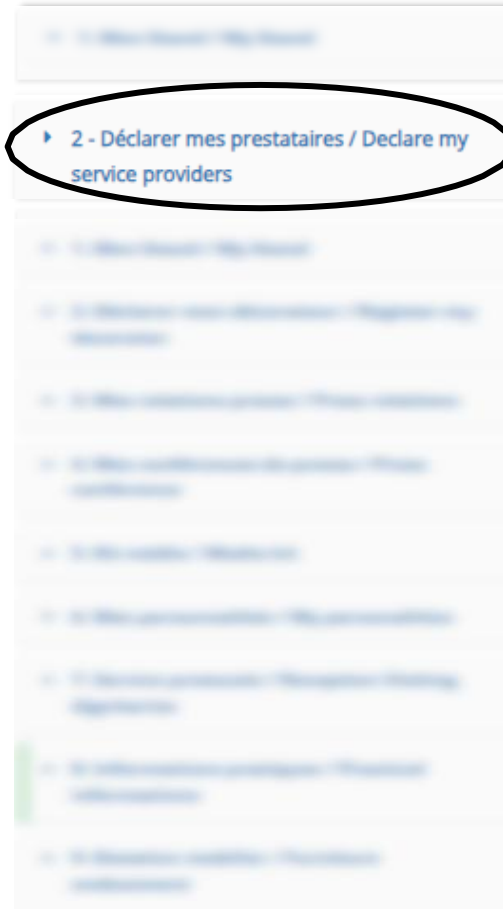
**Règlements & démarches**

Service IFTM	Type de service	IFTM / Déclarateur
Procédure de règlement	Yes	<a href="#">Accéder</a>
Procédure de règlement de l'exposant	Yes	<a href="#">Accéder</a>
Procédure de règlement de l'exposant	Stand / Yes	<a href="#">Accéder</a>
Procédure de règlement	Yes	<a href="#">Accéder</a>
Procédure de règlement	Yes	<a href="#">Accéder</a>
Règlement de l'exposant	Yes	<a href="#">Accéder</a>
Règlement de l'exposant	Yes	<a href="#">Accéder</a>

**Services complémentaires - prestataires**

Service IFTM	Type de service	IFTM / Déclarateur
Service complémentaire	Yes	<a href="#">Accéder</a>
Service complémentaire	Yes	<a href="#">Accéder</a>
Service complémentaire	Yes	<a href="#">Accéder</a>

# DECLARE MY SERVICE PROVIDERS



Here, declare the supplier(s) who will be working on your stand for the market. This declaration is mandatory and should be made as early as possible

Company name / Nom de votre société

First Name / Prénom

Name / Nom

Email

RX France souhaite vous tenir informé(e) des événements et services connexes. Si vous ne souhaitez pas recevoir de telles informations, veuillez [cliquer ici](#) pour mettre à jour vos préférences.

Les sociétés affiliées à Reed Exhibitions pourraient également vouloir vous envoyer des informations sur des produits, services et autres événements similaires. En cochant la case ci-dessous, vous acceptez que vos coordonnées (y compris votre numéro de téléphone et votre adresse électronique) soient communiquées à ces dernières.

Vous pouvez retirer votre consentement à tout moment. Pour de plus amples informations sur la manière dont nous traitons vos données à caractère personnel, veuillez consulter notre [politique de confidentialité](#).

[Afficher les préférences marketing](#)

**Politique de confidentialité\***

Je confirme avoir lu et accepté la [politique de confidentialité](#)

0/5 champs remplis

# MAKE YOUR SHOW A SUCCESS

- 1 - Préparer mon stand / Prepare my stand
- 2 - Déclarer mes prestations / Declare my service providers
- 3 - Réussir son salon / Make your show a success**
- 1 - Préparer mon stand / Prepare my stand
- 2 - Déclarer mes prestations / Declare my service providers



Here you'll find all the **tools and best practices** you need to make your show a success!



Contact our Customer Helpdesk :

- By phone : (+33) 1 47 56 50 10.

Our telephone service is open from Monday to Friday, 9am to 6pm CET.

[By form](#)

[Read the FAQ](#)