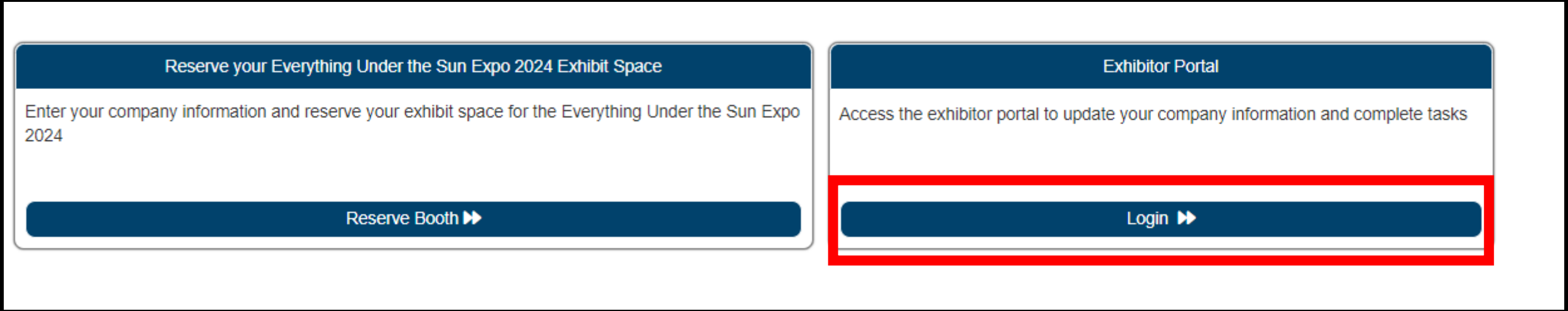
Instructions for Booth Handoff

Bravura Technologies

Login

Use your credentials that were sent via confirmation email



Navigate to the Floor Plan Details

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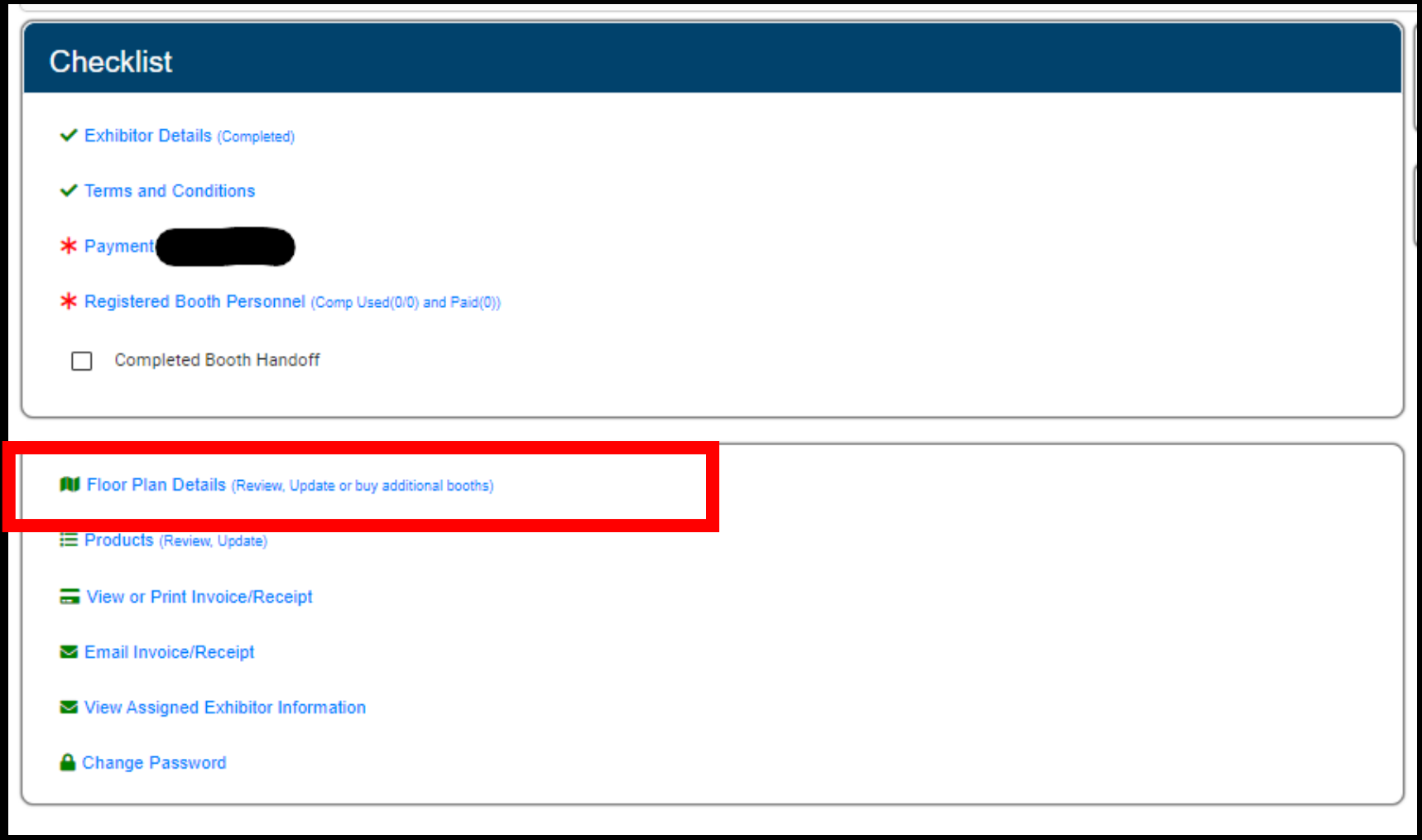

Assign Exhibitor to Purchased Booths

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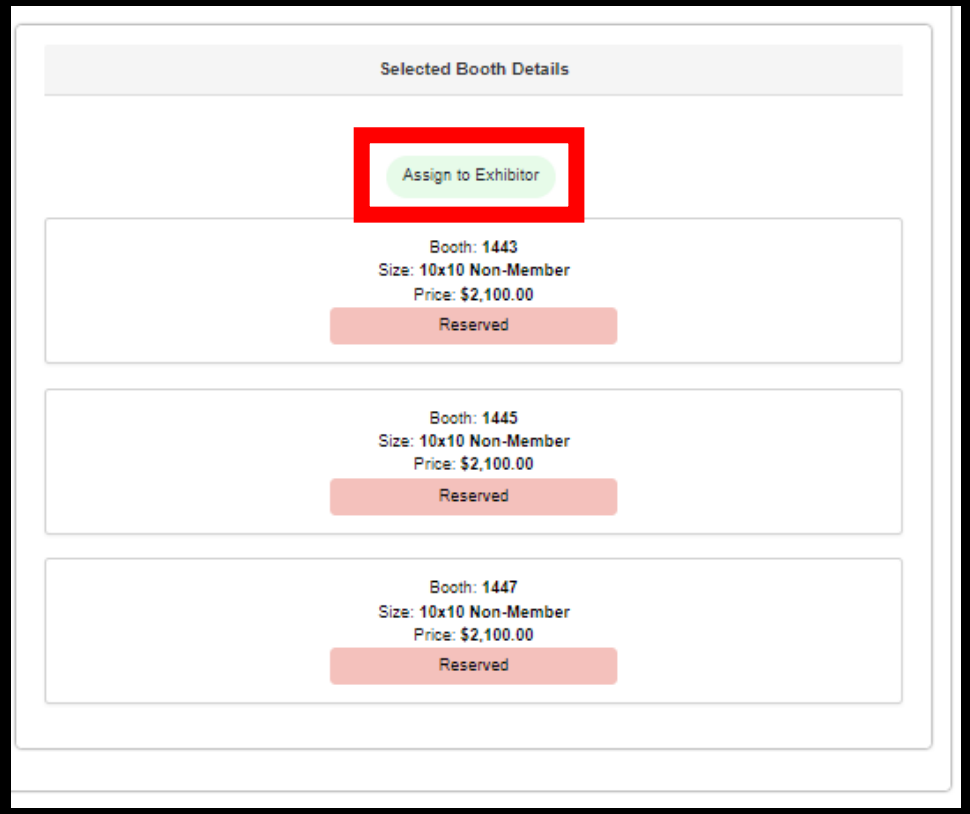
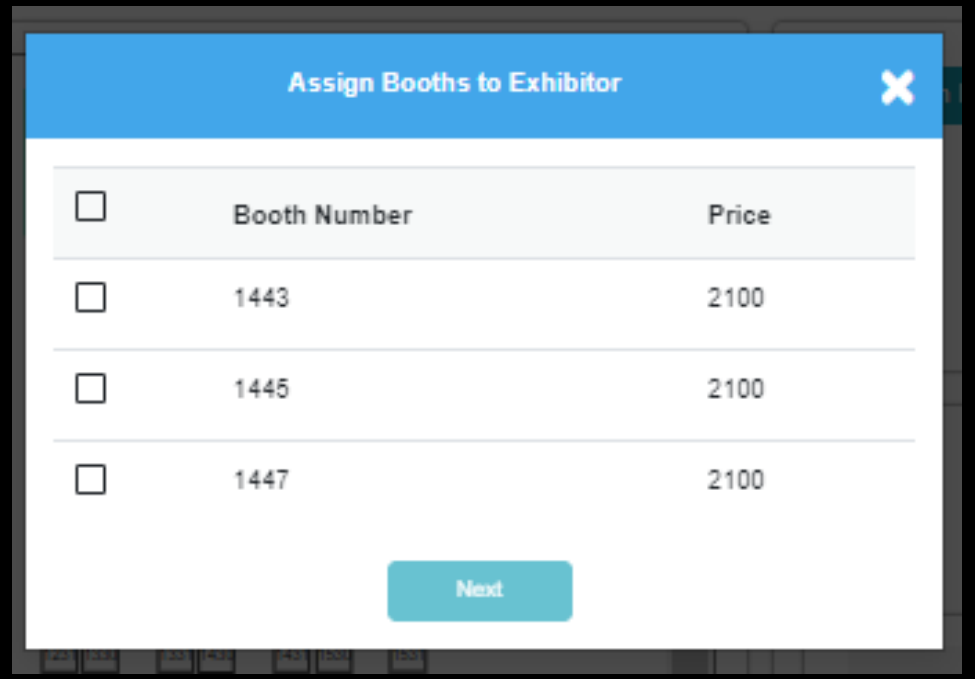
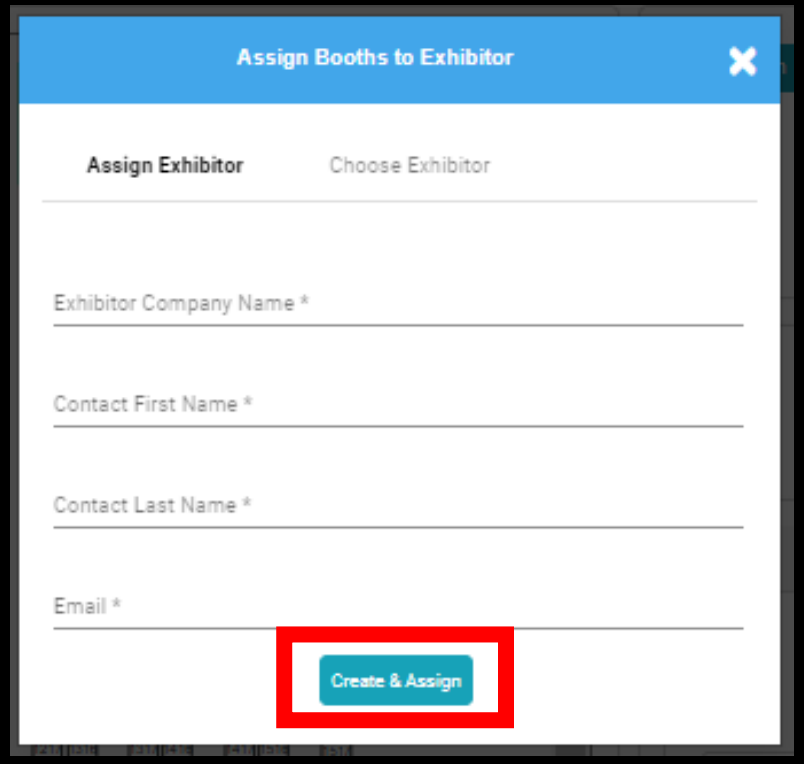
Once within the Floor Plan Details Section you can find the ‘Assign to Exhibitor’ button that brings up the booth list to select which booth to hand off

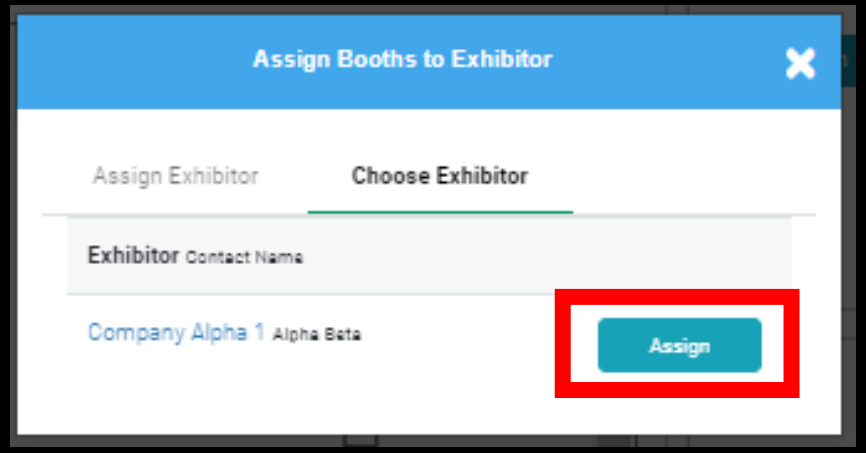




Fill out Exhibitor Information and Finalize

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





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

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