

Instructions for Booth Handoff

Bravura Technologies

Login

Use your credentials that were sent via confirmation email

Reserve your Everything Under the Sun Expo 2024 Exhibit Space

Enter your company information and reserve your exhibit space for the Everything Under the Sun Expo 2024

Reserve Booth ▶▶

Exhibitor Portal

Access the exhibitor portal to update your company information and complete tasks

Login ▶▶

Navigate to the Floor Plan Details

Checklist

- ✓ Exhibitor Details (Completed)
- ✓ Terms and Conditions
- * Payment [REDACTED]
- * Registered Booth Personnel (Comp Used(0/0) and Paid(0))
- Completed Booth Handoff

- 📄 Floor Plan Details (Review, Update or buy additional booths)**
- ☰ Products (Review, Update)
- 📄 View or Print Invoice/Receipt
- ✉ Email Invoice/Receipt
- 👁 View Assigned Exhibitor Information
- 🔒 Change Password



Assign Exhibitor to Purchased Booths

Once within the Floor Plan Details Section you can find the 'Assign to Exhibitor' button that brings up the booth list to select which booth to hand off

Selected Booth Details

Assign to Exhibitor

Booth: 1443
Size: 10x10 Non-Member
Price: \$2,100.00
Reserved

Booth: 1445
Size: 10x10 Non-Member
Price: \$2,100.00
Reserved

Booth: 1447
Size: 10x10 Non-Member
Price: \$2,100.00
Reserved



Assign Booths to Exhibitor

<input type="checkbox"/>	Booth Number	Price
<input type="checkbox"/>	1443	2100
<input type="checkbox"/>	1445	2100
<input type="checkbox"/>	1447	2100

Next



Fill out Exhibitor Information and Finalize

BRAVURA

Fill out the subsequent for and click 'Create & Assign'. If successful will generate a successful message on the top right of the screen

Assign Booths to Exhibitor

Assign Exhibitor Choose Exhibitor

Exhibitor Company Name *

Contact First Name *

Contact Last Name *

Email *

Create & Assign

Assign Booths to Exhibitor

Assign Exhibitor Choose Exhibitor

Exhibitor Contact Name

Company Alpha 1 Alpha Beta

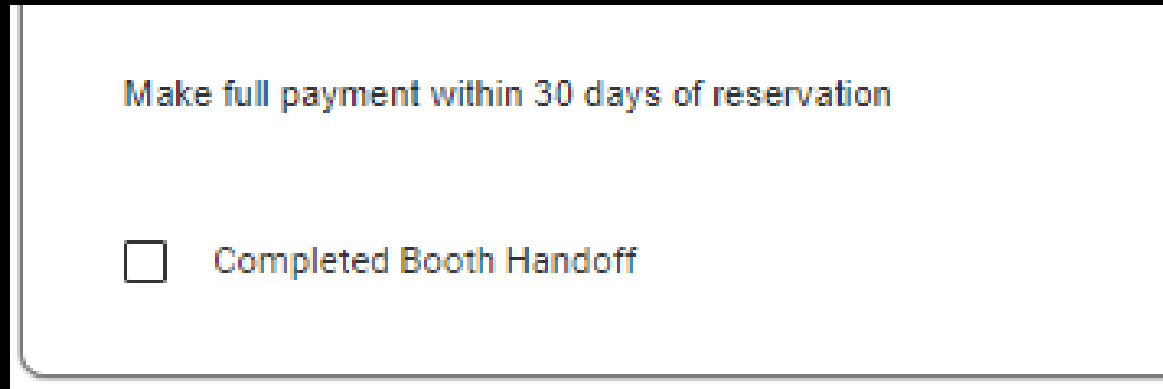
Assign

Additionally, you can continue to hand off booths to ONLY Exhibitors you have created

Finalize Booth Splits

Once you have finished creating and handing off your booths. Navigate back to your checklist to confirm.

If you are the recipient of a booth, please check this box as well



Make full payment within 30 days of reservation

Completed Booth Handoff

If left UNCHECKED handed off booths may not be able to register their booth staff

Additional Information

Once you have created/assign booth to another exhibitor they will get an email so that they can finish filling out their information

You can always review booths which you have handed off through the 'Assign Exhibitor Information' option within Exhibitor Portal

Assigned Exhibitor Information

Booth Number	Exhibitor Company Name	Contact First Name	Contact Last Name	Email
1443	Company Alpha 1	Alpha	Beta	[REDACTED]