

# COMPANY HUB

User Guide for  
Company Account  
Administrators



**3-7 NOV 2024**  
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
- ❖ **Emperia on-site lead capture** : Emperia 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 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)  
If you have not received it, please contact the [Help Desk](#)

Click on the link  
received by email and  
personalize your  
password

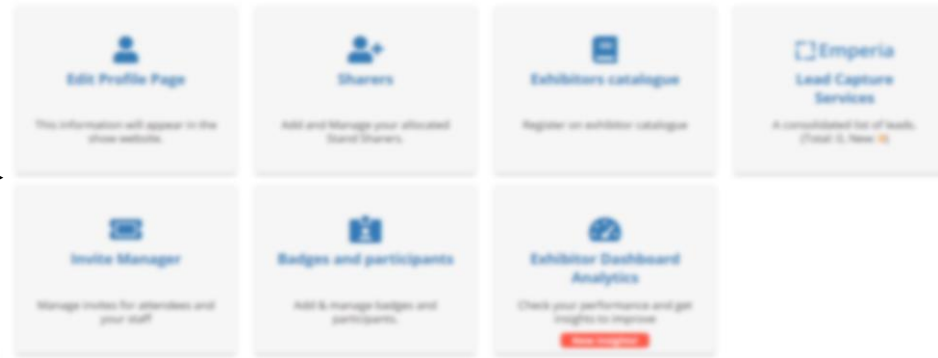


# HOMEPAGE OF YOUR COMPANY HUB

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



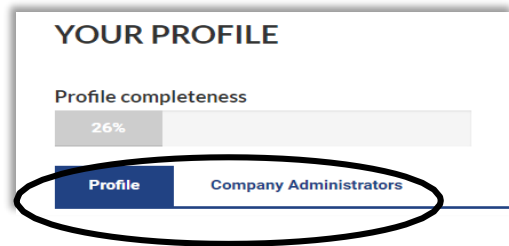
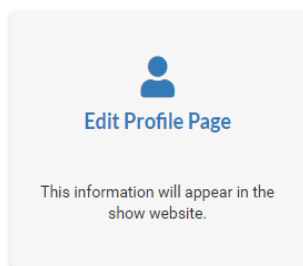
You will find here a list of additional resources to **complete your preparation for the market**

# 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**



Access the **profile section** to modify your company's information

Please **complete your company profile** with as many details as possible !

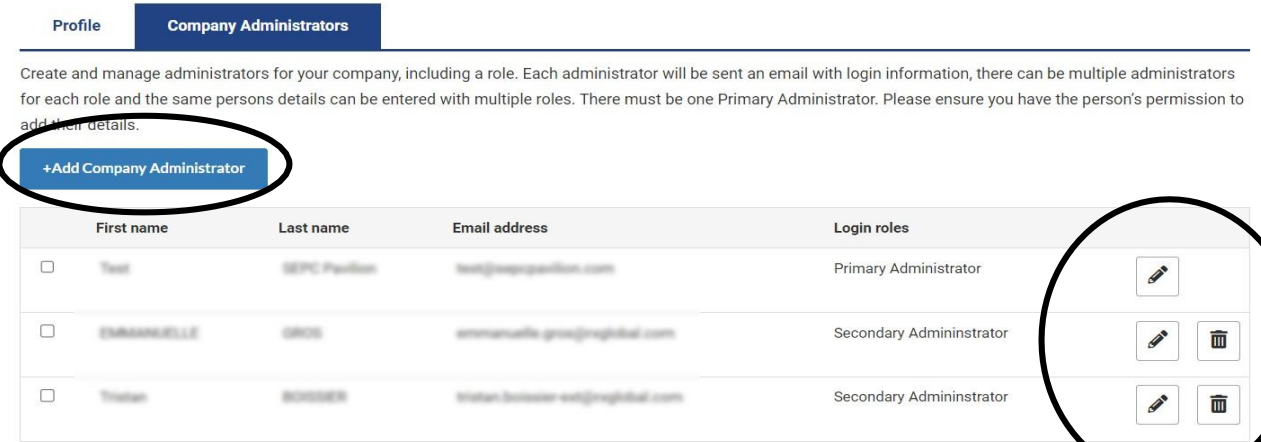
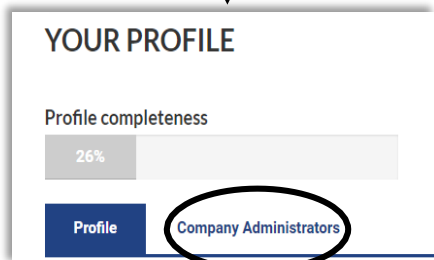
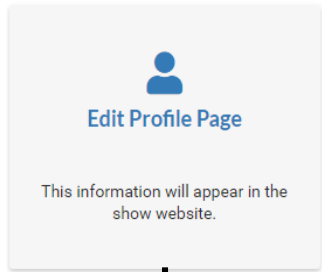
Logo, description, cover image... **Boost your business opportunities!**



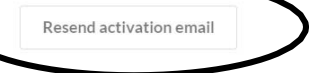
# EDIT MY PROFILE - COMPANY ADMINISTRATOR TAB

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.

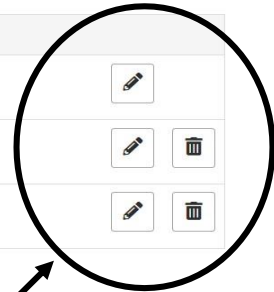
Please add any of your colleagues who **should have access to the company page full set up.** They will receive an activation email.



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)

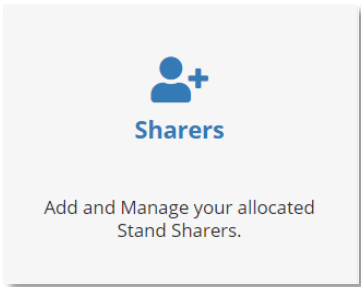


**Update** your company admins list at anytime

# SHARERS

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](#)

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

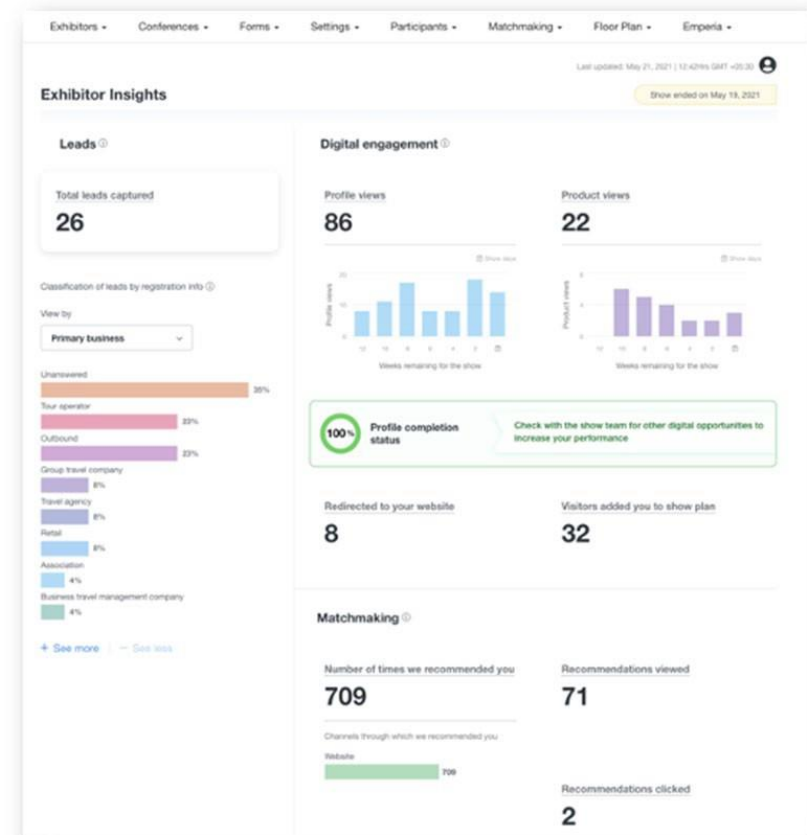
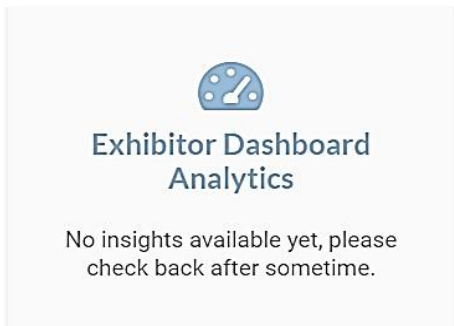


# COMPANY DASHBOARD ANALYTICS

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

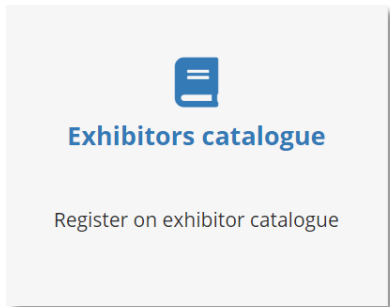
This page only becomes accessible **90 days** before the show.

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.



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

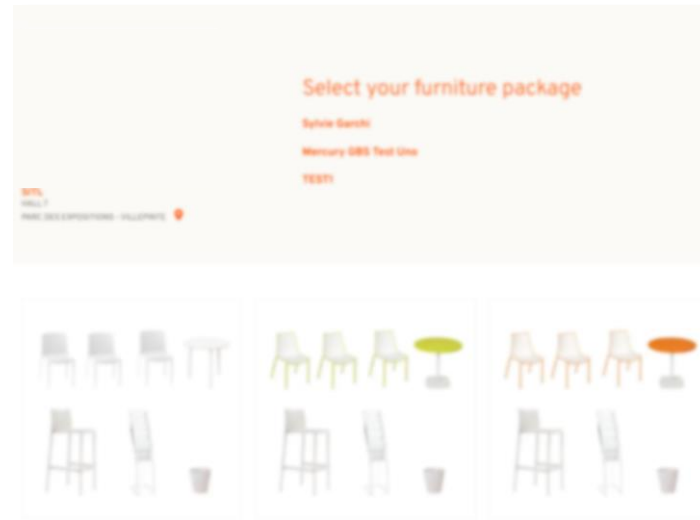
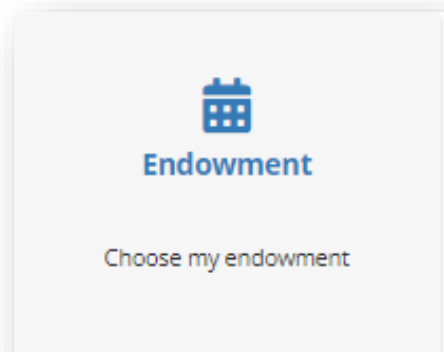
Be aware that **registration closes several weeks before the market starts**, so we recommend registering as soon as possible.



# ENDOWMENT

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*).



# EMPERIA : THE LEAD GENERATION SOLUTION



Mobile App to scan visitors' badge at the market

**Emperia**  
Lead Capture Services

A consolidated list of leads.  
(Total: 0, New: 0)

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 Emperia 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 market

**Add qualification questions** that will be asked to the visitors you scan, in order to **better know them**

**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.

# EMPERIA : THE LEAD GENERATION SOLUTION



*Download your leads*

Download the complete list of all your prospects in a single report, available in .csv or .xlsx format.

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 Emperia menu of your exhibitor space, as well as your contact details.

## EMPERIA

### DOWNLOAD LEAD REPORT


Download your consolidated leads in the format of your choice

Total Leads 0    New Leads 0

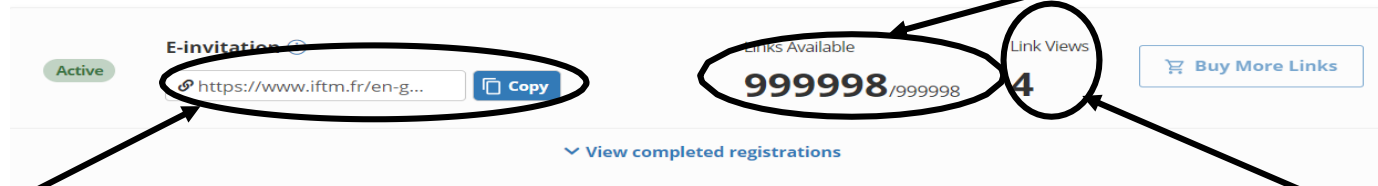
↓ .CSV



↓ .XLSX


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

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

**View and manage your invitations.** Copy the links below and insert them into your email campaigns or on social media



Active E-invitation  <https://www.iftm.fr/en-g...>  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 de person	Société	Email
test registrant	test registrant	test registrant	testregistrant@gmail.com

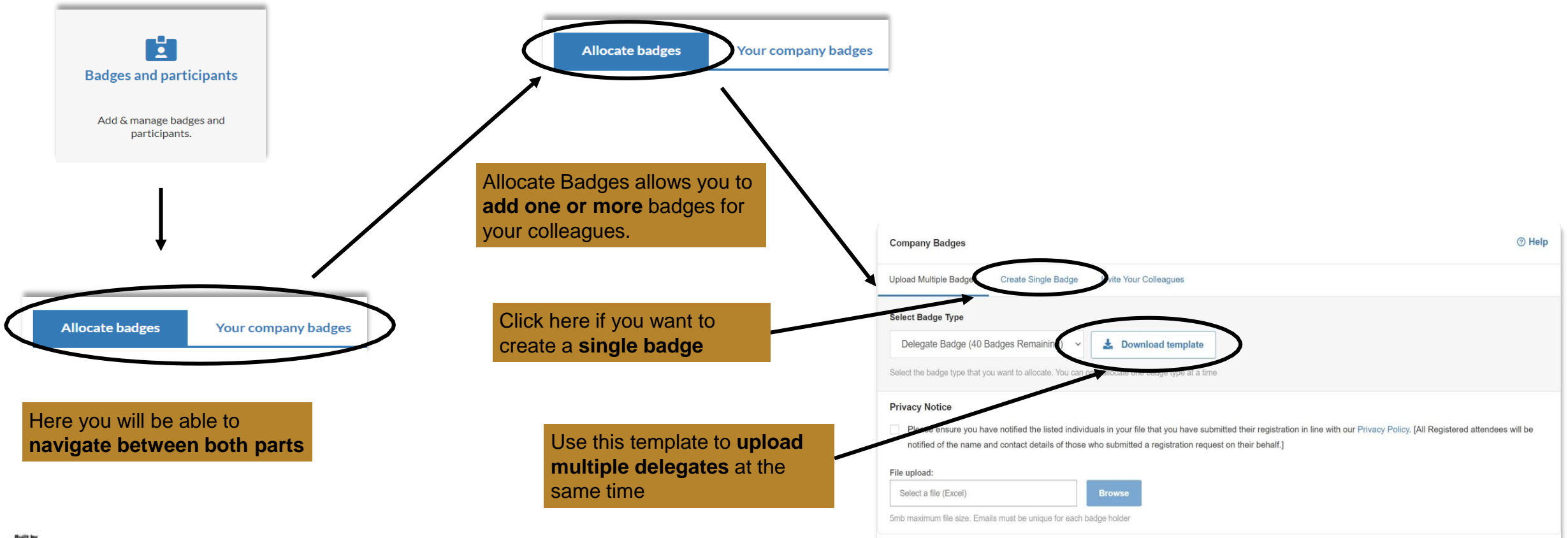
[View all records](#)

# 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.



# MANAGE YOUR COMPANY BADGES

*Managing delegates registrations in your stand quota*

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.

Get and print your badges using this button.

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

**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: All

Name	Badge Status	Job Title	Badge Product	Payment Status
Maria P...	Active	Sales	Exhibitor Badge	Free Badge
Christine M...	Active	CDP	Exhibitor Badge	Free Badge

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.

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





# PREPARE MY STAND

▶ 1. Préparer mon stand / Prepare my stand

▶ 2. Déclarer mon prestataire / Declare my provider

▶ 3. Logos et bannières / Logos and banners

▶ 4. Innovation Awards

▶ 5. Réussir son salon / Make your show a success

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 de service	Type de stand	Service complémentaire
Guide général de l'exposant	Yes	<a href="#">Voir</a>

Formules de stand		
Niveau de service	Type de stand	Service complémentaire
Stand	Stand	<a href="#">Voir</a>
Booth	Booth	<a href="#">Voir</a>
Profil	Profil	<a href="#">Voir</a>

Montage & démontage		
Niveau de service	Type de stand	Service complémentaire
Montage et démontage	Stand fixe	<a href="#">Voir</a>
Montage et démontage	Yes	<a href="#">Voir</a>
Montage et démontage	Yes	<a href="#">Voir</a>

Règlements & démarches		
Niveau de service	Type de stand	Service complémentaire
Procédure de règlement	Yes	<a href="#">Voir</a>
Procédure de règlement de l'exposant au salon	Yes	<a href="#">Voir</a>
Procédure de règlement de l'exposant	Stand fixe	<a href="#">Voir</a>
Procédure de règlement	Yes	<a href="#">Voir</a>
Procédure de règlement	Yes	<a href="#">Voir</a>
Règlement de l'exposant	Yes	<a href="#">Voir</a>
Règlement de l'exposant	Yes	<a href="#">Voir</a>

Services complémentaires - prestataires		
Niveau de service	Type de stand	Service complémentaire
Service complémentaire	Yes	<a href="#">Voir</a>
Service complémentaire	Yes	<a href="#">Voir</a>
Service complémentaire	Yes	<a href="#">Voir</a>

▶ 1. Preparer mon stand / Prepare my stand

▶ 2. Déclarer mon prestataire / Declare my provider

▶ 3. Logos et bannières / Logos and banners

▶ 4. Innovation Awards

▶ 5. Réussir son salon / Make your show a success

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

Envoyer

Contact our Customer Helpdesk :

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

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

- [By form](#)
- [Read the FAQ](#)