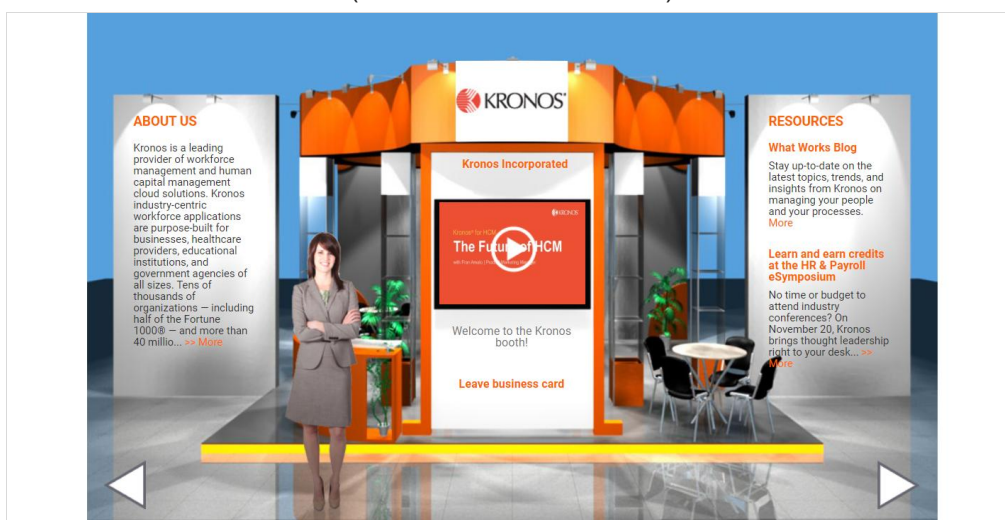# Booth Manual

Let's find various types of booths in virtualeventplace.com. Broadly we can categorize the following themes: **Traditional** Booth, **Career Fair** Booth, **Corporate** Booth, **Minimalist Ligh**t Booth, **Outdoor** (Van) Booth and customizations based on any of the above themes.

Traditional Booth

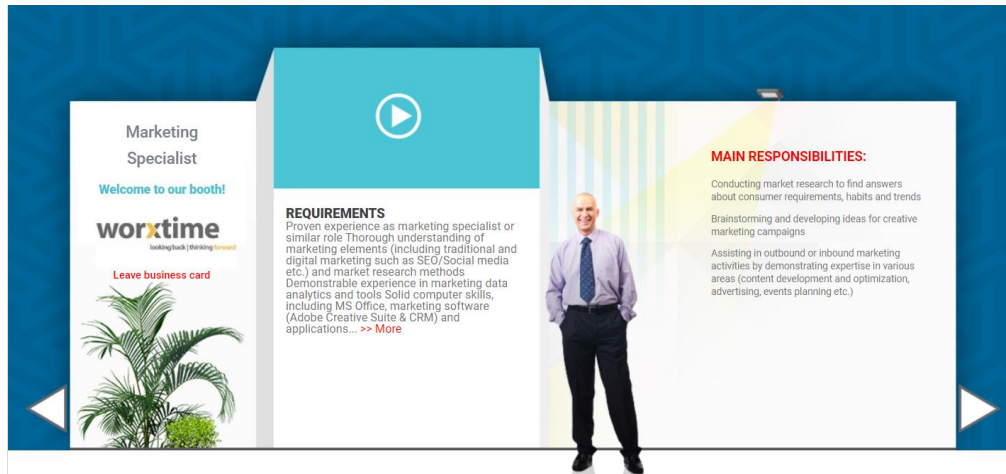(with various color scheme)

Basic Booth structure (min W: 900px X H: 576px)

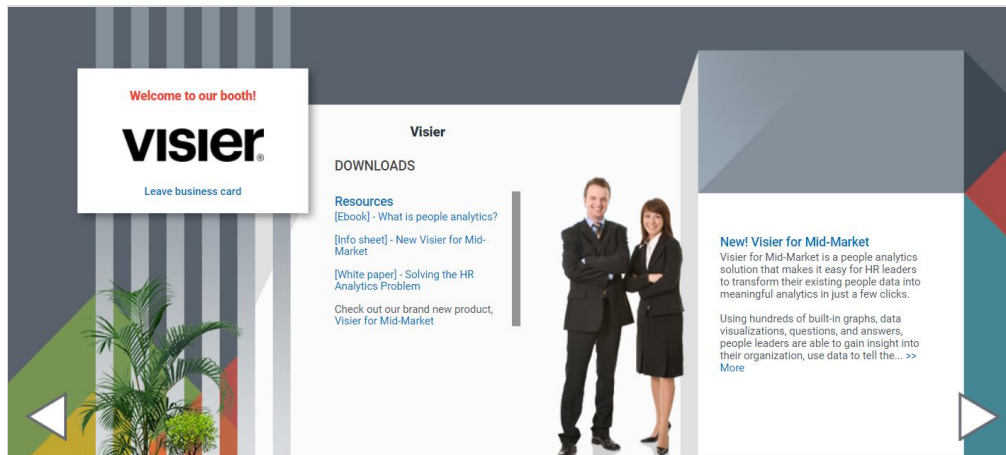| Left - Class: paneL Width & Height: 183px & 340px	Center - Class: paneC Width & Height: 184px & 522px	Right - Class: paneR Width & Height: 183px & 340px

Career Fair Booth

Basic Booth structure (min W: 1140px X H: 500px)

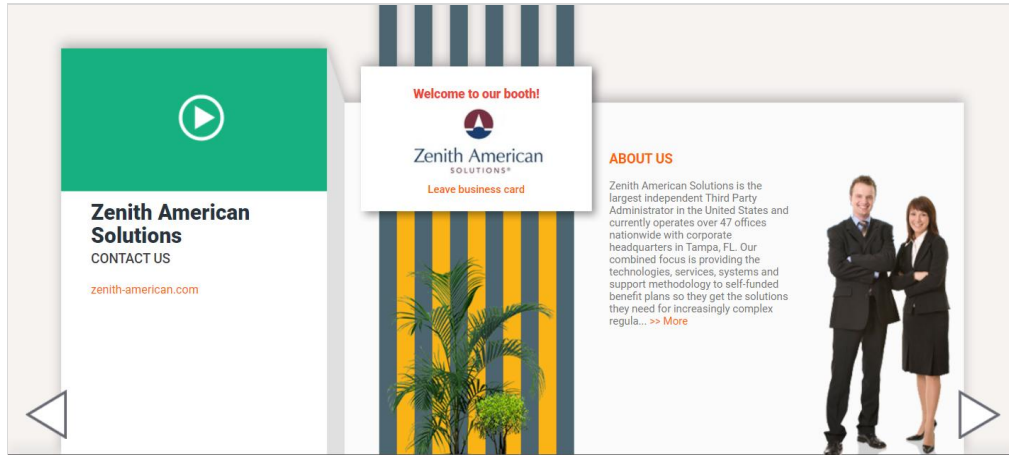| Left - Class: paneL Width & Height: 190px & 160px	Center - Class: paneC Width & Height: 300px & 420px	Right - Class: paneR Width & Height: 285px & 360px

Corporate Booth

Basic Booth structure (min W: 1140px X H: 500px)

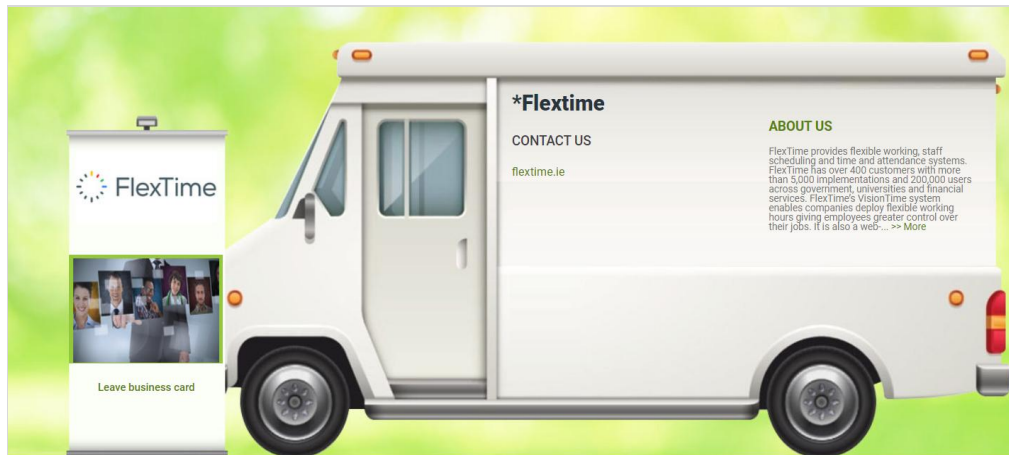| Left - Class: paneL Width & Height: 260px & 160px	Center - Class: paneC Width & Height: 270px & 370px	Right - Class: paneR Width & Height: 275px & 420px

Minimalist Light Booth

Basic Booth structure (min W: 1140px X H: 500px)

Left - Class: paneC Width & Height: 275px & 410px	Center - Class: paneL Width & Height: 260px & 160px	Right - Class: paneR Width & Height: 250px & 360px

Outdoor (Van) Booth

Basic Booth structure (min W: 1140px X H: 500px)

| Left - Class: paneL Width & Height: 260px & 160px	Center - Class: paneC Width & Height: 285px & 340px	Right - Class: paneR Width & Height: 270px & 260px

Finding your Booth

Once logged into Virtual Event Place, click the **"My Tradeshows"** button in the top navigation bar, **Scroll down to booths.** You may have one, you may have several. Clicking the Name of the booth will **"Edit Original Booth",** the "**Display"** icon will take you to the same booth within its participating tradeshow

Edit Booth

Step 1(a) - If Accessing through a participating tradeshow: Find your Booth, Go to **Actions** (dropdown menu) and select "**Edit original booth**" to edit booth content, look & feel.
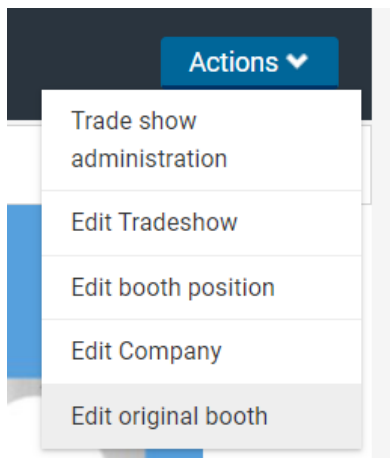
Step 1(b) - If Accessing booth from the company profile: Go to **Actions** (dropdown menu) and select "**Edit Mode On**" to edit booth content, look & feel.
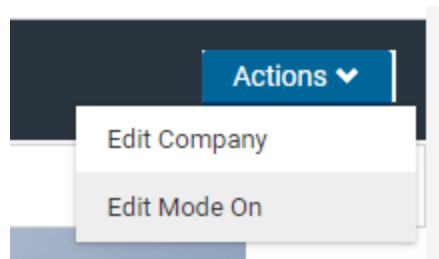
Step 2: To add or change content click the "**Edit**" button in each panel beside each resource i.e. logo, content, video etc.

Step 3: To edit or customize your booth you can select different options from the image below, like "**Staff**" to add/change the person image, "**Style**" to change the booth theme or **upload** your own background image...
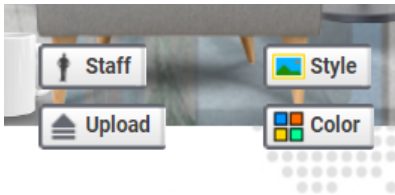
Final Step to SAVE: Please select "**Edit Mode Off**" from **Action** (dropdown menu)
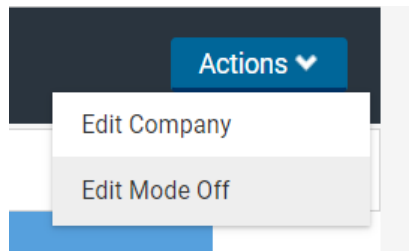
Customized Booths

Change the background image by adding your own image for a different look & feel
Important: This is enabled on the 3D booth template

Some Customized Booth examples below

Advanced Booth Customization

(Based on traditional & other themes)

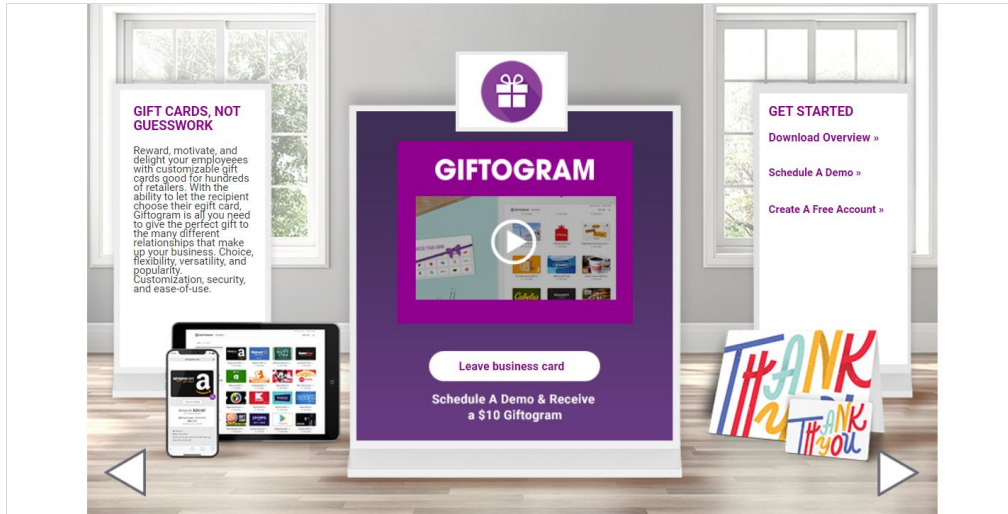Referencing the screenshot below, you can add custom images by using the HTML Editor (Middle Panel for Traditional (3D) Booth & Left Container (Edit button is found on the top/middle) for Corporate Booth) & place those images in the proper area with CSS.

Important: The information provided below is intended for designers with HTML and CSS knowledge. To prevent the layout from breaking, please make sure you have an expert on staff to complete these changes. Improper implementation may affect booth functionality and will have to be removed.

Example

HTML (Middle Panel for 3D Booth) : <img src="*image path*" class="CharityChair">
CSS: .CharityChair{position: absolute; top: 163px; left: 210px;}

How to add styling code:

When editing the Media panel (where the video information resides), the text below screen box accepts Image tags and CSS additions. You can add new styling to adjust VEP's predetermined styles (ie: changing a font colour) or embed/absolutely position new elements.

- For absolute positioning, please note that these templates are mobile responsive. Please adjust your custom styling accordingly.

Coding Tips:

1. Make sure you surround new CSS with the proper tags
   <style>.panelImage {xxx} **</style>**
2. Use your browser's code inspector to find class names of containers you plan to adjust
3. Avoid changing widths or heights of any containers. This can break the layout as everything is calculated to fill the design space.

Examples:

1. Hiding your company logo (in cases where you want to feature a product graphic instead. You can embed your logo into your background image instead)

   ```
   .booth .logo .logoBk {display:none}
   ```

2. Embed a floating image (see example below)

   ```
   .newImage {position: absolute; top: 163px; left: 210px;}
   <img src="https://www.yourwebsite.com/imagepath.png" alt="new image"
   class="newImage">
   ```

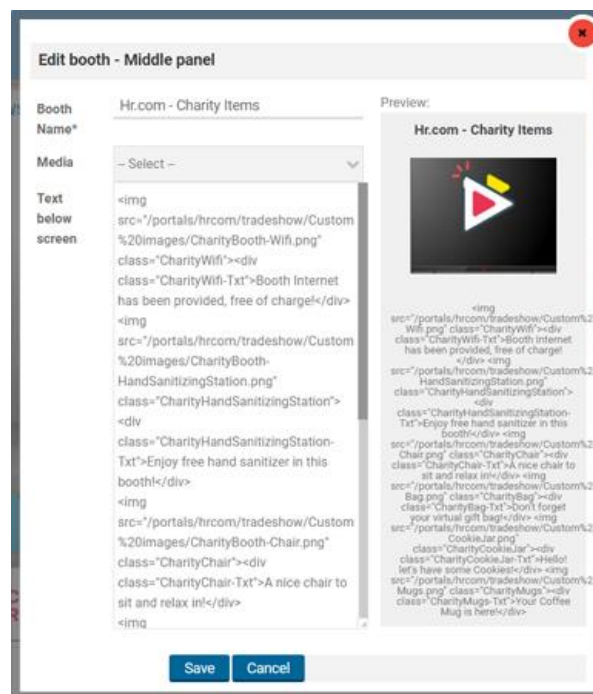3. Embed a graphic over the left or right panel

   ```
   <img src="yourimage.png" style="position:absolute;right: -335px;top:
   75px;">
   ```

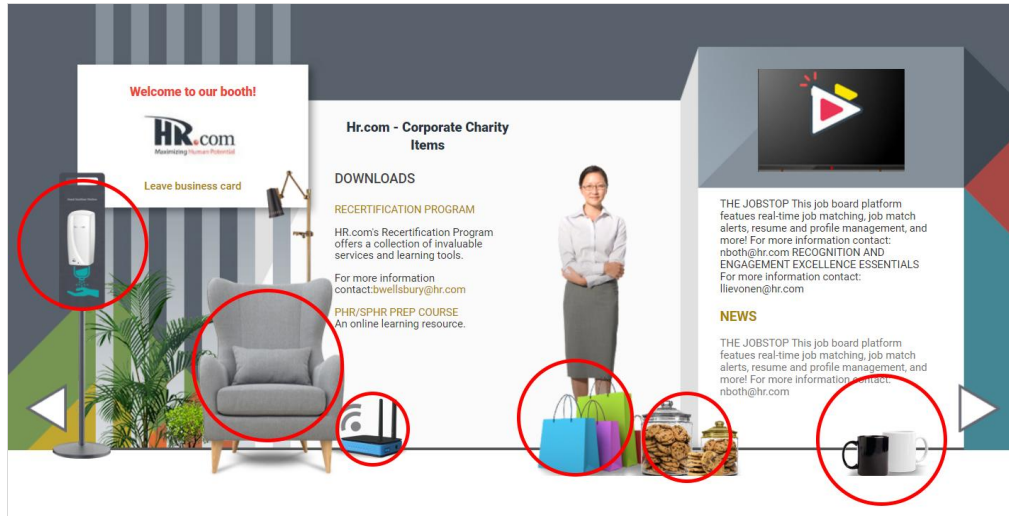4. Add links, formatting or styling to the text above the "leave business card"

   ```
   <strong><a href="www.yourwebsite.com" target="_blank" style="color:red">Link
   Name</a></strong>
   ```

5. Change the font size or color of specific text boxes.

   ```
   #tradeshow .booth h2 {color: blue;}
   ```

Example
HTML (paneR for Corporate Booth): <img src="*image path*" class="CharityChair">
CSS: .CharityChair{position: absolute; top: 150px; right: -150px;}

** PREMIUM SERVICE **
Adding a Custom Booth Template (based on 3D design)
- This is dependant on your Event contract and access rights (see rep for confirmation)

Before continuing with the information below, our standard (3D) template offers lots of flexibility and customization options. Remember you can always override CSS in the middle panel and with the right skills, the sky's the limit.

Adding a new template will allow you to move containers around, hardcode backgrounds and create new, static content buckets. There are added fees because new booth HTML must be manually uploaded by our VEP team.

The booth is made up of dynamic containers. These pull in the logo, video, content and graphics from your company profile (see black labels in screenshot). Adding a new template will allow you to move these elements around to positions of your choice. Templates are normally shared between dozens or hundreds of booths, so if you have multiple booths, we encourage you to choose your static items wisely (ie: embedded images).

These back-end templates are 100% HTML and CSS. Including a web designer is absolutely necessary.

1. [Download the 3D Booth Template to begin](#)
2. Look at this example booth to Inspect Elements (using the Browser Web Development tools) and familiarize yourself with the overall interface.
   https://www.virtualeventplace.com/en?t=/tradeshow/index&page=booth&bid=1591025191277&editmode=1#focus_top
3. Access the parent div containers and each of the dynamic items.

4. Insert new styling directly in the template or upload your own style sheet. To make things easy, we recommend overwriting defined classes vs. creating new ones.
5. If modifying the 3D Booth templates, we recommend changing the background in Booth Edit Mode. Changing the background path with CSS will lock that functionality.
6. **Retain bootstrap mobile responsiveness** (Avoid modifying anything outside of the <div class="booth">)