

Exhibitor Setup Guide

26 - 29 October 2026

Riyadh Exhibition & Convention Center, Malham, Saudi Arabia

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Agenda

❖ Access the Platform

How to log in and reach the platform for the first time

❖ Exhibitor Center

How to access the Exhibitor Centre and increase your company's discoverability.

❖ Networking Features

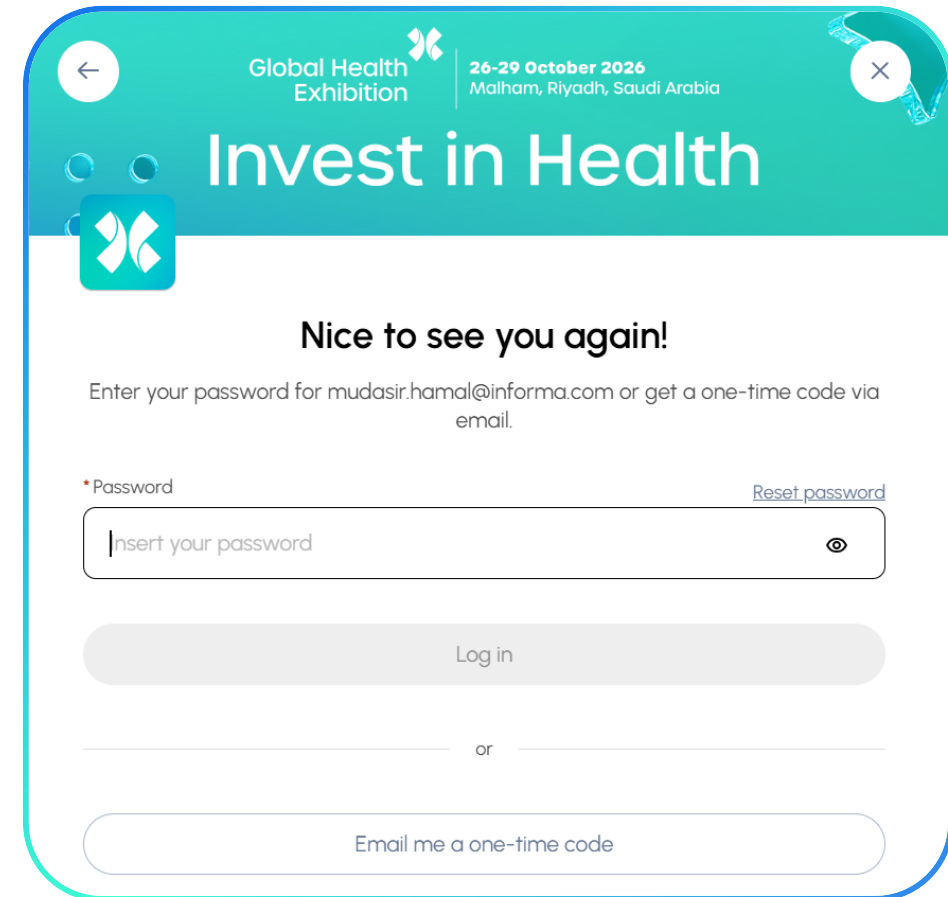
How to use networking features to manage conversations, meetings, and leads

How To Access The Platform?

1 You will receive an email with a button redirecting you to a login page



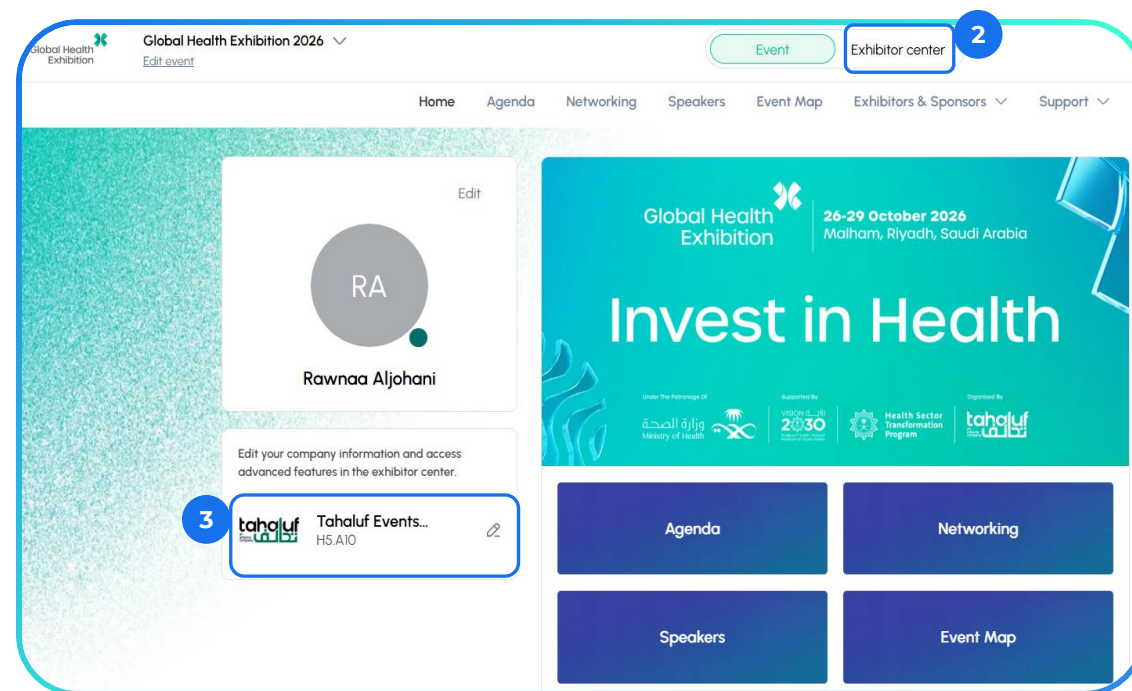
2 After entering your email, you will either be prompted to enter your password (if previously set) or notified that a one-time code has been sent to your email.



Exhibitor Centre

There are **three ways to access** your Exhibitor Center

- 1 By clicking the button in your invitation email, which will redirect you to your Exhibitor Center.
- 2 Click the **Exhibitor Center tab** using the toggle at the top of the page
- 3 Click on your **Exhibitor booth** from the home page.



Updating Your Company Profile

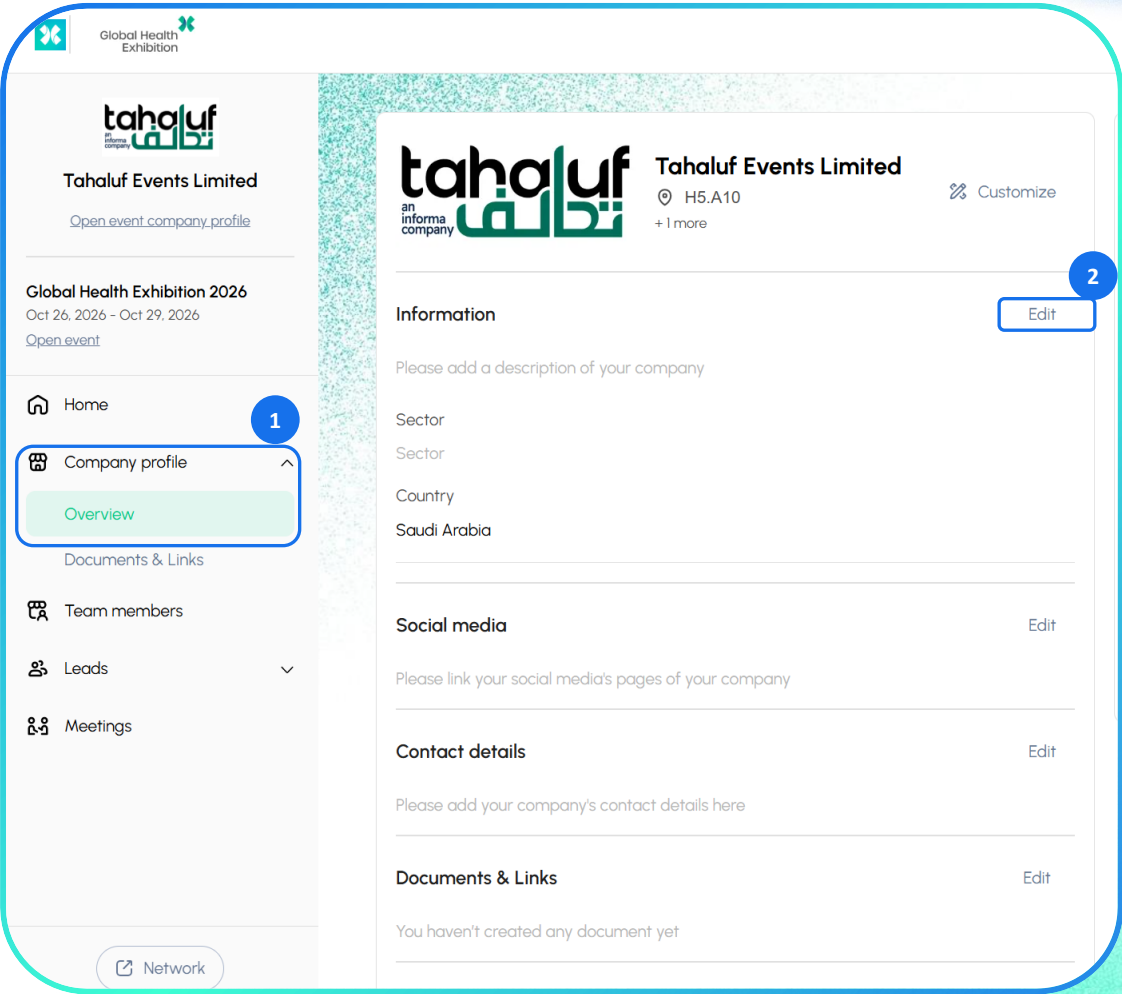
Think of your company profile as your online stand. It's an opportunity to increase your company's discoverability and give visitors a reason to reach out to you

- 1 The navigation bar on the left side will help you access different sections of the **Exhibitor Centre**.

Click **"Company profile"** in the navigational panel to set up each section individually. Then click on **"Overview"**.

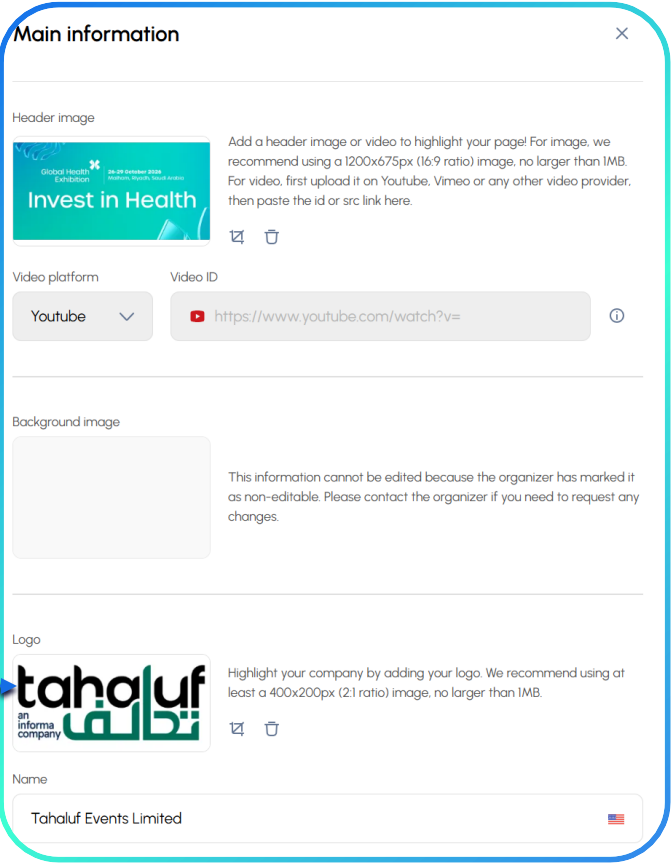
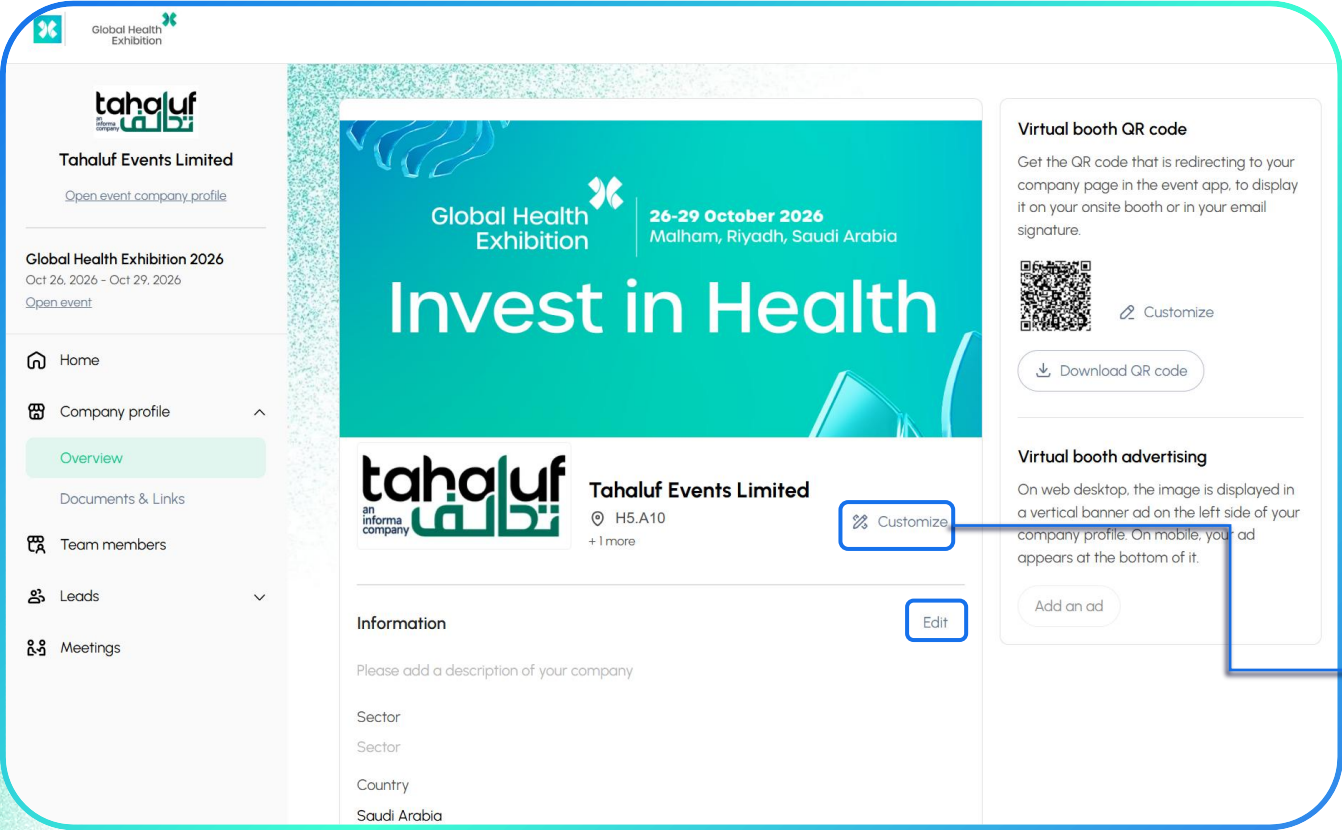
- 2 Click the **"Edit"** buttons located on the right of each section to make relevant changes or updates.

The platform saves your changes automatically. Check you have updated all sections of your profile to give your company the representation it deserves.



Company Profile - Overview

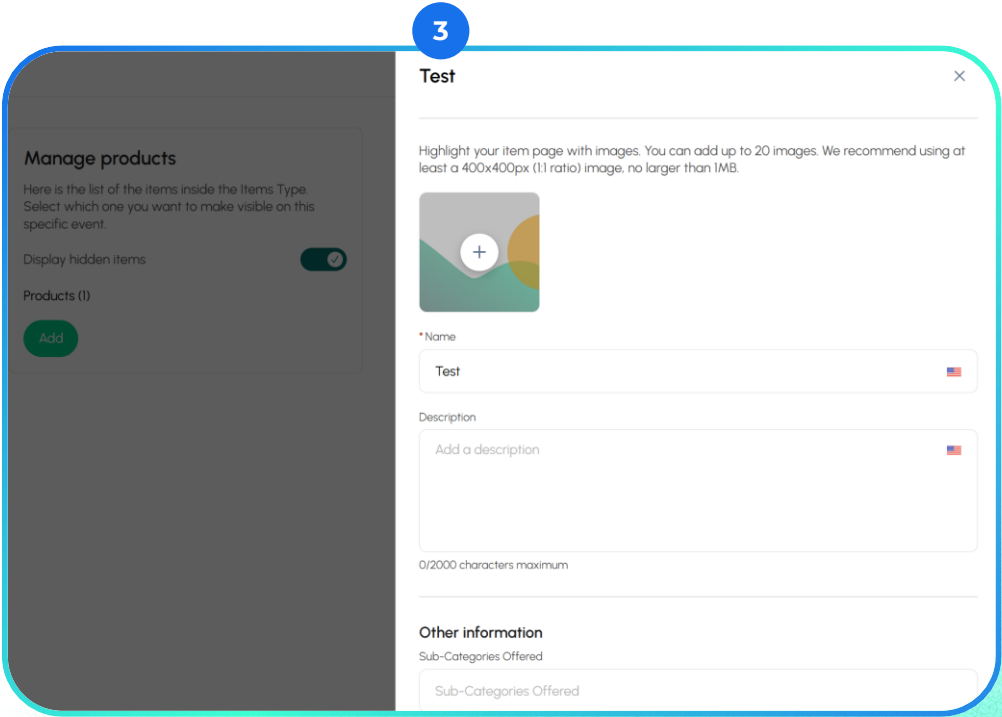
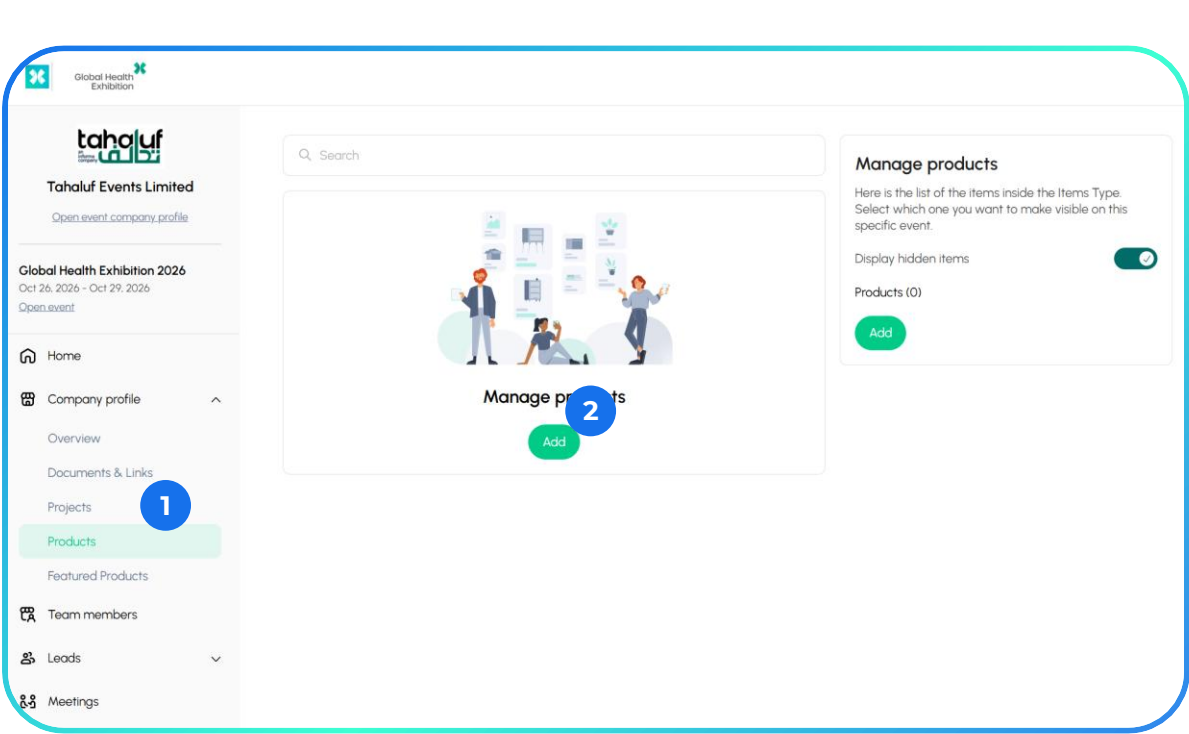
To be contacted by as many qualified participants as possible, we advise to fill in all the editable information from your **Exhibitor Center**. If a field cannot be edited, please contact the organizer.



ADD YOUR COMPANY PROJECTS

Promote your offerings & solutions to the entire show universe by adding products to your company profile. Give your project a name, unique description and image to help them reach your target audience.

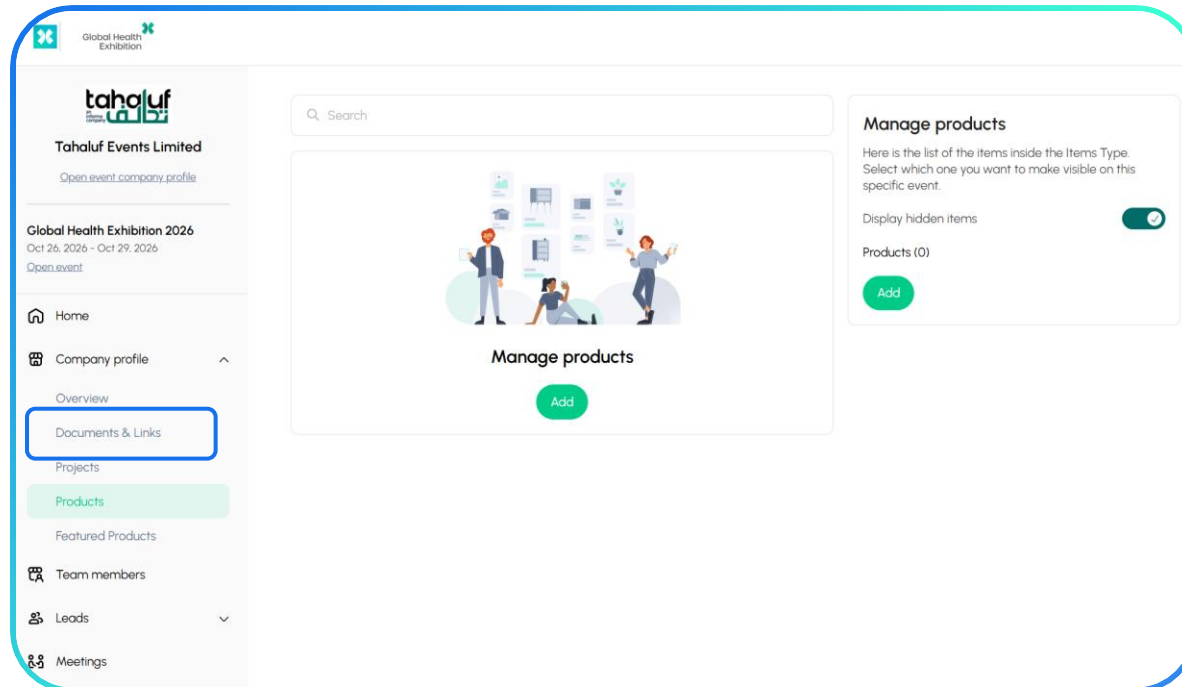
- Step 1:** Select “Projects” from the navigation panel
- Step 2:** To add a project, click on “Create”, located on the right of the page
- Step 3:** To edit a project, hover over it in the list and select the pen icon to make changes



Company Profile - Documents & Links

Attach documents to your company profile (product catalogues, press, releases, etc.).

Paste a link (with http://) or **import a file** (pdf, doc, docx, ppt, pptx, png or jpg), then add a name and a short description.



Add a document

Paste a link (with http://) or import a file (pdf, doc, docx, ppt, pptx, png or jpg), then add a name and a short description.

* Document

Upload your document or insert the URL

* Title

Title of the document (max. 80 characters)

0/80 characters maximum

Overview

Describe in a few words the document (max. 160 characters)

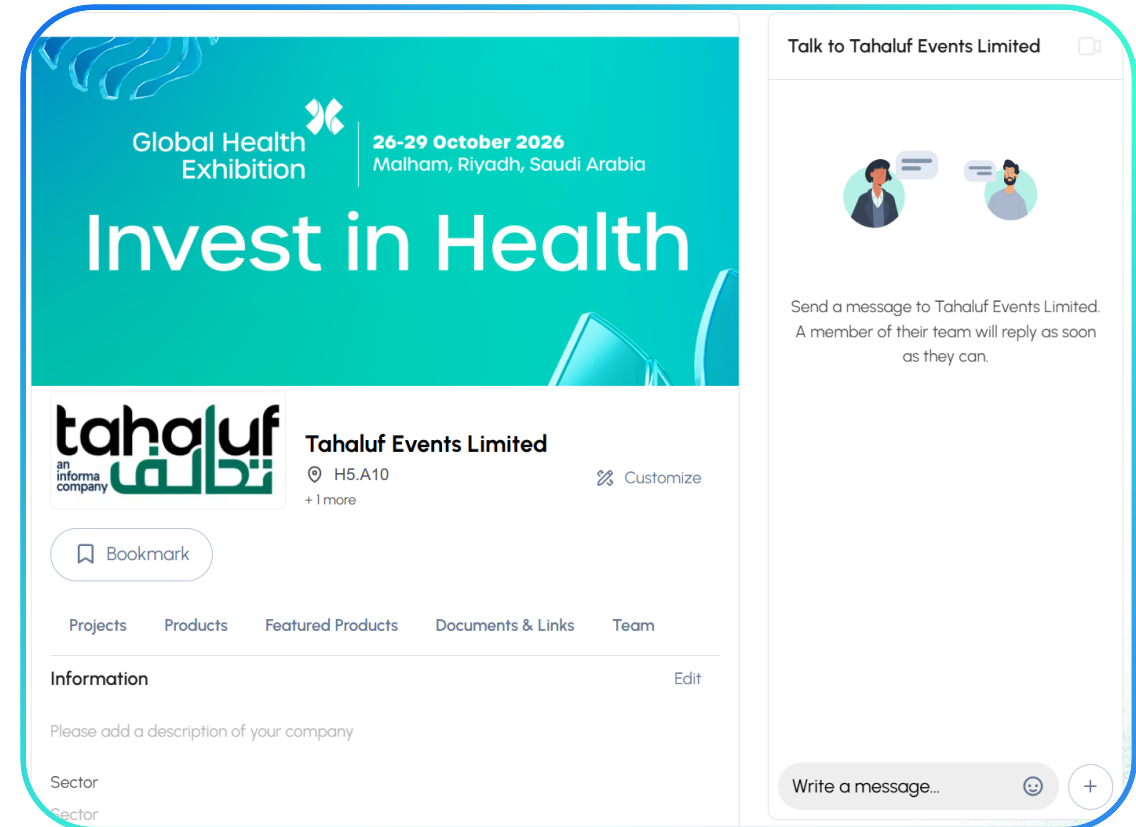
0/160 characters maximum

Create document

NETWORKING FEATURES

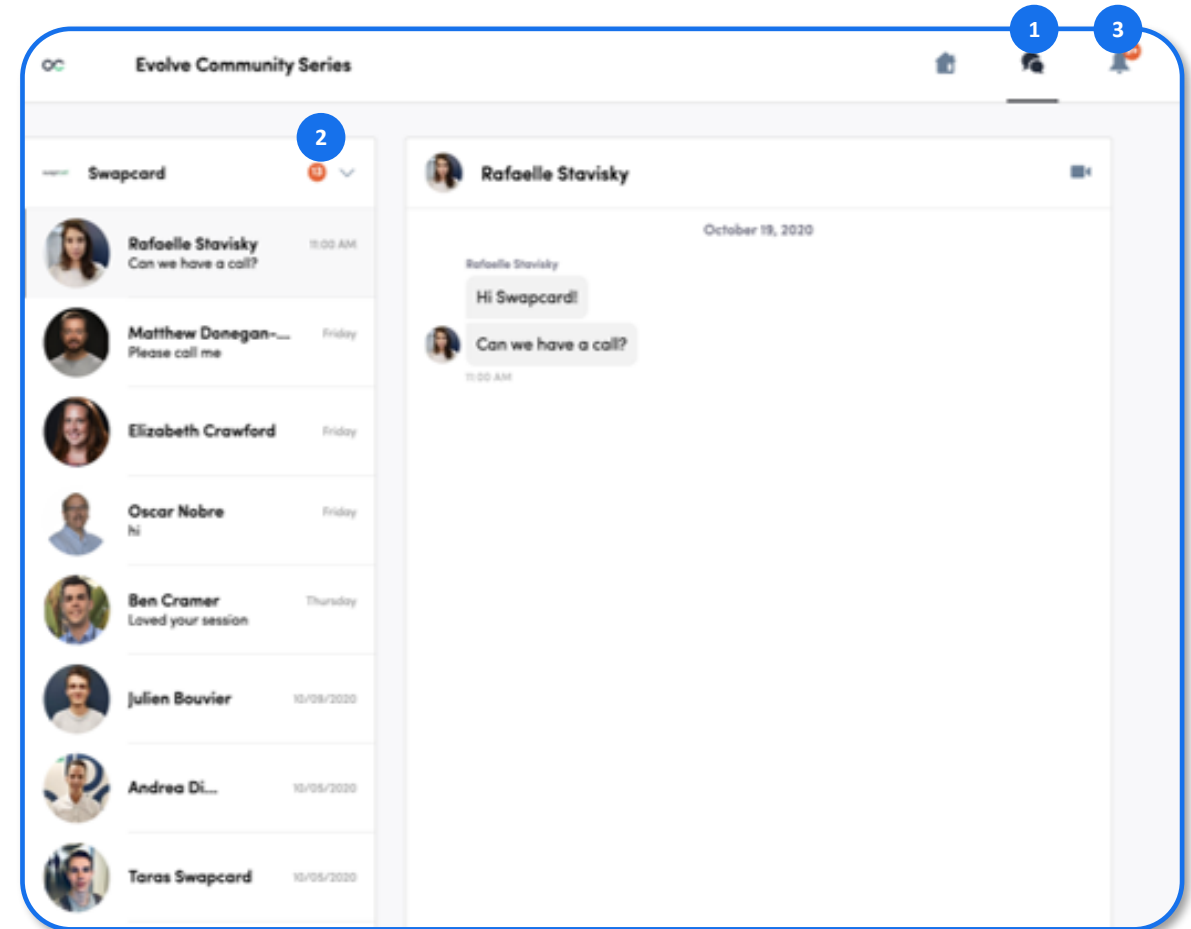
Once you are added to an **Exhibitor booth as a team member**, you have access to a shared inbox with all your organisation's team members.

For the attendee, the message appears within the **booth as a 1:1 chat**. For the exhibitor team, the message generates a notification in the platform and appears as a message **in the exhibitor inbox**.



NETWORKING FEATURES

- 1 To view your exhibitor inbox, click the chat bubble icon along the top menu.
- 2 Switch between your personal inbox and the exhibitor inbox by clicking on the dropdown box.
- 3 All exhibitors will see a **red notification circle** over the chat bubble icon after each new message.

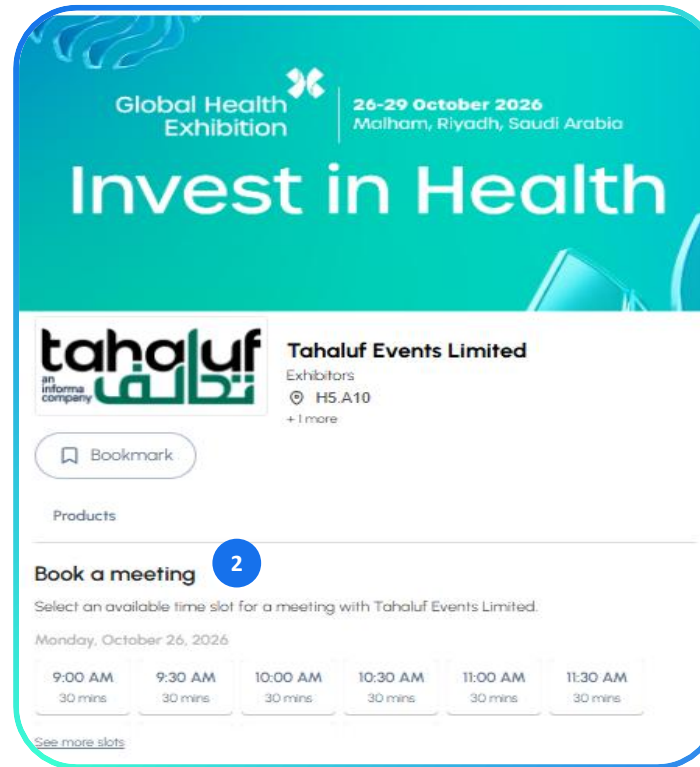


BOOK A MEETING

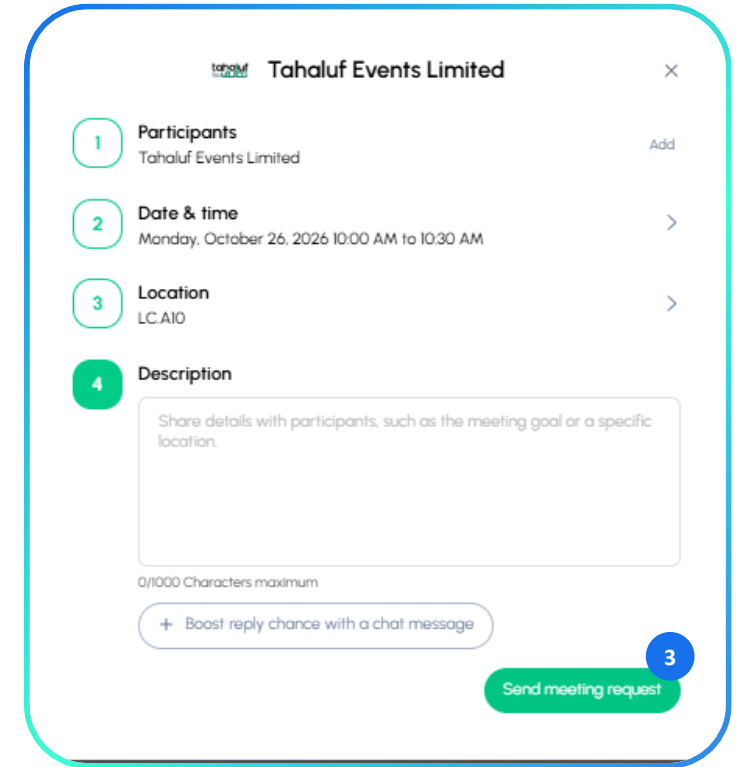
- 1 Go to the **Exhibitors** page and select the exhibiting company you want to meet.



- 2 Click on one of the proposed meeting slots.



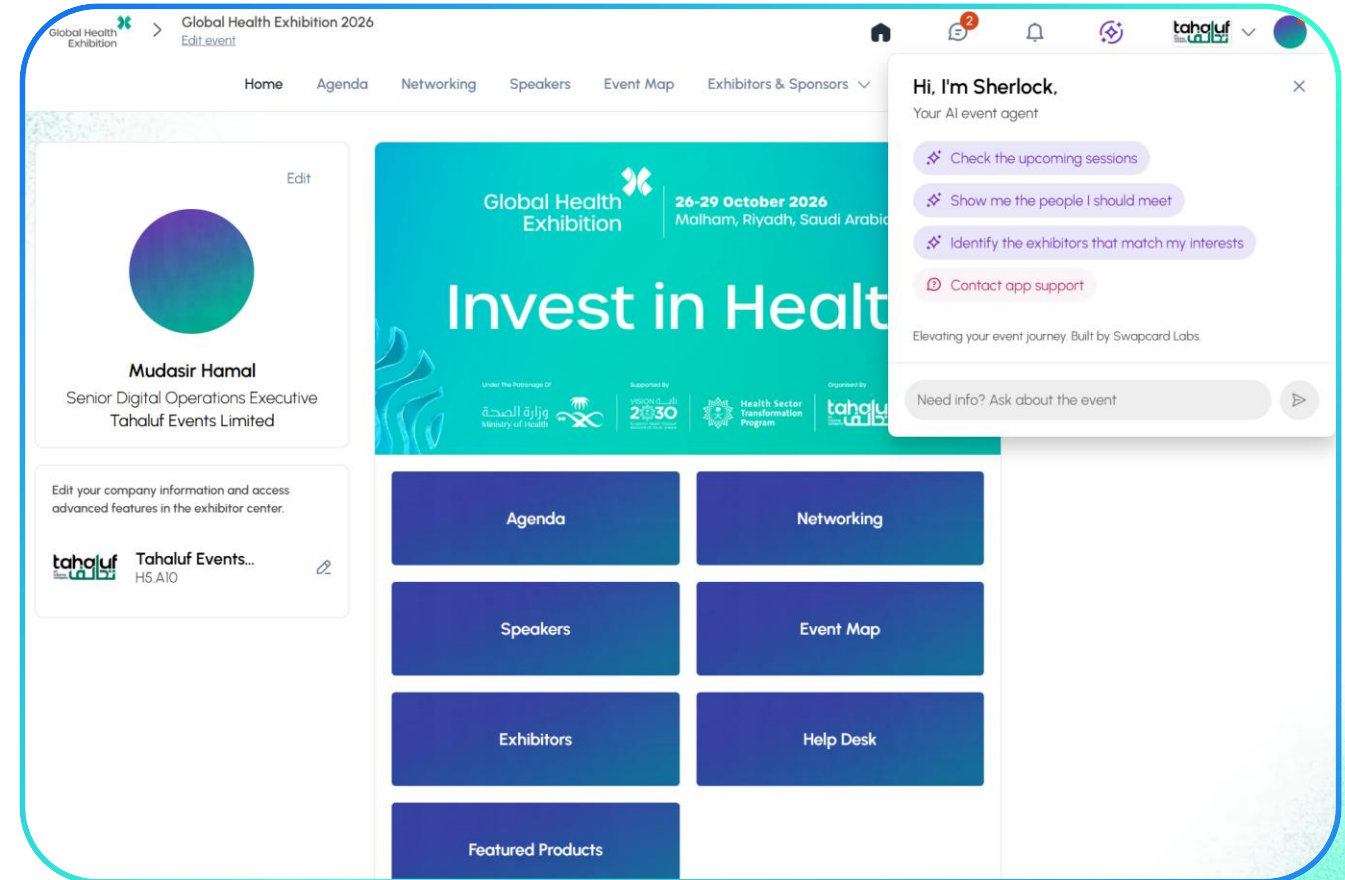
- 3 After selecting a meeting slot, choose a meeting place and write a message. Once done, click on "send meeting request."



Sherlock - AI Event Assistant

Sherlock is an **AI-powered assistant** natively built into the event app, where Exhibitors can now manage their entire booth presence through a simple chat interface.

- **Assign Meetings:** You can now assign or unassign meetings to specific team members through the chat
- **Booth Oversight:** View your booth's meeting schedule, check in on team members, or browse available marketplace extras without leaving the conversation.
- **leads in real-time:** Instantly identify and connect with your most relevant leads for today, by just asking ask, "Who are the most relevant leads for me to meet today?"
- **Exporting Leads:** By asking the Sherlock AI Assistant, easily download and manage your leads for seamless follow-up.



THANK YOU

If needed, you can contact our support team
GHECustomerService@Tahaluf.com for any assistance

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