

COMPANY HUB

User Guide for Company Account Administrators



2-5 NOV 2026
Paris

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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**

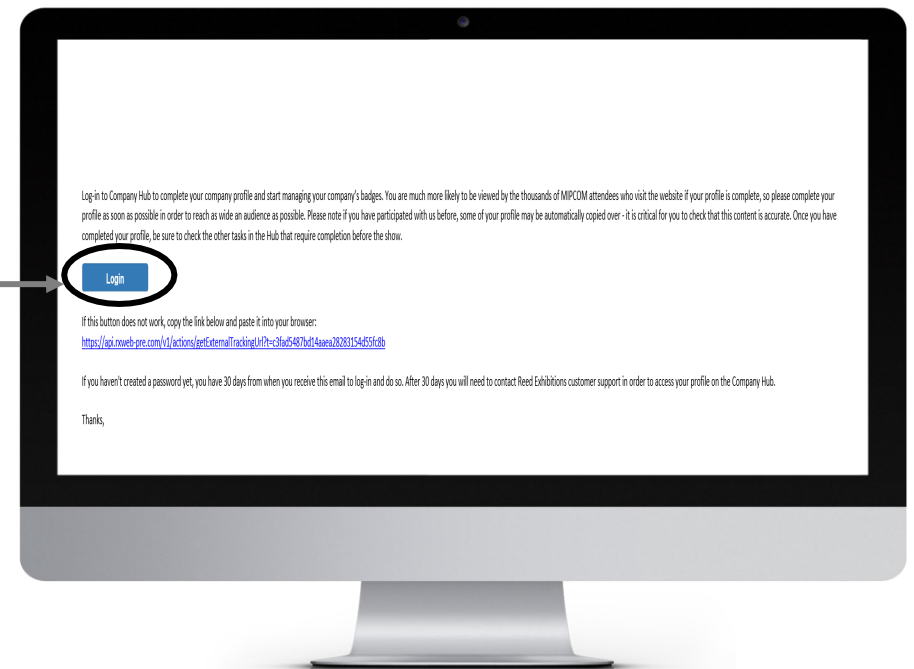
The main contact in your company to prepare the market who has access to the company page, receive Lead Manager App (ex-Emperia) lead notifications, register exhibitor delegates, invite affiliates and add other secondary administrators. Once added, secondary administrators can have the same rights as 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

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 or 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 name** and the name of **your package type**

Company Name: [Redacted] Digital offering: [Redacted]

- Edit Profile Page**: This information will appear on the show website.
- Sharers**: Add and manage your allocated Stand Sharers.
- Exhibitor Dashboard**: Check your performance and get insights to improve.
- Invite Manager**: Manage invites for attendees and your staff.
- Badges and participants**: Add & manage badges and participants.
- Lead Manager App**: Lead Capture Services. A consolidated list of leads scanned at the show with Lead Manager App (Emperia). (Total: 0, New: 0)

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

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

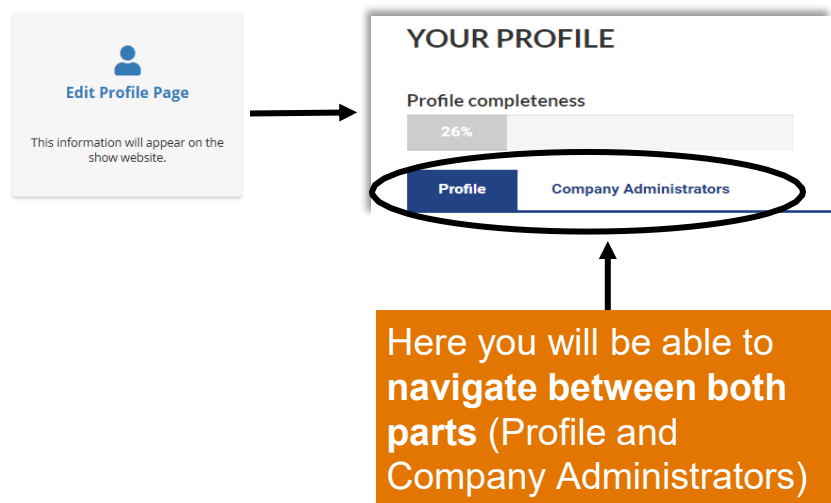
Votre Hub

Voici la liste des tâches pour préparer votre venue au salon / Here is the tasks to prepare for your visit to the show.

Tâche	Catégorie	Date d'échéance	Statut	Achèvement
1. Préparer mon stand / Prepare my stand	Operations	05 novembre 2026	Obligatoire	Non complété
2 - Déclarer mon prestataire / Declare my provider	Operations	05 novembre 2026	Obligatoire	Non complété
3 - Logos et Bannières / Logos and Banners	Marketing	05 novembre 2026	Optionnel	Non complété
4 - Innovation Awards	Marketing	09 juillet 2026	Optionnel	Non complété
5 - Réussir son salon / Make the show your success	Operations	02 novembre 2026	Optionnel	Non complété
6 - Informations pratiques / Practical information	Marketing	02 novembre 2026	Optionnel	Non complété

EDIT MY PROFILE

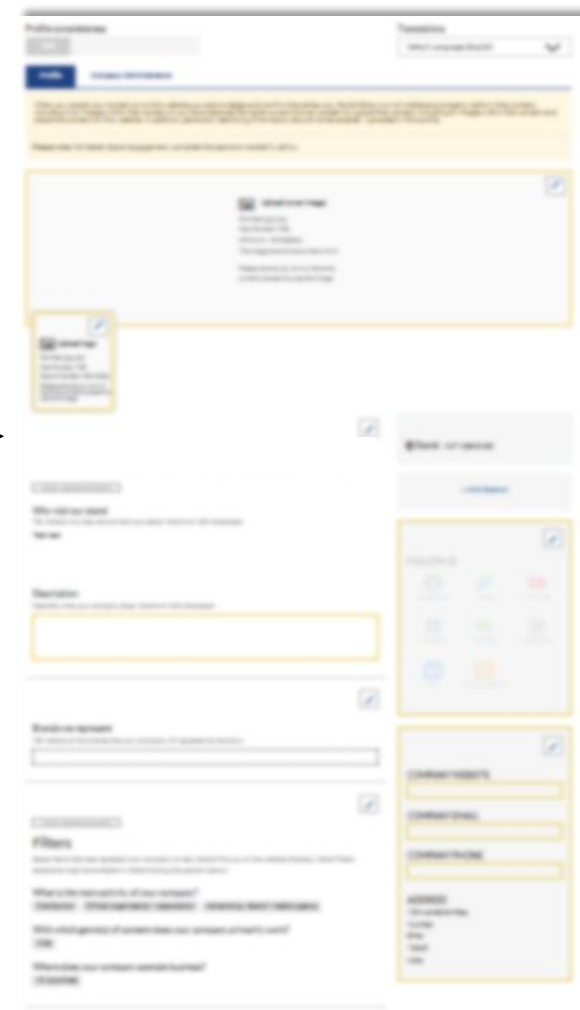
The profile editing section is made up of two parts, one dedicated to **editing your company profile**, the other to **managing/adding other administrators from your company**.



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**

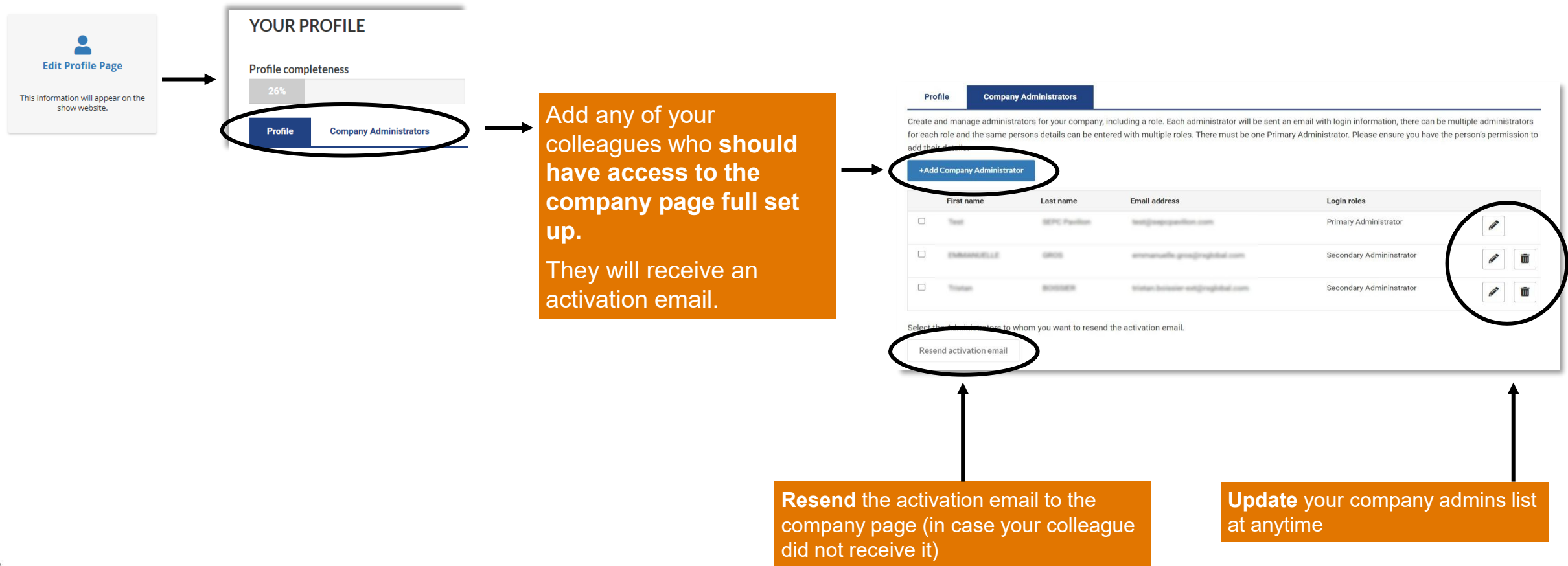
Complete all the elements that will be used for:

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



EDIT MY PROFILE (2)

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.**



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.

Sharers

Add and Manage your allocated Stand Sharers.

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

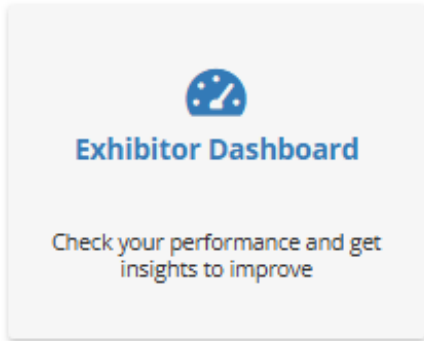
(S) - Indicates the stand sharer has upgraded the online package from Bronze

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

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

Activate or deactivate the company hub for your sharers.

COMPANY DASHBOARD

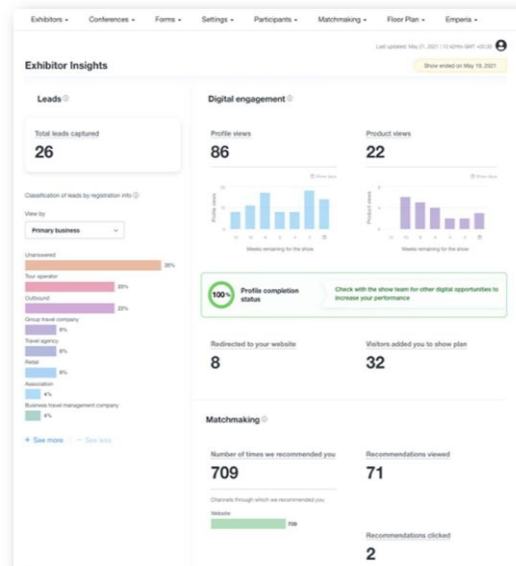


The Exhibitor Dashboard allows you to **access a wealth of data regarding your performance at the exhibition.**

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.



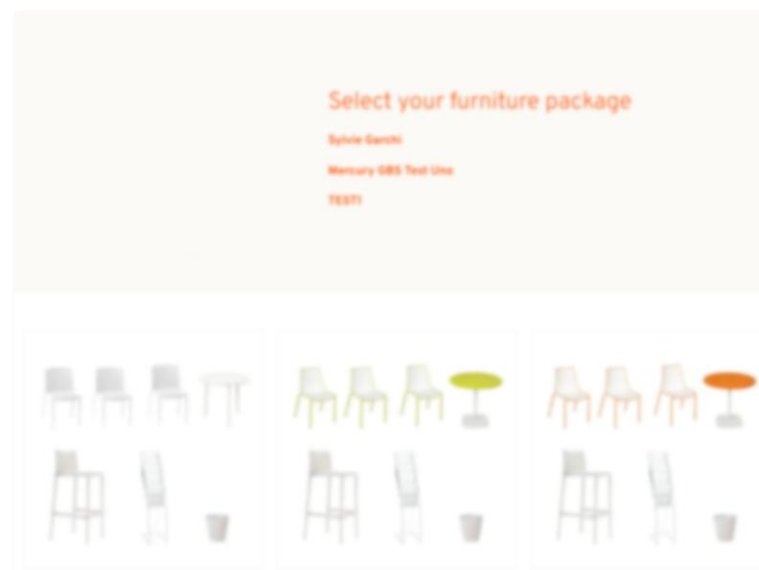
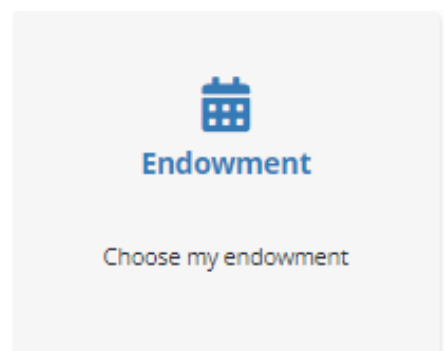
ENDOWMENT

This section allows you to **choose the allocation included in the Easy or Identity or Business 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!



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

Mobile App to scan visitors' badge

Lead Manager App
(Emperia)

Lead Capture Services

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.

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

Customize your account by indicating your company access code

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

Download on the App Store

GET IT ON Google Play

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

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.

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

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

📄 **Generate Leads report**

📄 **Download report**

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

Total Leads: 38

New Leads: 2 ★

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

INVITE MANAGER

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.

Active E-invitation ⓘ
https://www.iftm.fr/en-g... Copy
Links Available: 999998 / 999998
Link Views: 4
Buy More Links
View completed registrations

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

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

Indicates the number of **registrations available**

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

Name	Matrícula de ponto	Telefone	Email
Test registrant	Test registrant	003366666	testregistrant@equiphotel.com

View all records

MANAGE YOUR COMPANY BADGES

Managing delegates registrations in your stand quota

Badges and participants

Add & manage badges and participants.

Exhibitor badges give visitors access to the show before opening hours and during build-up and break-down days.

Click here if you want to add a single badge

Use the template to add multiple badges at once

The screenshot shows the 'Allocate badges' section of a web application. At the top, there are navigation tabs: Profile, Company Administrators, Allocate badges (active), Your company badges, and Invite Manager. Below the tabs, the 'Company Badges' section is visible, including a 'Help' link. Under 'Company Badges', there are three options: 'Upload Multiple Badges', 'Create Single Badge' (circled in red), and 'Invite Your Colleagues'. Below this is a 'Select Badge Type' section with a dropdown menu currently showing 'Exhibitor Badge (18 Badges Remaining)' and a 'Download template' button (circled in red). A note below the dropdown states: 'Select the badge type that you want to allocate. You can only allocate one badge type at a time'. Further down is a 'Privacy Notice' section with a checkbox and text: 'Please ensure you have notified the listed individuals in your file that you have submitted their registration in line with our Privacy Policy. (All registered attendees will be notified of the name and contact details of those who submitted a registration request on their behalf.)'. At the bottom, there is a 'File upload:' section with a text input 'Select a file (Excel)' and a 'Browse' button. A note at the very bottom states: '5mb maximum file size. Emails must be unique for each badge holder'.

MANAGE YOUR COMPANY BADGES

Your company badges

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 P...	Active	Sales	Exhibitor Badge	Free Badge	
Christophe B...	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.

PREPARE MY STAND

01 - Préparer mon stand / Prepare my stand

02 - Déclarer mes prestations / Register my supplier

03 - Vos nouveautés à la presse / Add your product in the PR

04 - Votre prise de parole / Your talk

05 - Logos et Bannières / Logos and Banners

06 - Innovation Awards

07 - Start-up Contest

08 - Publier vos offres d'emploi / Share your job offers

09 - Réussir son salon / Make your show a success

10 - Informations pratiques / Practical informations



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

Niveau d'ill	Type de service	Ill + démontage
Service de transport	Oui	Service

Formules de stand

Niveau d'ill	Type de stand	Ill + démontage
Stand	Stand	Service
Styl	Styl	Service
Person	Person	Service

Montage & démontage

Niveau d'ill	Type de stand	Ill + démontage
Service de montage	Stand Styl	Service
Personnel stand	Oui	Service
Montage et démontage	Oui	Service

Règlements & démarches

Niveau d'ill	Type de stand	Ill + démontage
Personnel complémentaire	Oui	Service
Personnel de nettoyage et entretien stand	Oui	Service
Personnel accueil supplémentaire	Stand Styl	Service
Personnel garde stand	Oui	Service
Service de stand	Oui	Service
Personnel accompagnement	Oui	Service
Personnel accompagnement supplémentaire	Oui	Service

Services complémentaires - prestataires

Niveau d'ill	Type de stand	Ill + démontage
Personnel accompagnement	Oui	Service
Personnel accompagnement supplémentaire	Oui	Service
Personnel accompagnement supplémentaire	Oui	Service

DECLARE MY SERVICE PROVIDERS

- 01 - Préparer mon stand / Prepare my stand
- 02 - Déclarer mon prestataire / Register my supplier**
- 03 - Vos nouveautés à la presse / Add your product in the PR
- 04 - Votre prise de parole / Your talk
- 05 - Logos et Bannières / Logos and Banners
- 06 - Innovation Awards
- 07 - Start-up Contest
- 08 - Publier vos offres d'emploi / Share your job offers
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- 10 - Informations pratiques / Practical informations



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.

Declare my Provider

If you are using a decorator or service provider (caterer, photographer, etc.) to build all or part of your stand, you must complete the form below. This form must be completed for each company working on your stand.

Please note that this form can't be used to issue individual badges.

It authorises your service provider's company to access the Solar registration platform (<https://solar.rxfrance.fr/>) to create assembly/dismantling badges and maintenance badges for its teams.

As soon as your form has been validated, a summary e-mail will be sent to you and to the registered service provider.

Please note! If you are your own decorator (stand installation), you must declare yourself as follows:

- Type of service provider: Decorator (bare stand only)
- Our stand will be set up by: We ourselves
- Fill in the contact

Deadline for suppliers to declare: xx/xx/xxx

Complete the form

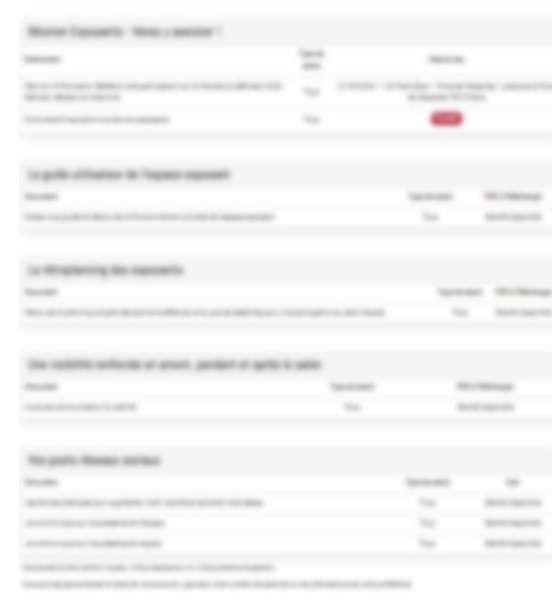


MAKE THE SHOW YOUR SUCCESS

- 01 - Préparer mon stand / Prepare my stand
- 02 - Déclarer mon prestataire / Register my supplier
- 03 - Vos nouveautés à la presse / Add your product in the PR
- 04 - Votre prise de parole / Your talk
- 05 - Logos et Bannières / Logos and Banners
- 06 - Innovation Awards
- 07 - Start-up Contest
- 08 - Publier vos offres d'emploi / Share your job offers
- 09 - Réussir son salon / Make your show a success**
- 10 - Informations pratiques / Practical informations

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

- **Tutorials,**
- **Agendas,**
- **Documentation**



NEED HELP?

Read the [FAQ](#)

Contact our **customer helpdesk**:

- By phone: (+33)1 47 56 50 20

Our phone services are open from Monday to Friday, from 9.00 am to 6.00 pm

- By form