

# Detailed Manual

## Virtual Event: Great Lakes Fruit, Vegetable and Farm Market Expo



**December 8-10, 2020**

## Getting Started:

This manual aims to guide you so you can make the most of your participation in the ‘Virtual Event: Great Lakes Fruit, Vegetable and Farm Market Expo. The manual will elaborate on how you can navigate through the virtual platform.

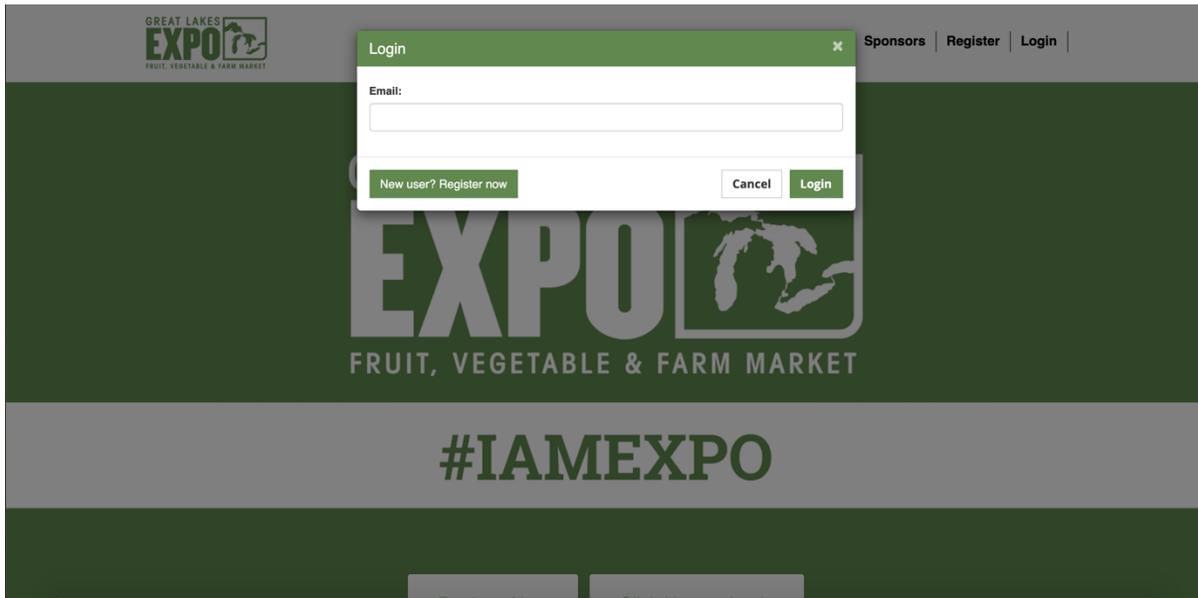
## Main Page:

Type in the URL: <https://glexpo.vfairs.com/> in the address bar of your browser to visit the virtual platform. We recommend that you use either Chrome, Safari or Firefox for best performance.



## Login:

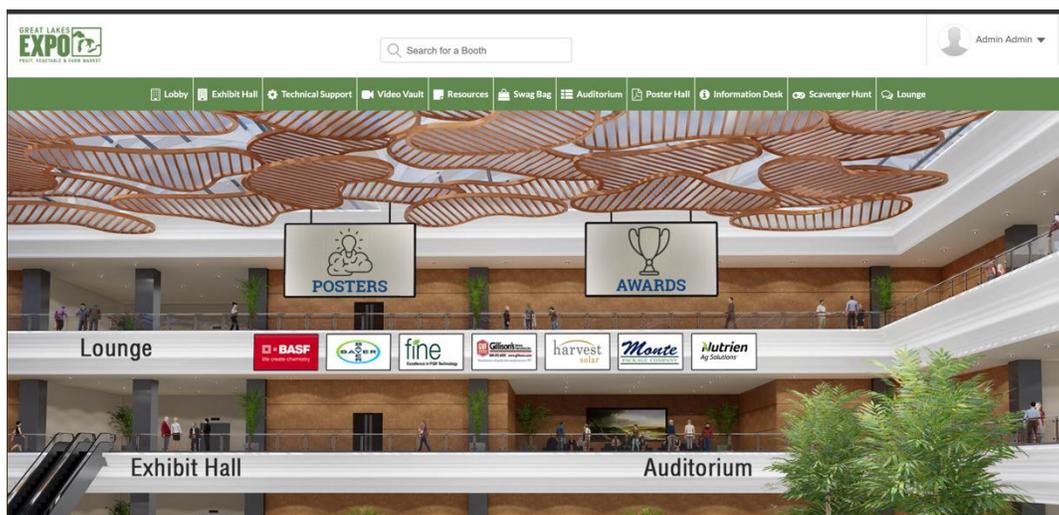
Click on the Login button on the Homepage. It will open a popup asking for your Email ID and password.



After you have provided the information, you can click on “Login” to login to the event.

## Lobby:

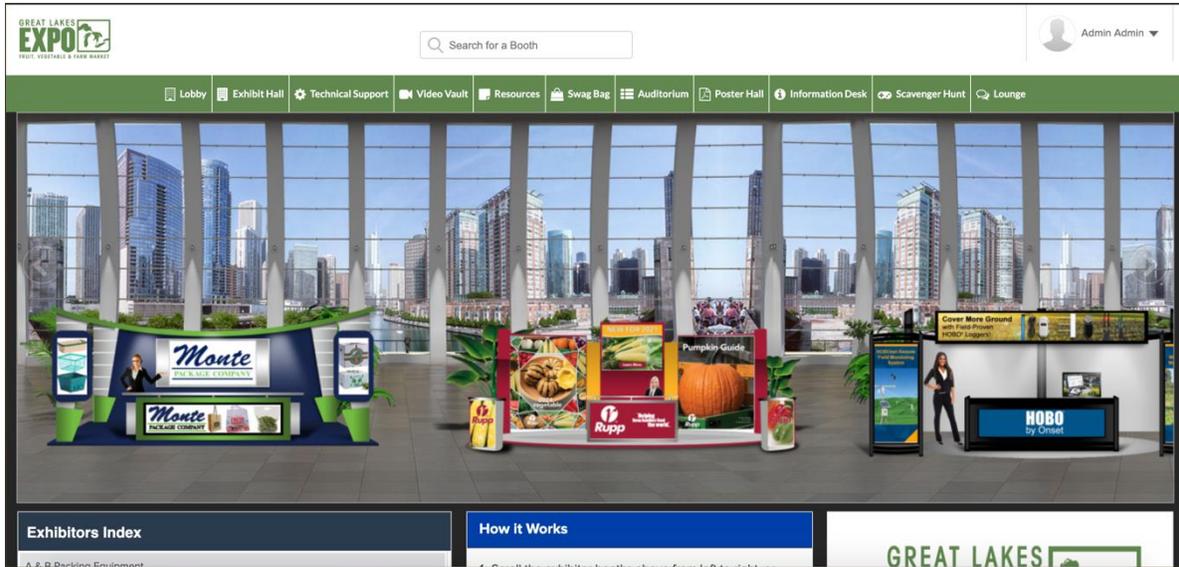
Once you have successfully Logged In, you enter the Virtual Lobby.



You can go to the different places in the Virtual Environment from the Lobby.

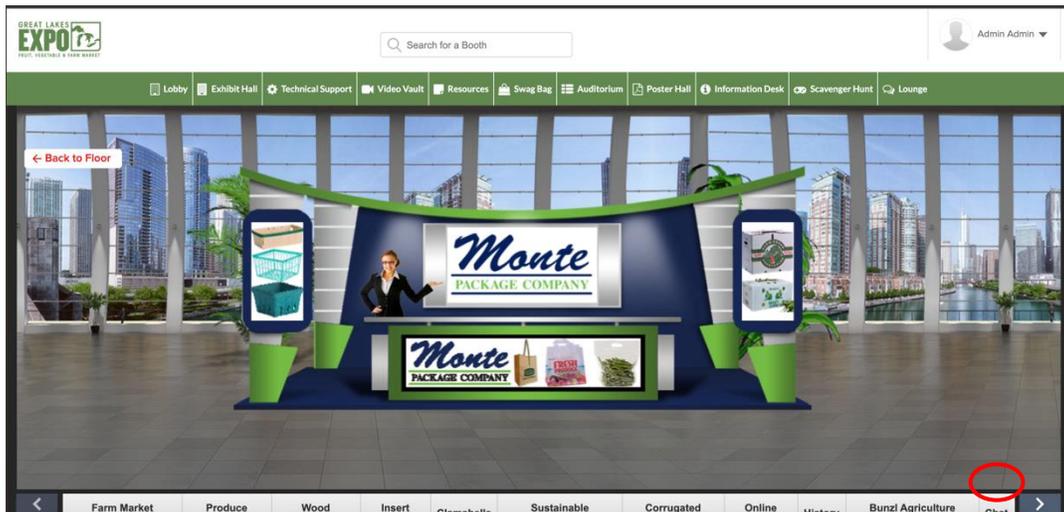
## Exhibit Hall:

Clicking on the Exhibit Hall button in the top navigation bar will take you to the Exhibition Hall where all Exhibitor Booths are located.



## Booth View

Clicking on the booth will take you inside the booth as seen below.

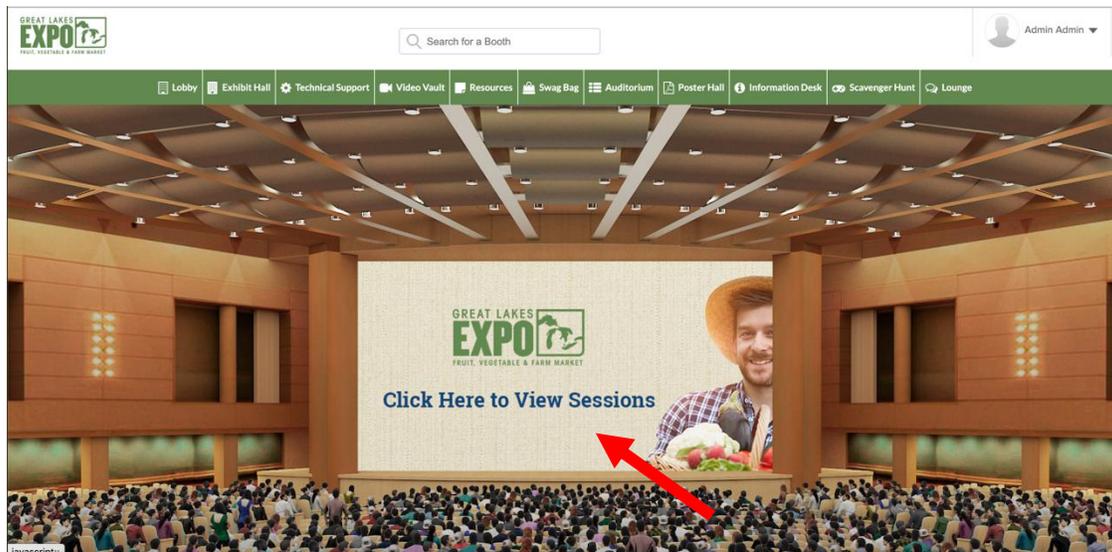


1. **Description:** A brief profile or description of the booth
2. **Videos:** Any videos uploaded by the company
3. **Documents:** Any Documents uploaded by the company

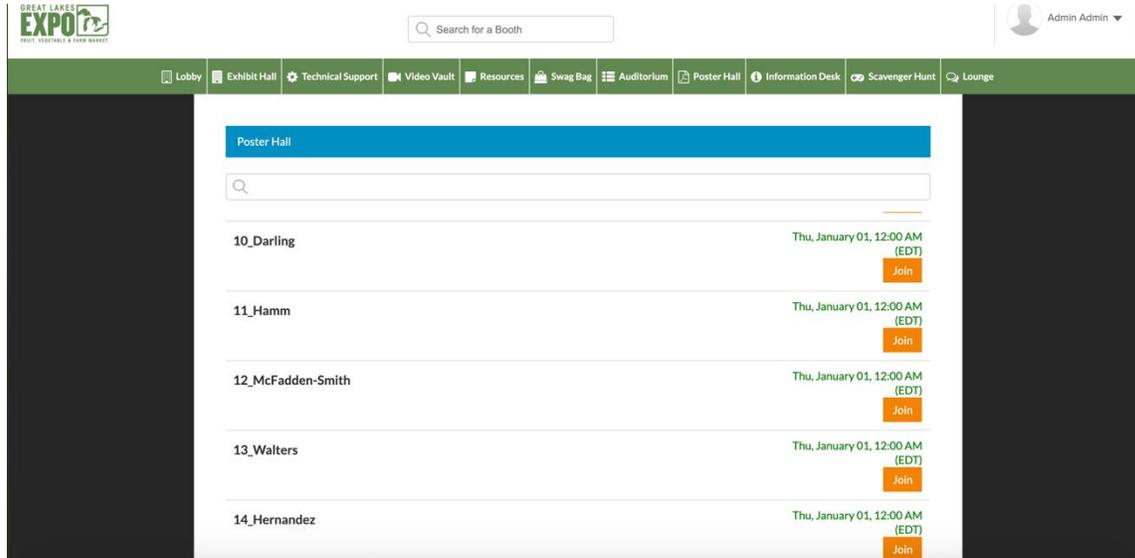
You can view company information and documents in the booth. You can click on different content tabs as well. You can click on the “Chat” tab to access the chat area.

### **Auditorium:**

Click on the Auditorium tab on the top navigation bar. Once in the Auditorium, click on the screen in the middle. A list of webinars will appear.



A ‘Join’ button will appear automatically next to it when it is time for the session to start. Click on the Join button to play the video.



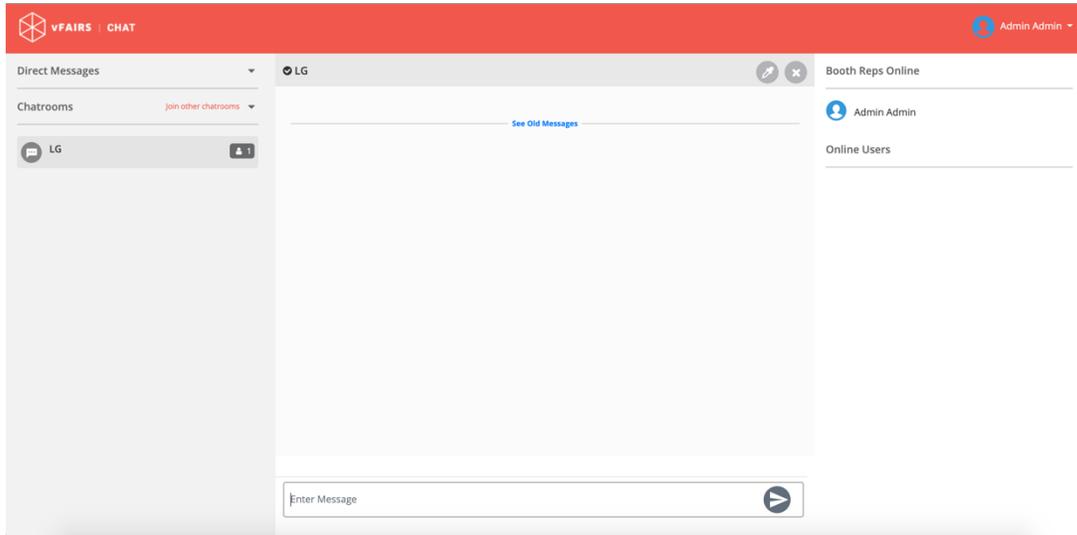
Attendees will submit their questions via the Q&A widget, and it will be visible to you. New questions will filter in from the top of the screen. We would suggest answering the questions after the sessions gets over as we are showing this session as LIVE. You will have 10-15 minutes to answer these questions via text after the session gets over.

To answer a question that is submitted through the Q&A widget, click on the Question, and then Reply below the question. Add your answer and then click Send button to submit the answer. See below.



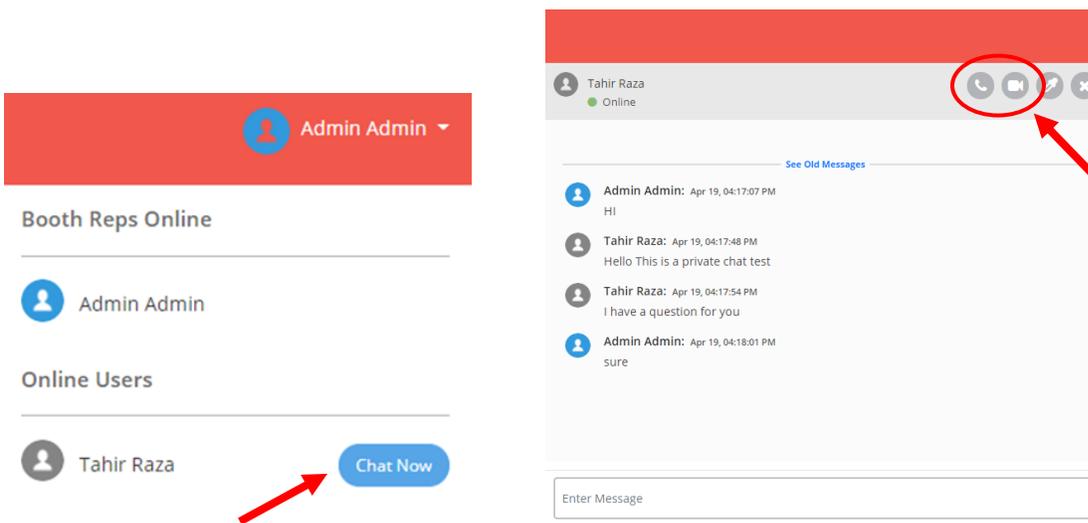
## Chat:

Click on the “Chat” tab in each booth and you will be taken to the chat area. You can also go to chat using the ‘Tech Support’ tab on the top navigation bar. Booth Reps and visitors can have public as well as private chat.



Center space seen above is for public chat where anyone can send message. Messages sent in public chat area will be visible to all.

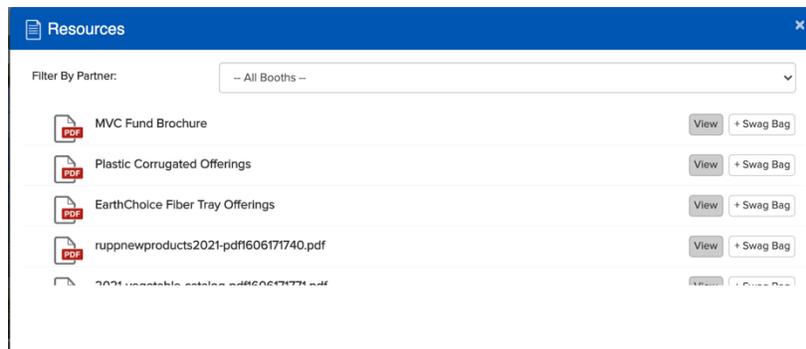
To initiate a private chat, hover over an online user’s name and you see the button that says 'Chat Now'. Clicking on that opens a private chat window where you can chat with visitors.



Once you are in a direct message chatroom, the audio/video call icons are available on the top right. Press the icon to initiate and audio/video call.

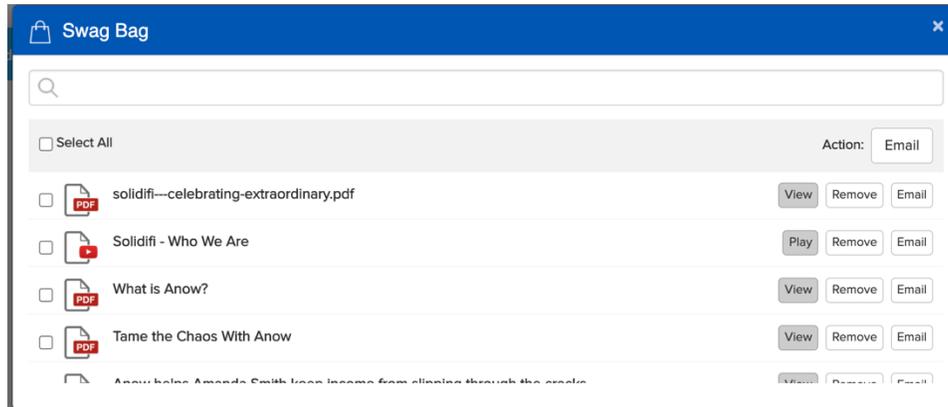
## Resources:

The Resources section contains all the documents available in the event. You can filter the documents by booth.



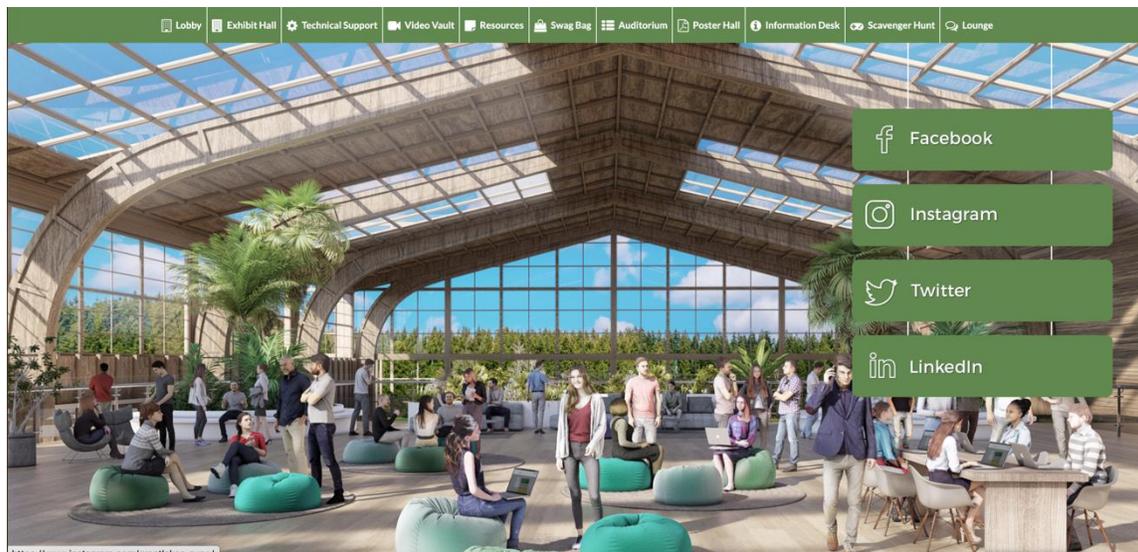
## Swag Bag:

As you go through documents in the event, you can add them to your Swag Bag. The idea is to help you save these in the Swag Bag so that you can view them later. These documents can also be emailed so if you would like to email these documents to your email address, you can choose these documents by clicking on the checkbox next to each document and click on "Email".



## Lounge:

The lounge contains tabs for different social media platforms from where you can connect with Great Lakes Fruit, Vegetable and Farm Market Expo



## Tech Support:

In case you have any technical queries, you can click on “Help Desk” in the Lobby and it will take you to the Technical Support Chatroom. In case you have any questions, write an email to [glexpo@getvfairs.io](mailto:glexpo@getvfairs.io) and we will be happy to assist you.