



**The UK's  
No.1  
Plastics  
Show**

**GET EVENT READY**

**Build Your Profile, Expand Your Network**

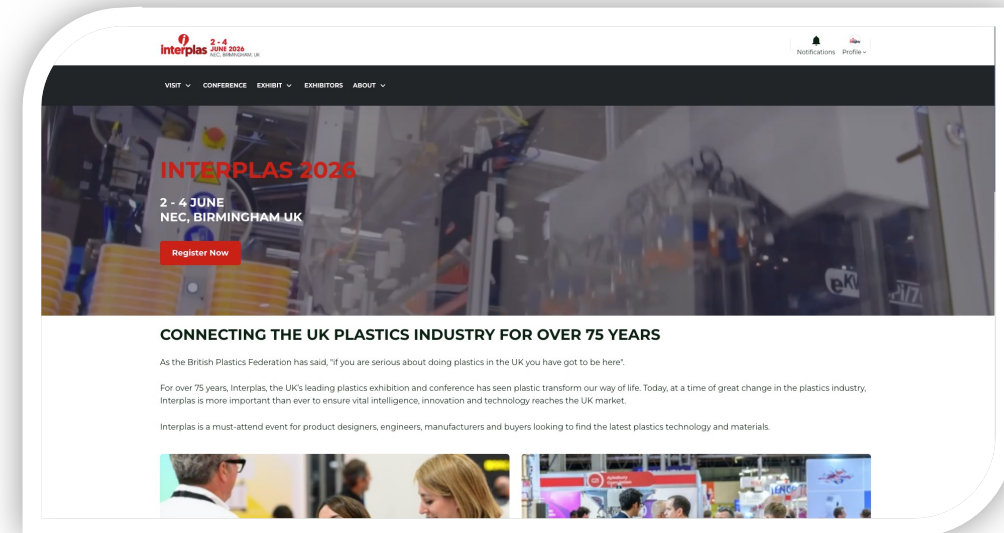
# Introduction

**Interplas Event Hub** is designed to help exhibitors meet and connect with their target audience through increased engagement opportunities enabling you to:

- Represent your company through your online profile.
- Access the event via desktop or the mobile app.
- Receive real-time leads from profile views or onsite scans.
- Connect with potential buyers who share your interests before, during, and after the event.
- Engage with contacts by connecting, messaging, or scheduling meetings.

## Tips to Maximise Your Presence:

- **Make Your Descriptions Count** – Highlight your brand’s purpose, value, and why attendees should visit your stand.
- **Use Accurate Categories** – Ensure company and product categories are correct to reach the right audience and boost visibility.
- **Add Useful Resources** – Include brochures, case studies, and links to educate prospects and encourage deeper conversations.
- **Prioritise Prospects** – Use the favouriting feature to manage your lead pipeline effectively.
- **Plan Post-Show Follow-Up** – Contact leads within 2 working days via email or call to turn interest into results.



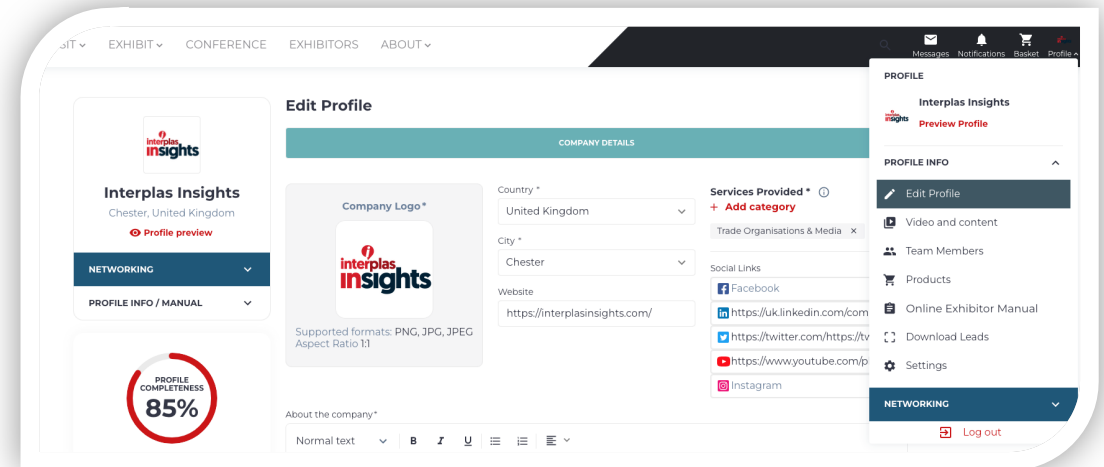
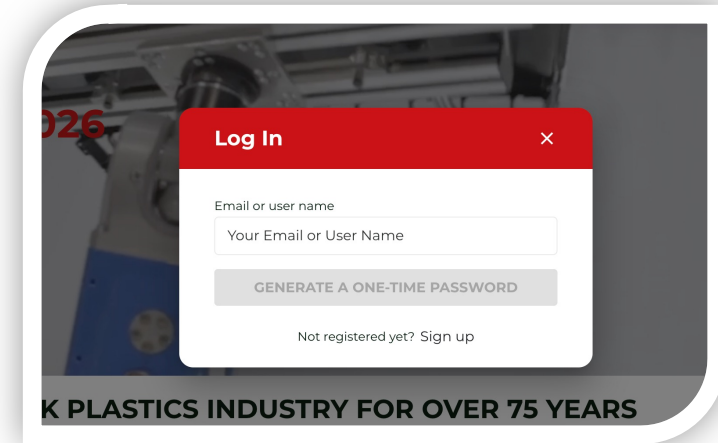
# Login

**Step 1:** You will receive an email from **Operations@Interplasuk.com** with your username and activation link to enter the Event Hub.\*

**Step 2:** Access your profile by generating a One -Time Passcode to your email. Please use your unique username and enter the code which has been sent to you.

**Team Members:** As a Team Member: Click the generate One -Time Passcode link in your email. This will send a passcode to your email. Please use your email address and passcode to enter the site.

**Step 3:** Log in and start enjoying the hub!



# Profile Types

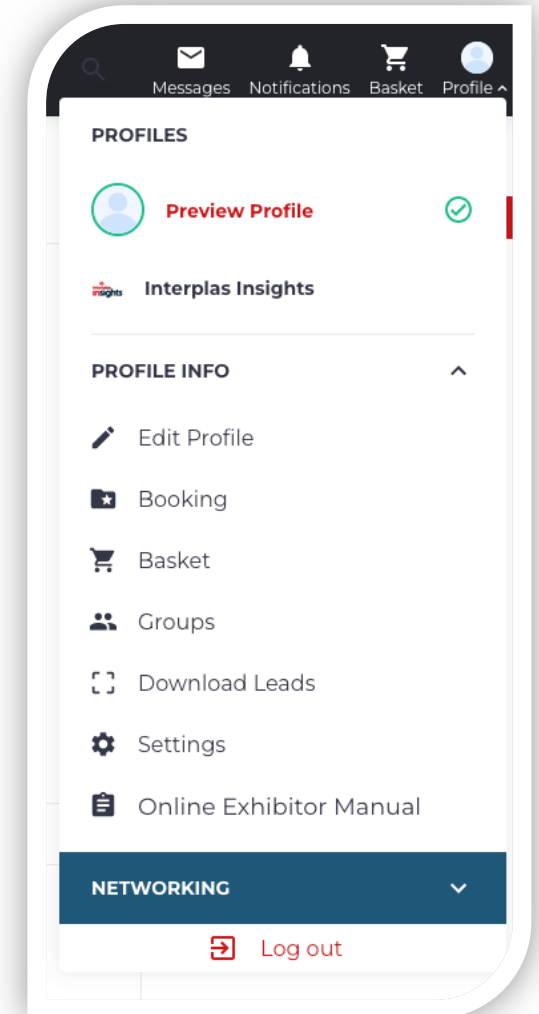
There are 2 different exhibitor profile types:

## Admin Team Member

- Can update **company profile**, add products, etc.
- Has a personal profile that can be edited and can interact with others.
- Can amend other team members' profiles to become admin.
- Can view all team members' meeting schedules.
- Can download all leads captured by the company.

## Team Member

- Has a **personal profile** that can be edited and can interact with others.
- Can capture and retrieve their own lead.
- Can view company profile but not edit.

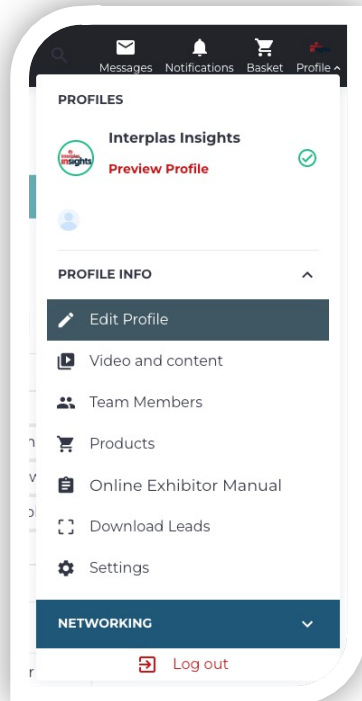


# Adding Team Members

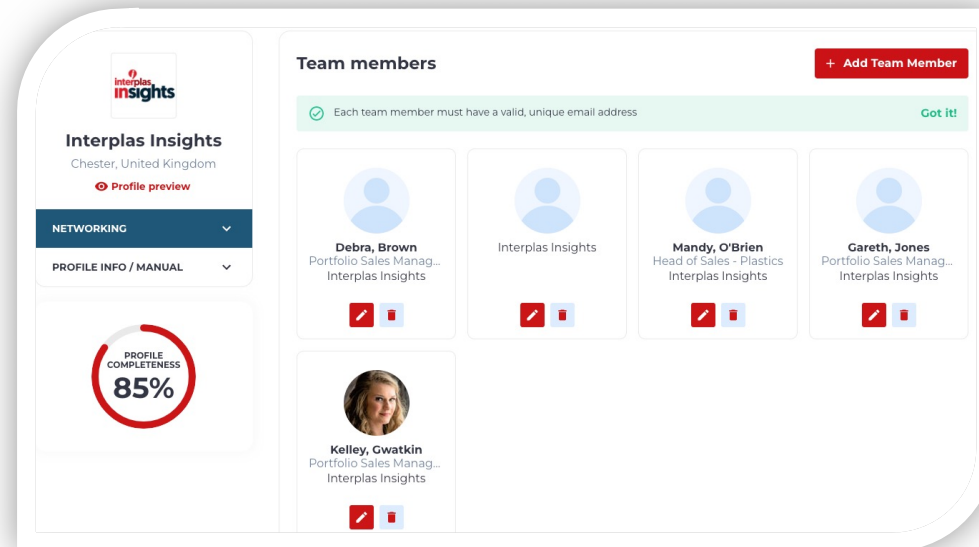
As an Admin Team Member, you have access to edit your company profile, products and other functionalities.

The Admin Team Member can also add other Team Members and set them as admins:

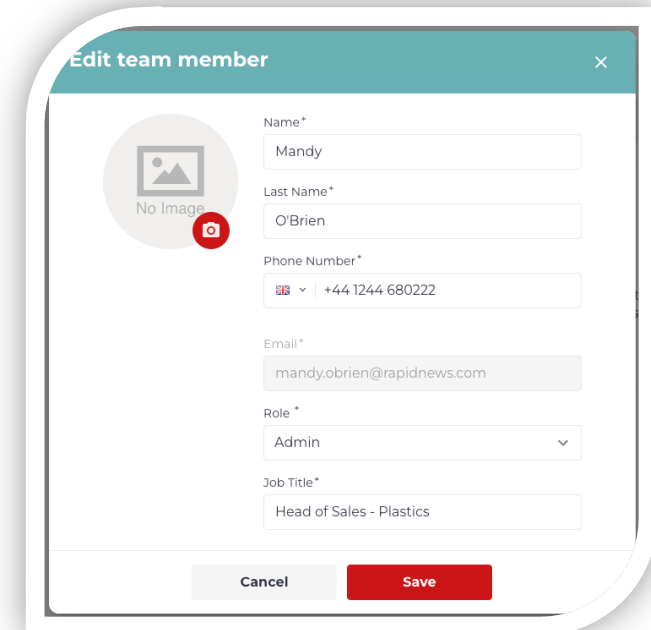
## Step 1:



## Step 2:



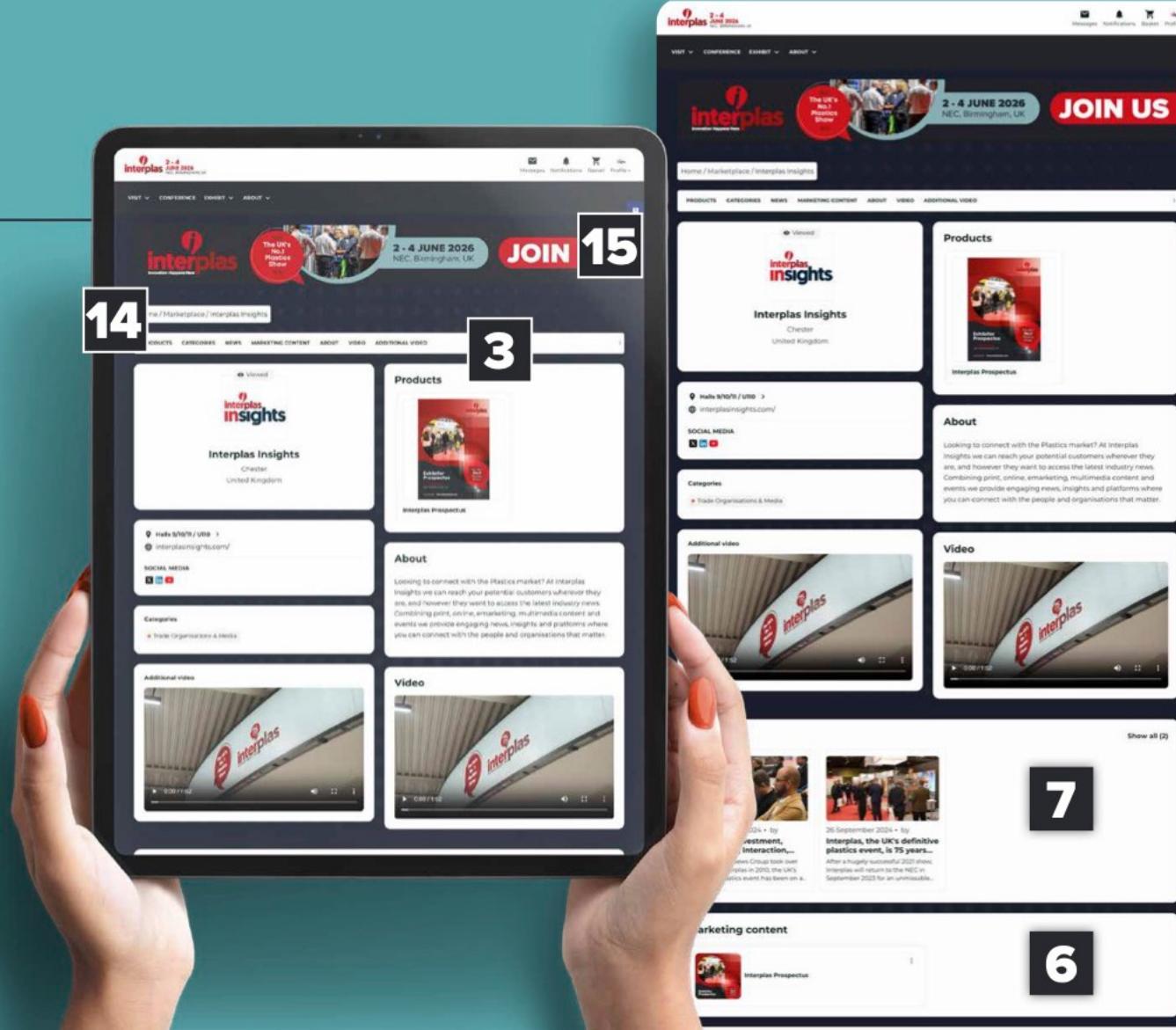
## Step 3:



# FEATURED PROFILES

## Upgraded profiles

- 1 Create Team Members
- 2 Profile with company logo
- 3 Unlimited Product listing
- 4 10 Company Categories
- 5 1 x Video
- 6 Unlimited Brochures
- 7 6 x News Articles
- 8 Schedule 1-2-1 meetings
- 9 AI Recommendations
- 10 Invite Attendees
- 11 App Badge Scanner
- 12 Instant access to leads
- 13 Scan Co-locating badges
- 14 Corporate Background branding
- 15 Corporate Banner Header
- 16 1 x Additional video
- 17 Highlighted listing



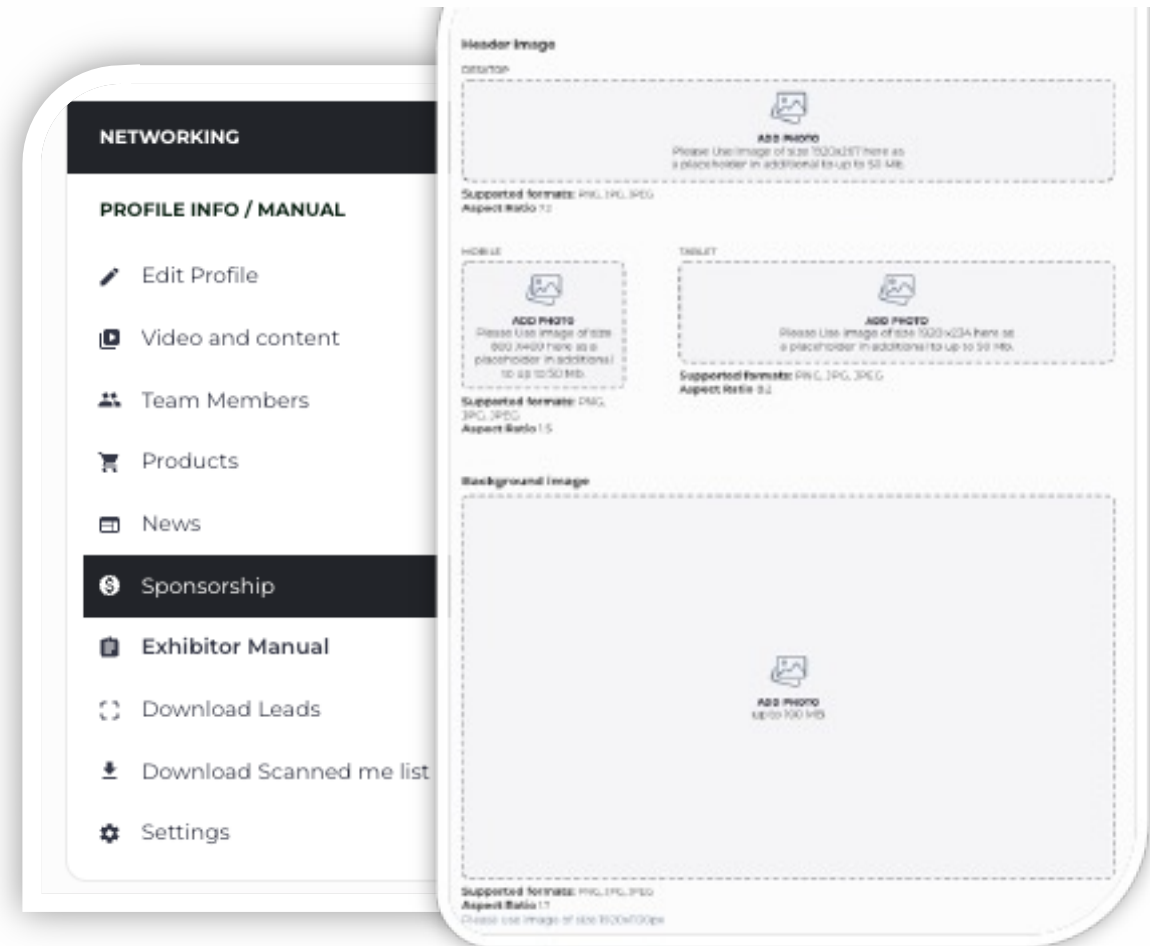
## Featured Profile

Featured profiles allow you to create a branded listing for your company and be featured at the top of the exhibitor list. The list of items include is featured in the above slide.

To load your additional profile options, select **Sponsorship** as listed in your dropdown menu (this is only visible if you have upgraded your listing)

Here you will be able to add your banners and background image.

Please load all other items under videos, content and products.

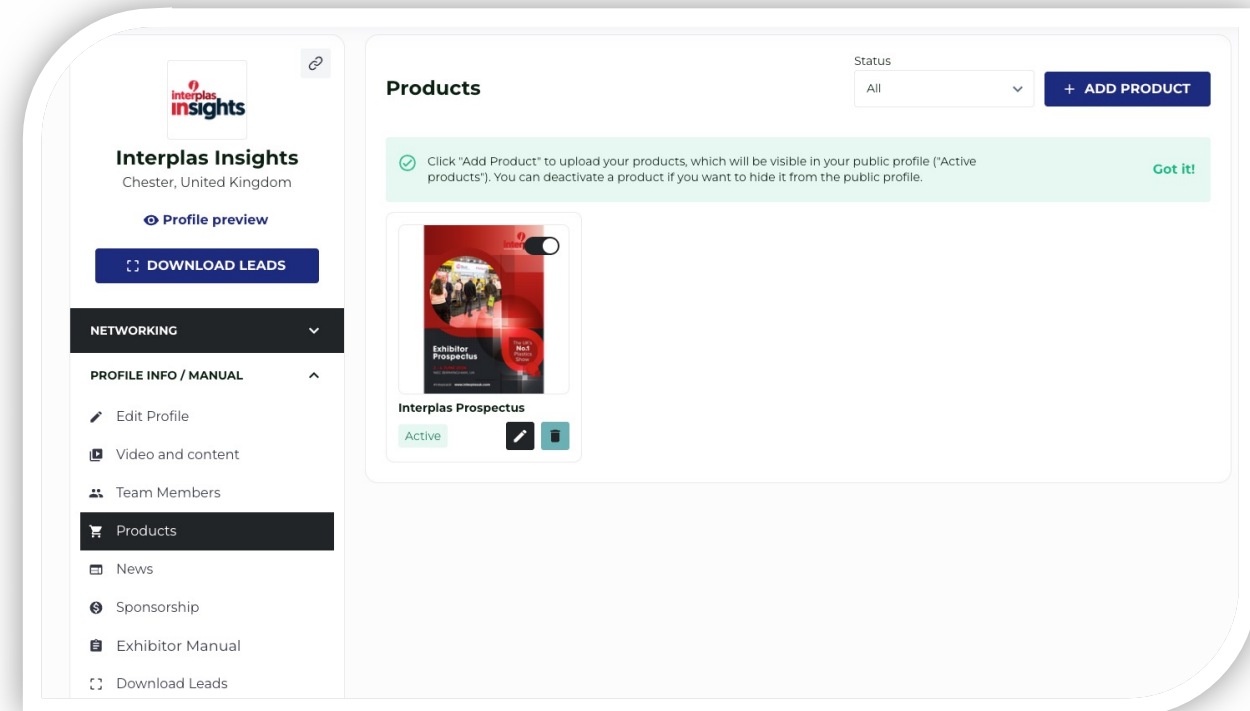


# Products Overview

## Each product can have:

- A unique name
- A product description
- Associated documents
- A team member attached if you have a team member who specializes in this product
- Multiple product images
- One product video
- Unique product categories.

Each product can be toggled to 'active status', meaning it is visible to others, or 'inactive status', meaning it is visible only to you. Product statuses can be changed at any time.



# Uploading and Editing Products

**Step 1:** Click on products from the 'Profile Info' drop down.

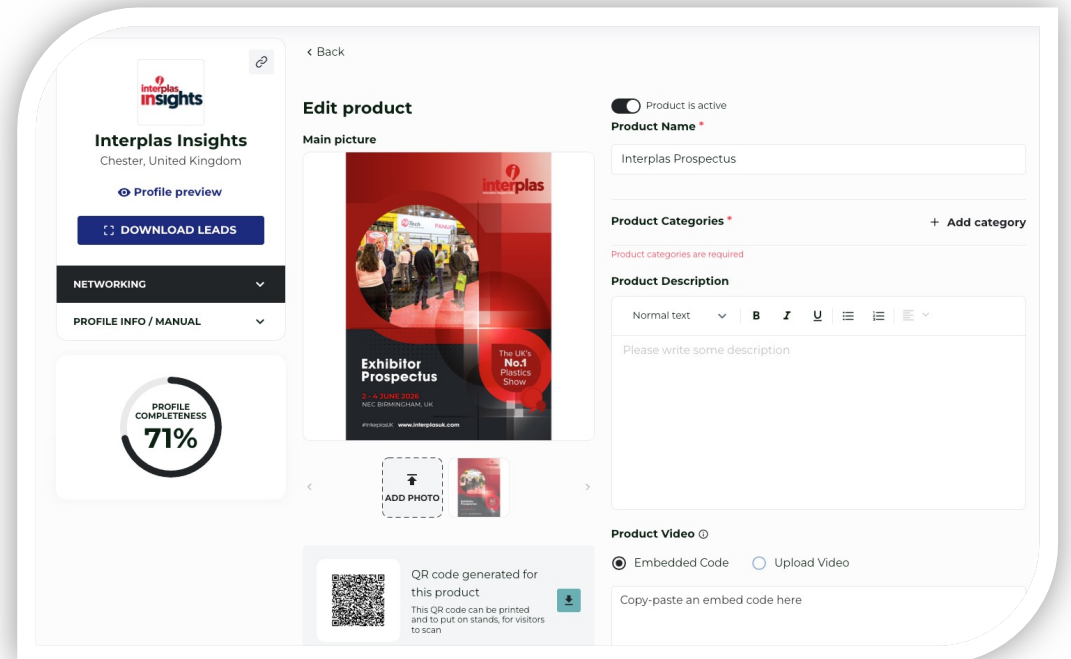
**Step 2:** Click on 'Add Product' or the pencil icon to edit your product.

## Product QR Codes

**Step 1:** From the products page click on the pencil icon displayed on your product card

**Step 2:** Download your code by clicking the **download icon**.

**Step 3:** Add your **product QR codes** to your stand and marketing materials so that they can be scanned by visitors to create more leads.



# Navigating the Exhibitor Manual

The exhibitor manual is available via the networking dropdown on the left-hand side and includes essential documents such as risk assessments, supplier order forms, and much more.

It is essential that all documents are completed pre-event to ensure the build and show open process go ahead smoothly.

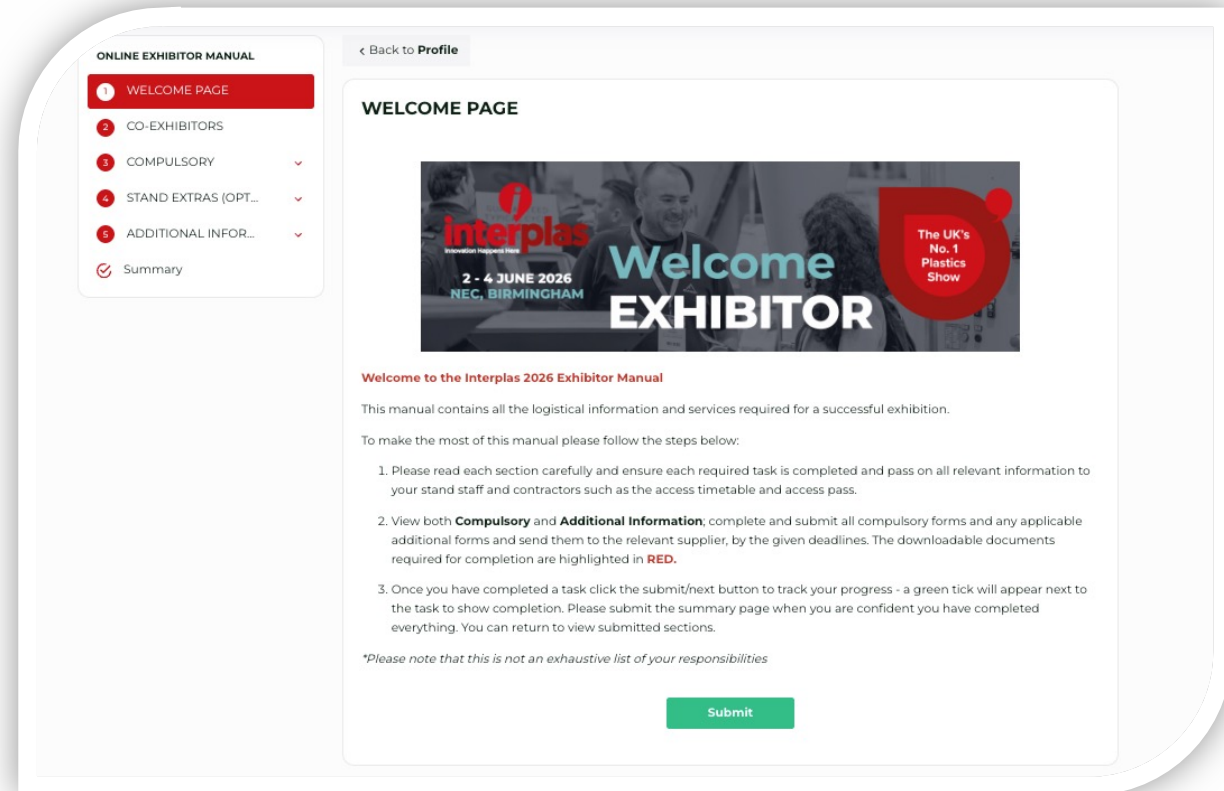
**COMPULSORY** = MUST be completed before arriving on-site

**ADDITIONAL INFORMATION** = Read through, but not all tasks will be relevant to your stand.

As you go through the manual and save each section, a green tick will appear to mark your progress.

After all tasks have been read / understood / actioned please submit the manual in full via **'summary'**.

**Please Note:** Only admin team members can view and edit the manual as this is a company task.



The screenshot shows a web interface for the 'ONLINE EXHIBITOR MANUAL'. On the left is a navigation menu with five items: 'WELCOME PAGE' (highlighted in red), 'CO-EXHIBITORS', 'COMPULSORY', 'STAND EXTRAS (OPT...', and 'ADDITIONAL INFOR...', followed by a 'Summary' item with a green checkmark. The main content area is titled 'WELCOME PAGE' and features a large banner image with the text 'interplas 2 - 4 JUNE 2026 NEC, BIRMINGHAM Welcome EXHIBITOR' and a red circular badge stating 'The UK's No. 1 Plastics Show'. Below the banner, there is a heading 'Welcome to the Interplas 2026 Exhibitor Manual' and a paragraph: 'This manual contains all the logistical information and services required for a successful exhibition. To make the most of this manual please follow the steps below:'. A numbered list follows: 1. Please read each section carefully and ensure each required task is completed and pass on all relevant information to your stand staff and contractors such as the access timetable and access pass. 2. View both **Compulsory** and **Additional Information**, complete and submit all compulsory forms and any applicable additional forms and send them to the relevant supplier, by the given deadlines. The downloadable documents required for completion are highlighted in **RED**. 3. Once you have completed a task click the submit/next button to track your progress - a green tick will appear next to the task to show completion. Please submit the summary page when you are confident you have completed everything. You can return to view submitted sections. A footnote states: '\*Please note that this is not an exhaustive list of your responsibilities'. At the bottom right is a green 'Submit' button.

# Creating & Editing Profiles

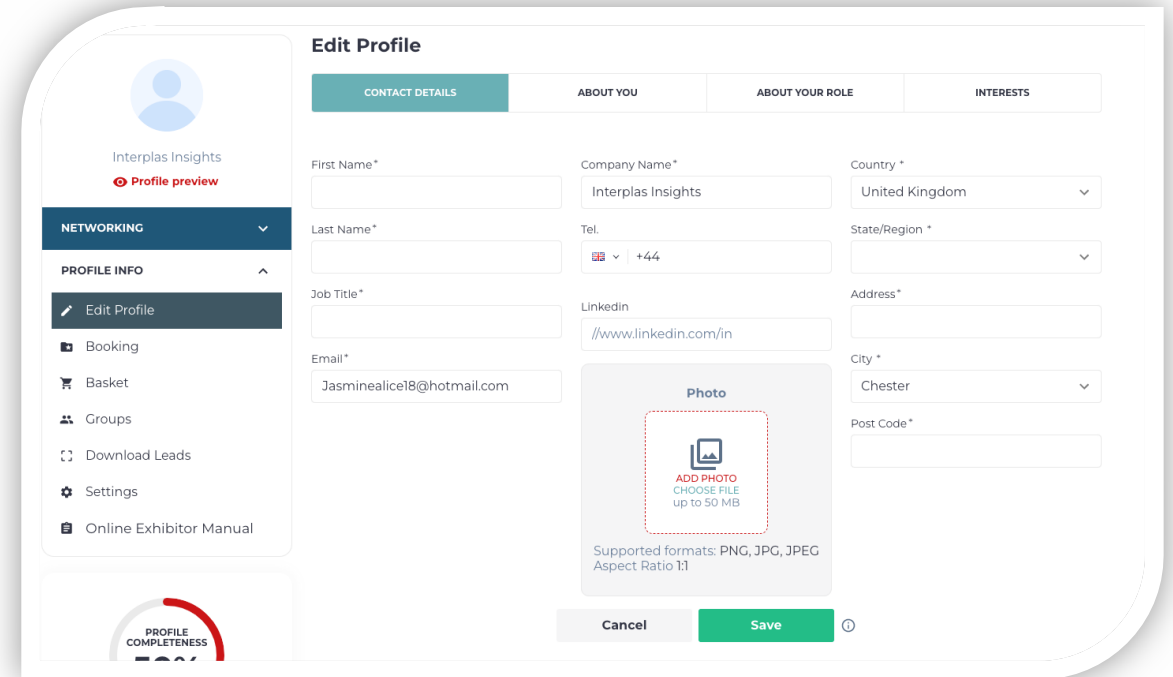
- Update your profile information & contact details
- Add a photo to be easily recognised
- Choose your notification settings
- Find your badge
- Download your leads.

Make sure to take the time to create an engaging, informative and appealing profile.

This is the best way to catch visitors' attention and make meaningful connections both pre, during and post event.

**Step 1:** Click on 'Edit Profile'.

**Step 2:** Fill in and update your profile.



The screenshot shows the 'Edit Profile' interface. On the left is a sidebar with a user profile picture and the name 'Interplas Insights'. Below the name is a 'Profile preview' button. The sidebar menu includes 'NETWORKING', 'PROFILE INFO' (with 'Edit Profile' selected), 'Booking', 'Basket', 'Groups', 'Download Leads', 'Settings', and 'Online Exhibitor Manual'. At the bottom of the sidebar is a 'PROFILE COMPLETENESS' progress indicator showing 50%. The main content area is titled 'Edit Profile' and has four tabs: 'CONTACT DETAILS' (active), 'ABOUT YOU', 'ABOUT YOUR ROLE', and 'INTERESTS'. The 'CONTACT DETAILS' tab contains the following fields: First Name\*, Last Name\*, Job Title\*, Email\* (with the value 'Jasminealice18@hotmail.com'), Company Name\* (with the value 'Interplas Insights'), Tel. (with a dropdown for '+44'), LinkedIn (with the value '//www.linkedin.com/in'), Country\* (with a dropdown for 'United Kingdom'), State/Region\* (with a dropdown), Address\*, City\* (with a dropdown for 'Chester'), and Post Code\*. A 'Photo' upload section is also present, with a dashed red box around the upload area and the text 'ADD PHOTO CHOOSE FILE up to 50 MB'. Below the photo section, it says 'Supported formats: PNG, JPG, JPEG Aspect Ratio 1:1'. At the bottom right of the form are 'Cancel' and 'Save' buttons.

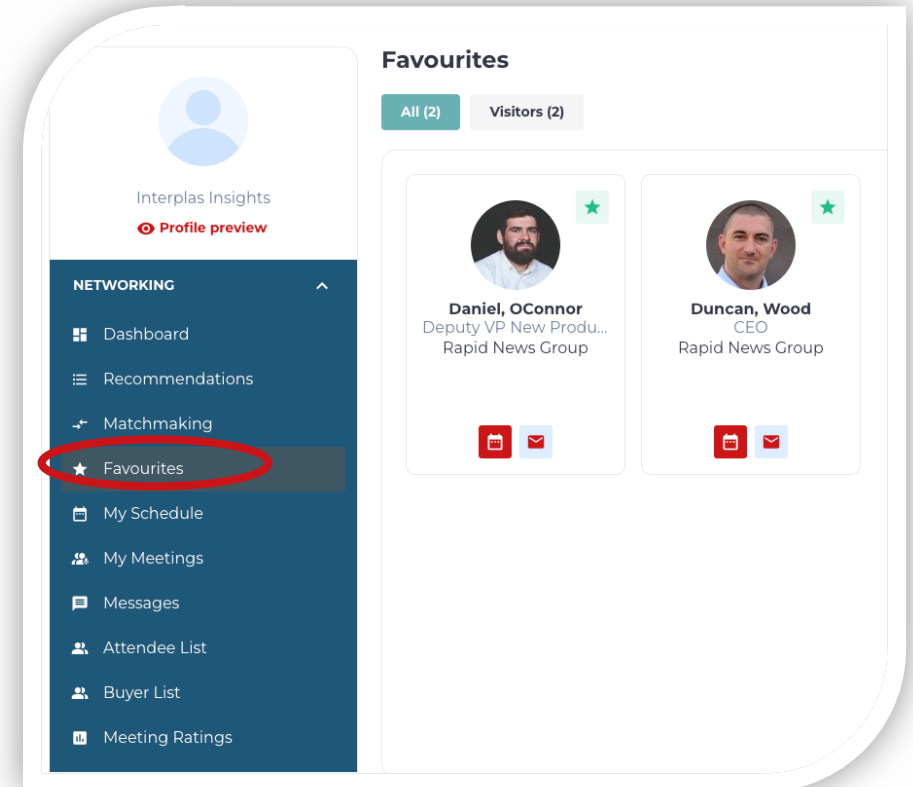
# Favourites

You can save a person's profile, company or product to your list of favourites by clicking the star icon on the profile card.

An item that you have already favourited will have a solid star while a not yet favourited item will have a hollow star.

To navigate to your list of favourites go to:

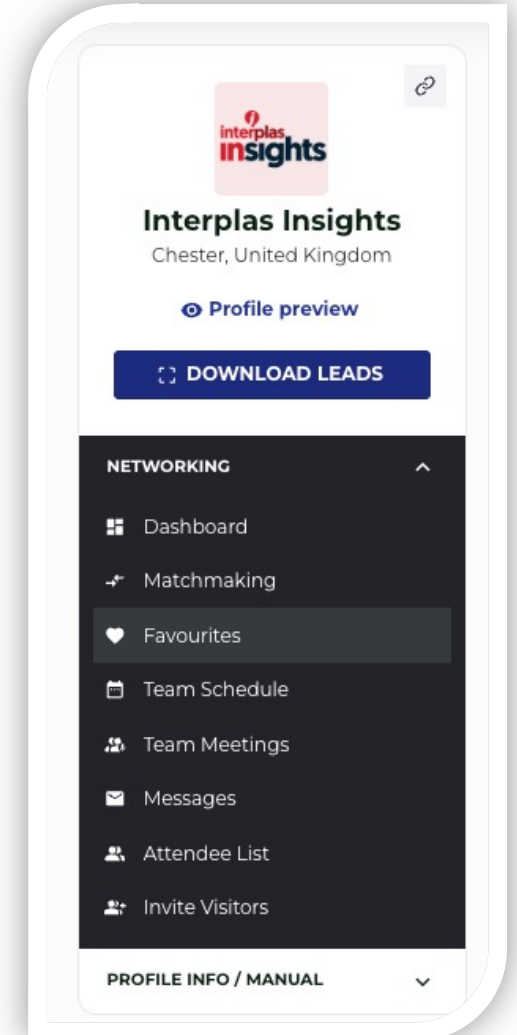
- Networking
- Find 'Favourites' in drop down menu.



## Finding Attendees

You will find the Delegate list under “**NETWORKING**” as shown on the right.

- This is where you can start **building your pipeline of valuable contacts**, conversations and customers
- Use filters to best find who you want to contact and meet.
- Each person’s profile can be clicked for additional details about that person. There are also icons that allow you to add the person to your list of **favourites**, send them a **message**, or request a **meeting**.



## Sending & Viewing Messages

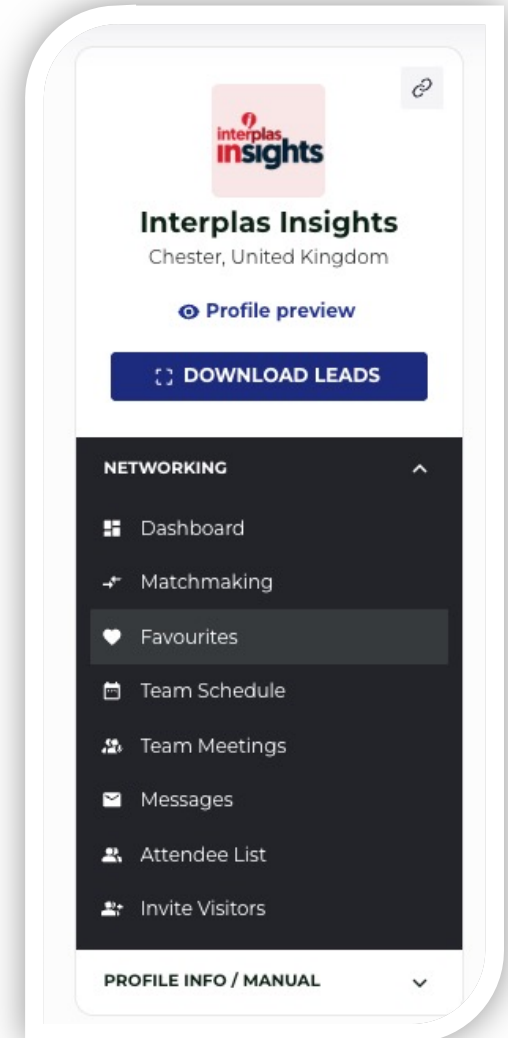
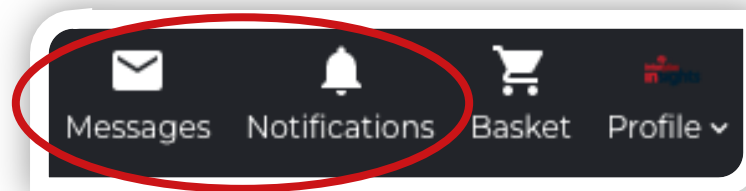
Throughout the Hub you will see this message icon on all company, product and people cards:

To send a message, click on the icon and begin typing your message.

In the top right corner of the page, you'll see 'Messages' and 'Notifications'. When you receive a message, it will appear here.

You can view and search all messages by clicking on 'Messages' in the Networking section of the drop-down menu.

From this page you can also create group chats.



# Sending Meeting Requests

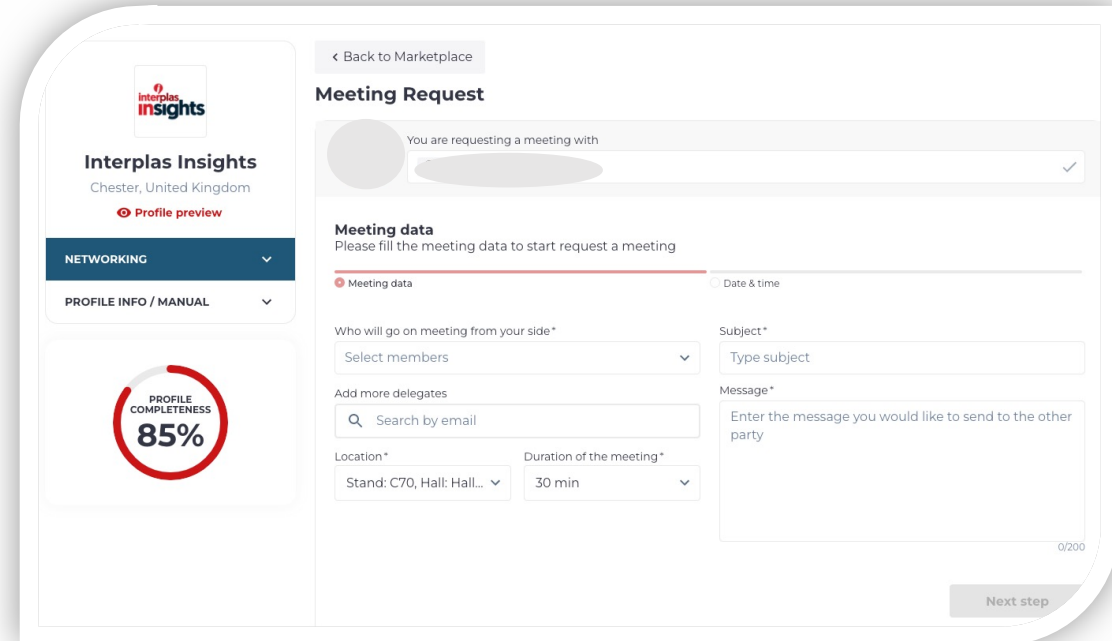
Throughout the Hub you will see this Meeting icon on all company, product and people cards:

To request a meeting, click on the icon and begin filling out the form.

**Step 1:** You'll be asked for:

- ▶ Subject - what is the purpose of the meeting?
- ▶ Message - a short message about why you want to meet.
- ▶ Others you wish to invite (optional) - Invite others to join your meeting using their email address.
- ▶ Location to meet (online or at event).
- ▶ Duration of the meeting.

**Step 2:** Select a date and time for the meeting and then your meeting request will be sent to the other party when you click the 'Request Meeting' button.



The screenshot shows the 'Meeting Request' form in the Interplas Hub. On the left is a profile card for 'Interplas Insights' (Chester, United Kingdom) with a 'Profile preview' link and a '85% PROFILE COMPLETENESS' badge. The main form area has a 'Back to Marketplace' link and a 'Meeting Request' title. It features a dropdown for 'You are requesting a meeting with' and a 'Meeting data' section with two tabs: 'Meeting data' (selected) and 'Date & time'. The 'Meeting data' section includes: 'Who will go on meeting from your side\*' (Select members), 'Add more delegates' (Search by email), 'Location\*' (Stand: C70, Hall: Hall...), and 'Duration of the meeting\*' (30 min). On the right, there are fields for 'Subject\*' (Type subject) and 'Message\*' (Enter the message you would like to send to the other party). A 'Next step' button is at the bottom right.

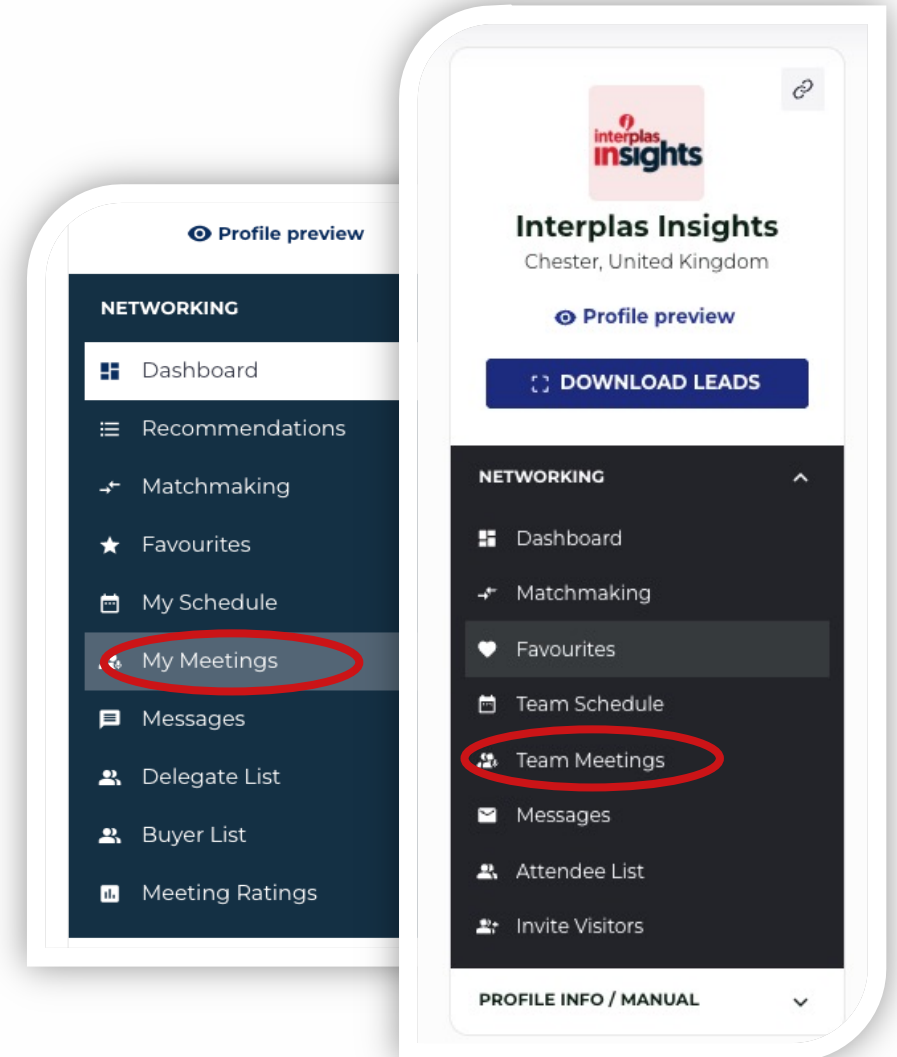
# Managing & Viewing Meetings

## Managing Personal Meetings

Access personal meetings via **Networking** → **My Meetings**. From here, you can accept, decline, reschedule or cancel confirmed meetings. It's good business etiquette to respond to all requests. Meetings can be viewed in either **list** or **calendar** format.

## Managing Team Meetings

Access Team Meetings page displays meeting requests for all team members and their statuses. Requests can be filtered by **status**, **team member**, or **date**, and viewed in **list** or **calendar** format. A summary of meeting counts and top-performing team members is available on the **company dashboard**.



# Profile features and interactions

Whether you're logged in with your **Personal Profile** or as an **Admin Team Member** for your **Company Profile**, your dashboard provides a central view of activity, performance, and interactions.

## Dashboard shows:

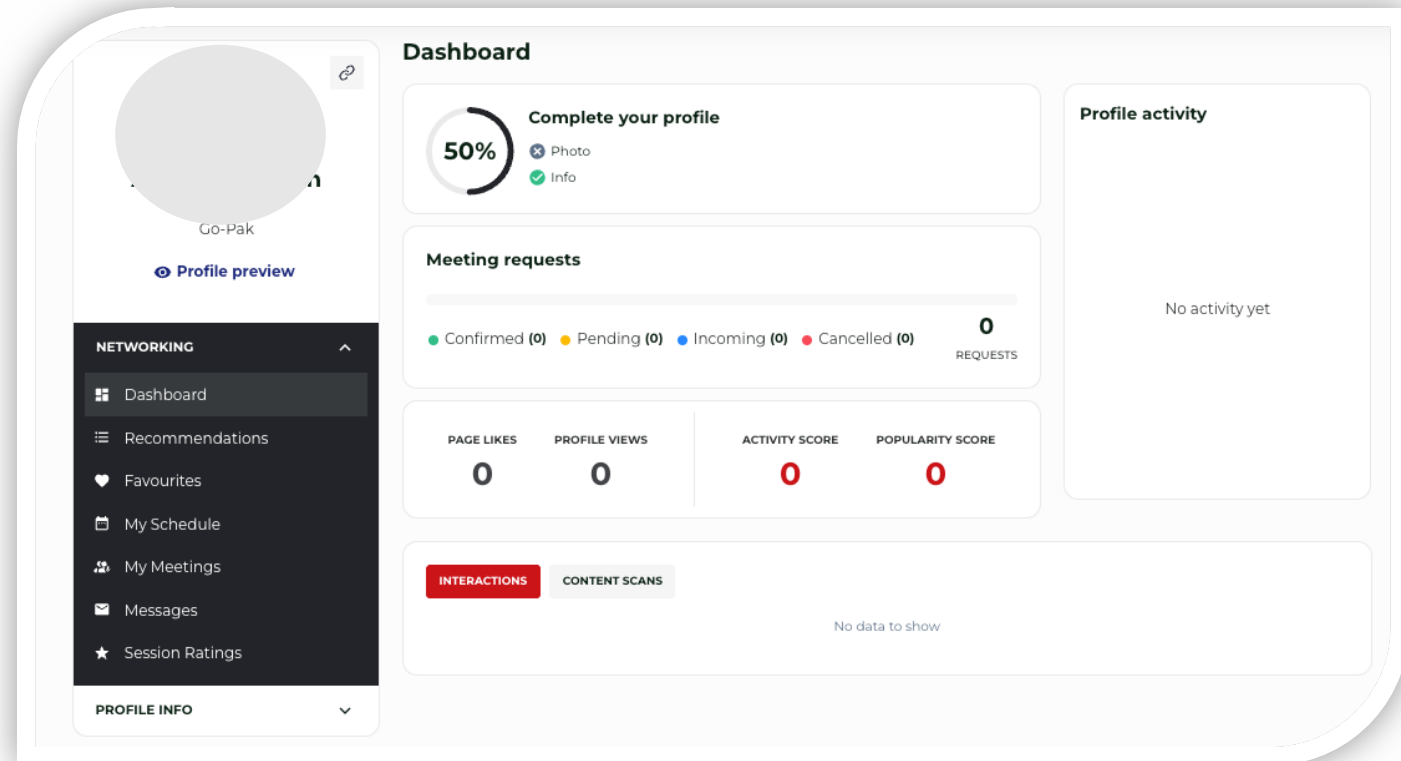
- Personal profile completeness
- Number of meeting requests (by status)
- Notifications
- Recent interactions (favourites, profile views, scanned and more)

## Interaction section includes:

- Who viewed or favourited your profile
- Who requested a meeting with you
- People you've scanned onsite

## Actions available:

- View user profiles with more details
- Add users to favourites
- Send messages or meeting requests
- Access all your leads from the website and mobile app



# Company Dashboard

## Dashboard shows (for Admin Team Members):

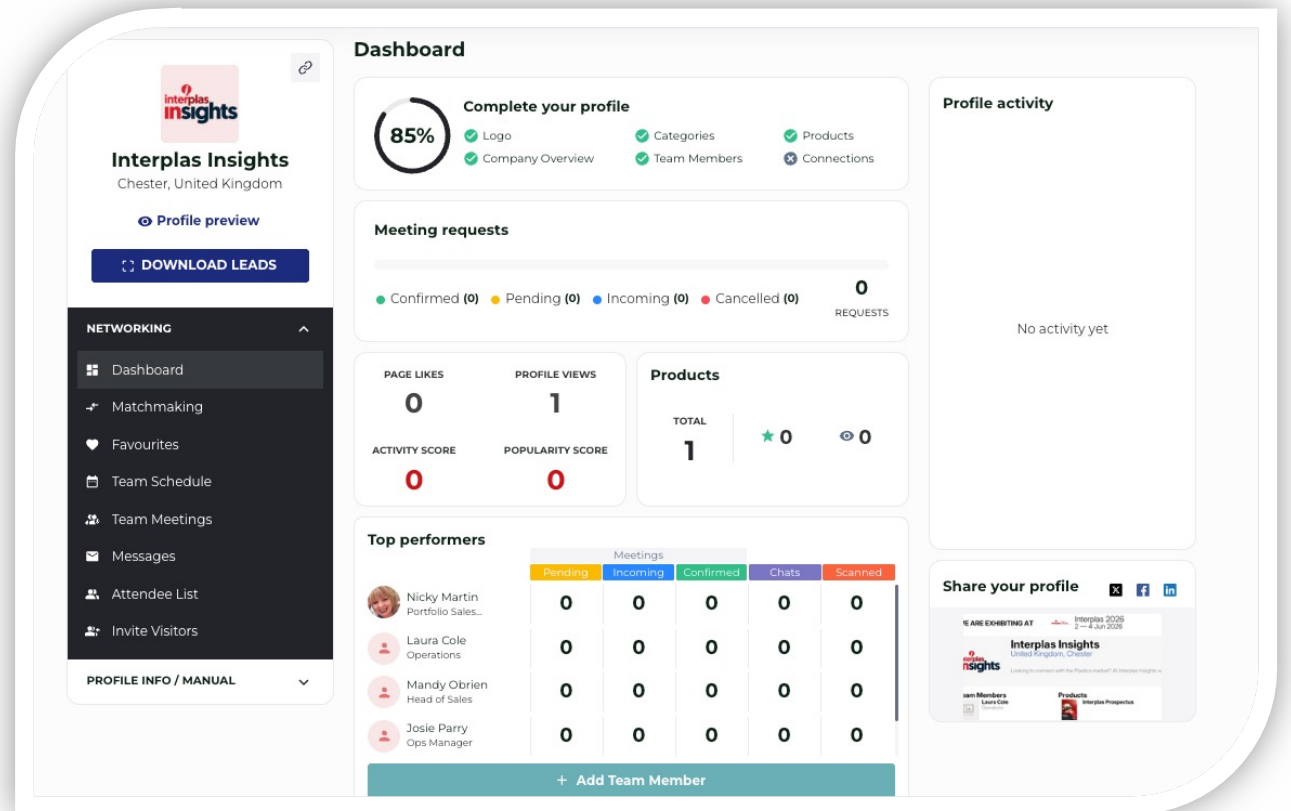
- Company profile completeness
- Total meeting requests across all team members

## Product engagement stats

- Company profile activity
- Top performing team members
- Option to share your company profile

## Interaction section includes:

- Who viewed or favourited your company profile
- Product views and favourites
- Meeting requests
- Attendee List
- Onsite scans of your company stand



**SEE YOU AT THE SHOW!**  
**2nd - 4<sup>th</sup> JUNE 2026**