



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

EXHIBITOR APP USER GUIDE

**BESIDE
THE PRESS
GRANULATORS, IN
STOCK & READY**

LOGGING IN

Step 1: Download the Event App from the App Store or Google Play

Step 2: Using the email address you used when first registering for the event sign into the app and generate a One Time Passcode

* you can only sign into the app if you have been registered as a **Team Member** for the event. Once you are logged in you will not need to re enter a OTP unless you select the log out. Button.

Step 3: Log in and start enjoying the app.



KEY FEATURES

Exhibitor Platform (Website & App)

Exhibitors can access the platform via both the website and mobile app, enabling you to manage leads, engage with visitors, and monitor activity at any time.

Dashboard & Insights

View real-time data on visitor engagement with your company profile, products, and team members.

Lead Capture & Management

Scan attendee badges (including offline), qualify leads, add notes, and organise contacts for follow-up.

Export Lead Data

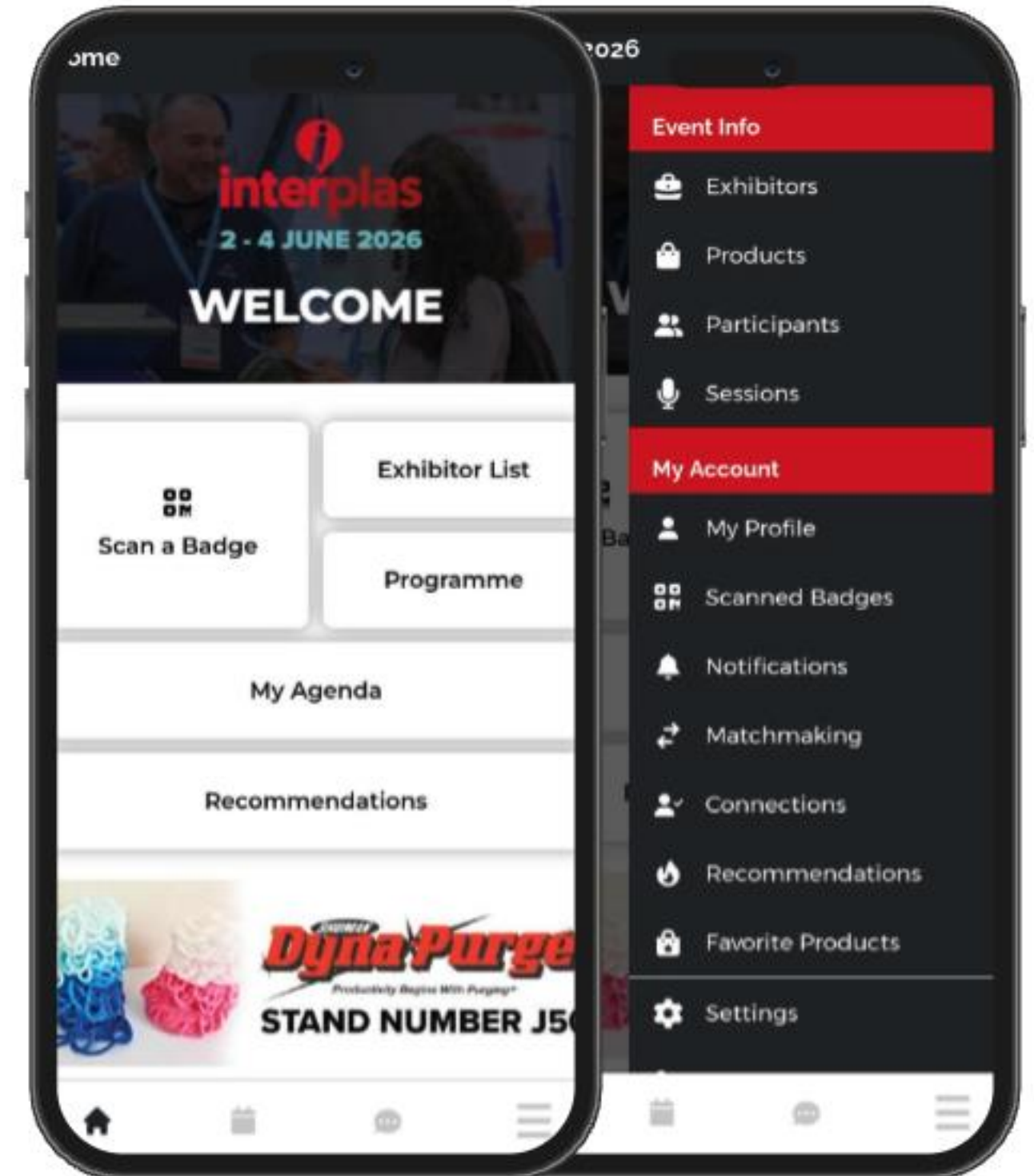
Download lead information for easy integration into your CRM or marketing tools.

Team Access

Provide all booth staff with access to capture leads and engage with visitors.

Visitor Engagement

Receive meeting requests and messages from visitors, helping you connect and schedule discussions efficiently.



KEY FEATURES

Company & Product Visibility

Visitors can browse, filter, and favourite your company and products, increasing exposure during and at the event.

Programme & Agenda

Access the full event programme and manage your schedule, including meetings and sessions.

Recommendations & Matchmaking

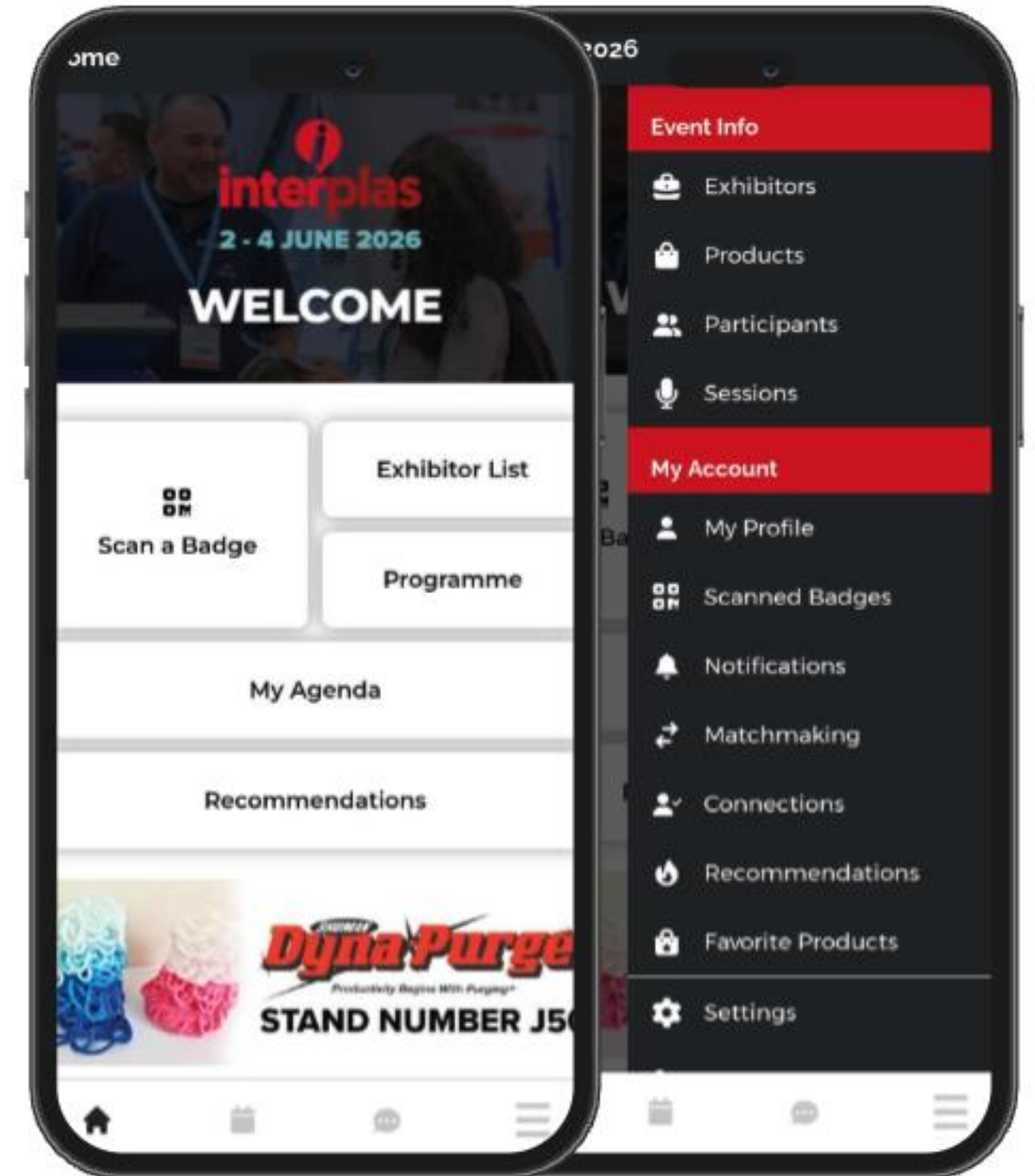
Benefit from personalised recommendations that connect your company with relevant visitors and opportunities.

Badge Barcode Scanning

Use the built-in lead scanner to capture visitor details instantly by scanning attendee badges barcodes. Generate and qualify leads in real time, add notes, and rate the lead. You can then download the excel spreadsheet and upload into your CRM.

Connections

View and manage all interactions, including messages, meeting requests, and saved profiles, in one place.



EXHIBITOR & PRODUCT LISTS

Exhibitor List

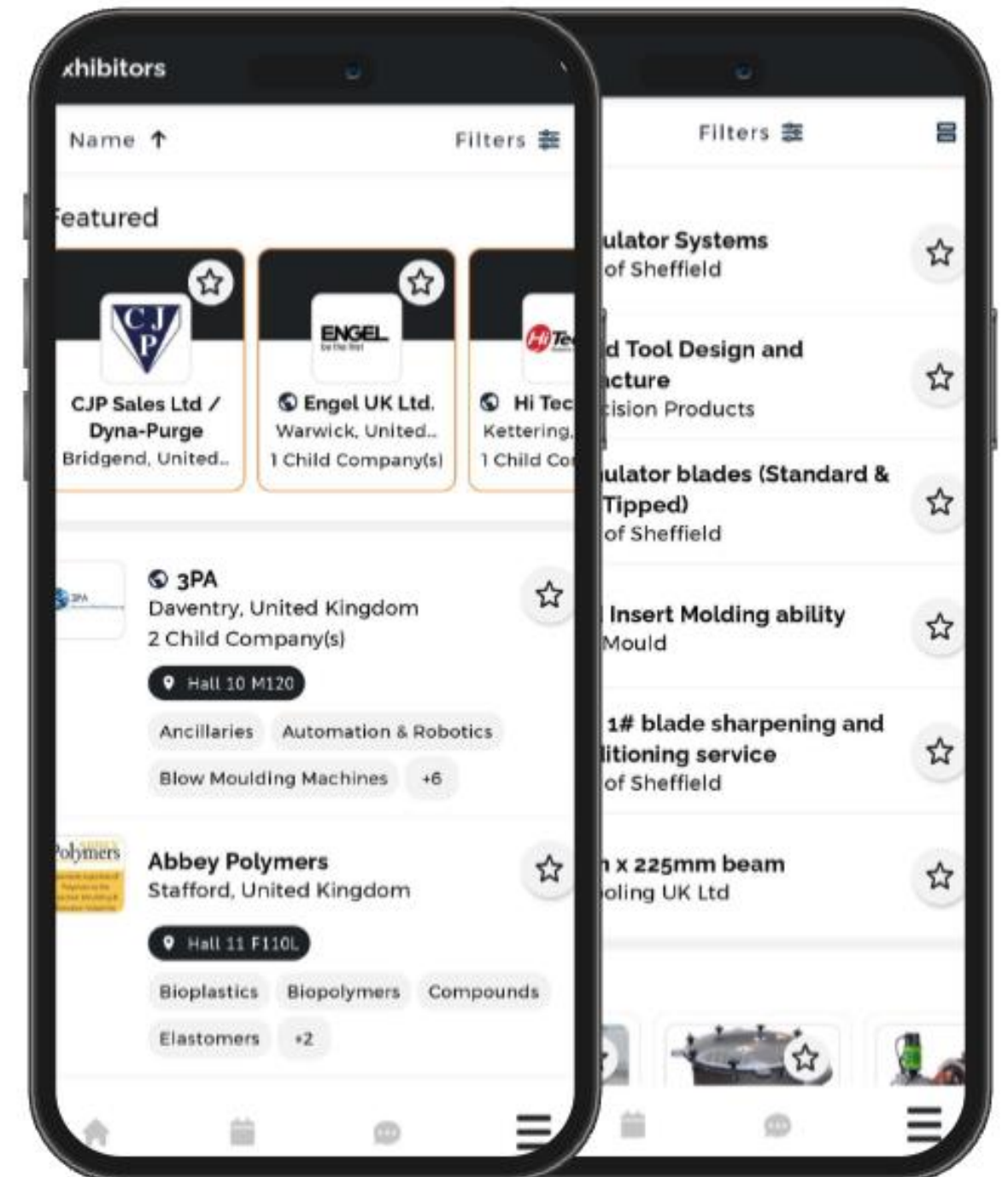
View all exhibitors and see how your company is presented to visitors. Attendees can filter exhibitors by country and product category, helping them discover your business more easily.

From your profile, visitors can request meetings, send messages, and mark your company as a favourite. Driving engagement and increasing your visibility before and during the event.

Product List

Showcase your products to maximise exposure. Visitors can browse, filter, and explore products by category, country, and exhibitor type.

Each product listing provides detailed information and can be favourited by visitors.



MESSAGING & MEETING REQUESTS

To contact a Visitor, open their profile and scroll down to the **Meet & Message** section. From here, you can send a meeting request or message them directly. When you message an exhibitor, they will receive an email notification.

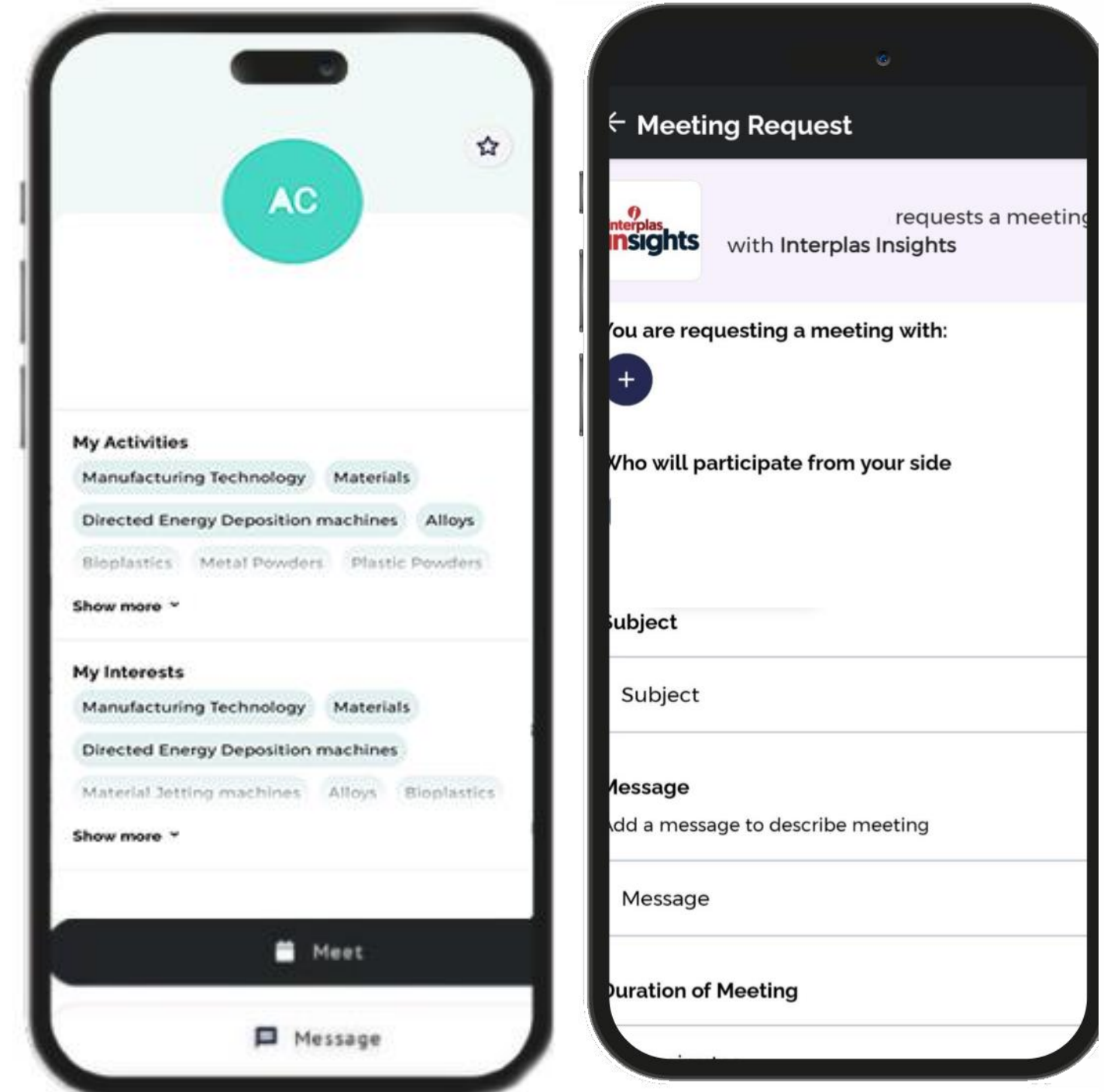
You can view all your messages and updates by selecting **Notifications** in the side menu or by tapping the speech bubble icon at the bottom of your mobile app screen.

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

In the first step you'll be asked for:

- Subject - what is the purpose of the meeting?
- Message - a short message about why you want to meet
- Location to meet

You'll then be asked to 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.



SCANNING BADGES

Step 1: Log in using your team member login.

This is the same credentials that you use to log into the web platform.

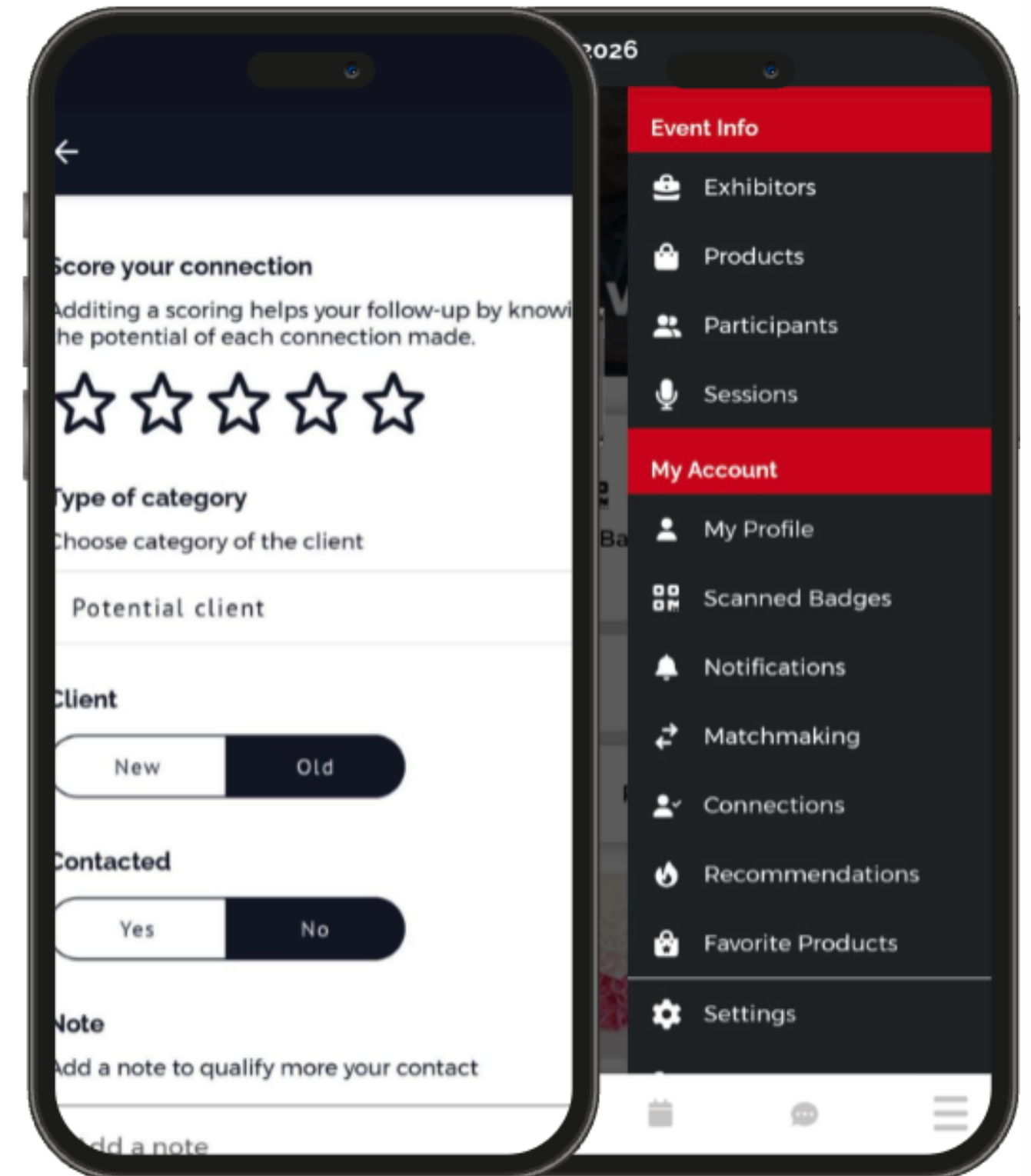
Step 2: To scan a badge, choose Scan Badges from the menu or side menu.

This will open your camera so you can scan the badge. When the camera is pointed at the badge, it will automatically scan. (Note- depending on your permission settings you may be asked to give the app permission to use the camera or may need to tap within the scan window to grant permission)

Step 3: After scanning add details and notes on the next screen.

On this screen you can add:

- What type of lead they are (Potential Partner, Potential Client, Supplier, Other)
- What type of client they are (New/Old)
- If they've been contacted (Yes/No)
- Any notes about the lead



DOWNLOADING LEADS

Downloading Your Leads (App)

Each team member can view the leads they have personally scanned by navigating to **Scan Badges** in the app.

To download your individual leads, select the **Export** option in the top right corner. This will send an email to you with a spreadsheet containing your captured leads and notes.

Downloading All Company Leads (Website)

To download all leads collected across your team, you must access the platform via the website using the main exhibitor account.

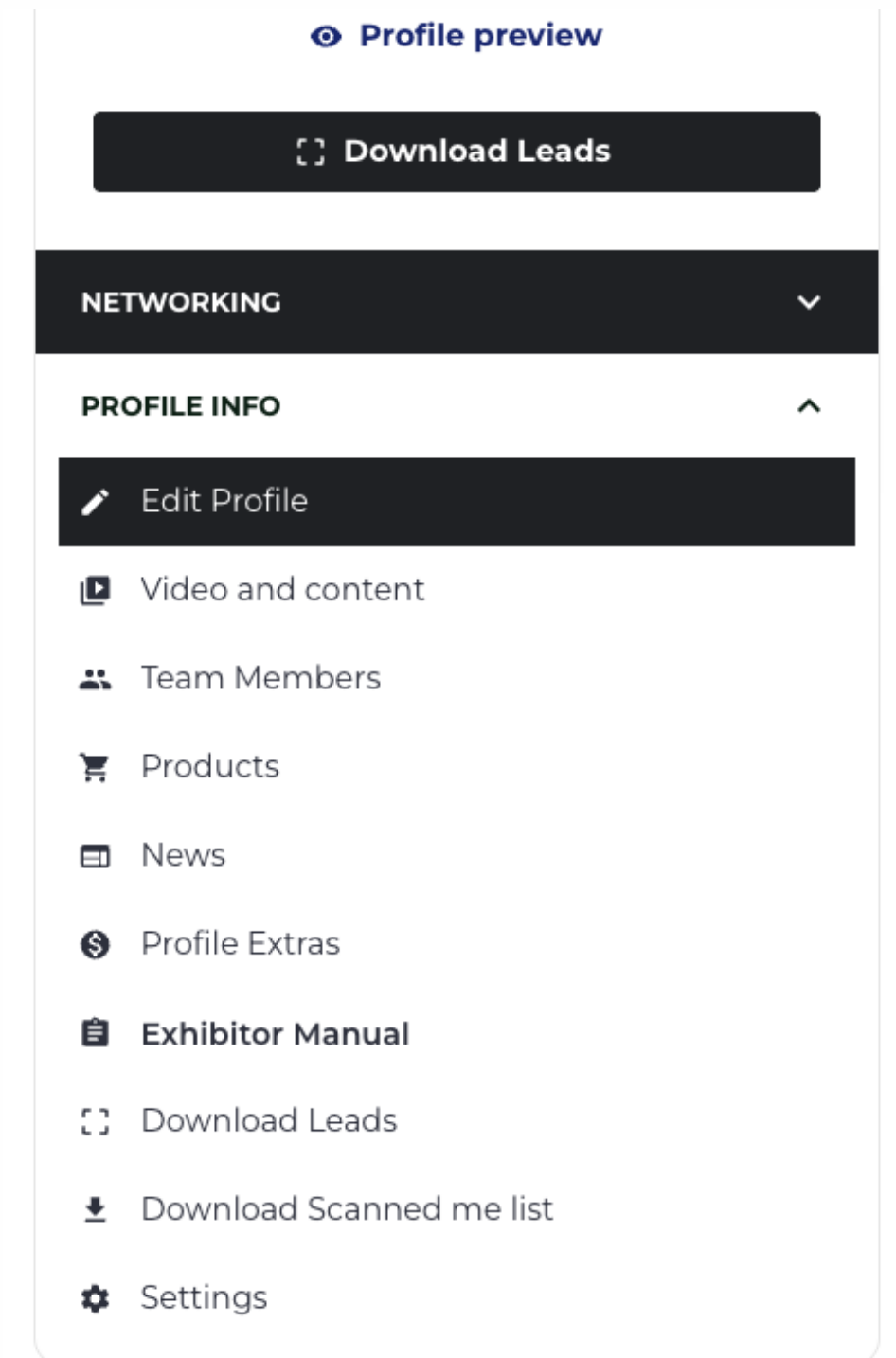
Exhibitor Profile Access:

Download a complete lead list including all web enquiries and scanned leads from every team member.

The exported file will also include a **Lead Owner** column to show which team member captured each lead.

Personal Profile Access:

If you download leads while logged in with an individual profile, the file will only include your own web and scanned leads.



The screenshot shows a user profile menu with the following items:

- Profile preview
- Download Leads
- NETWORKING
- PROFILE INFO
- Edit Profile
- Video and content
- Team Members
- Products
- News
- Profile Extras
- Exhibitor Manual
- Download Leads
- Download Scanned me list
- Settings



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**SEE YOU AT THE SHOW
NEC, BIRMINGHAM
2 - 4 2026**

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