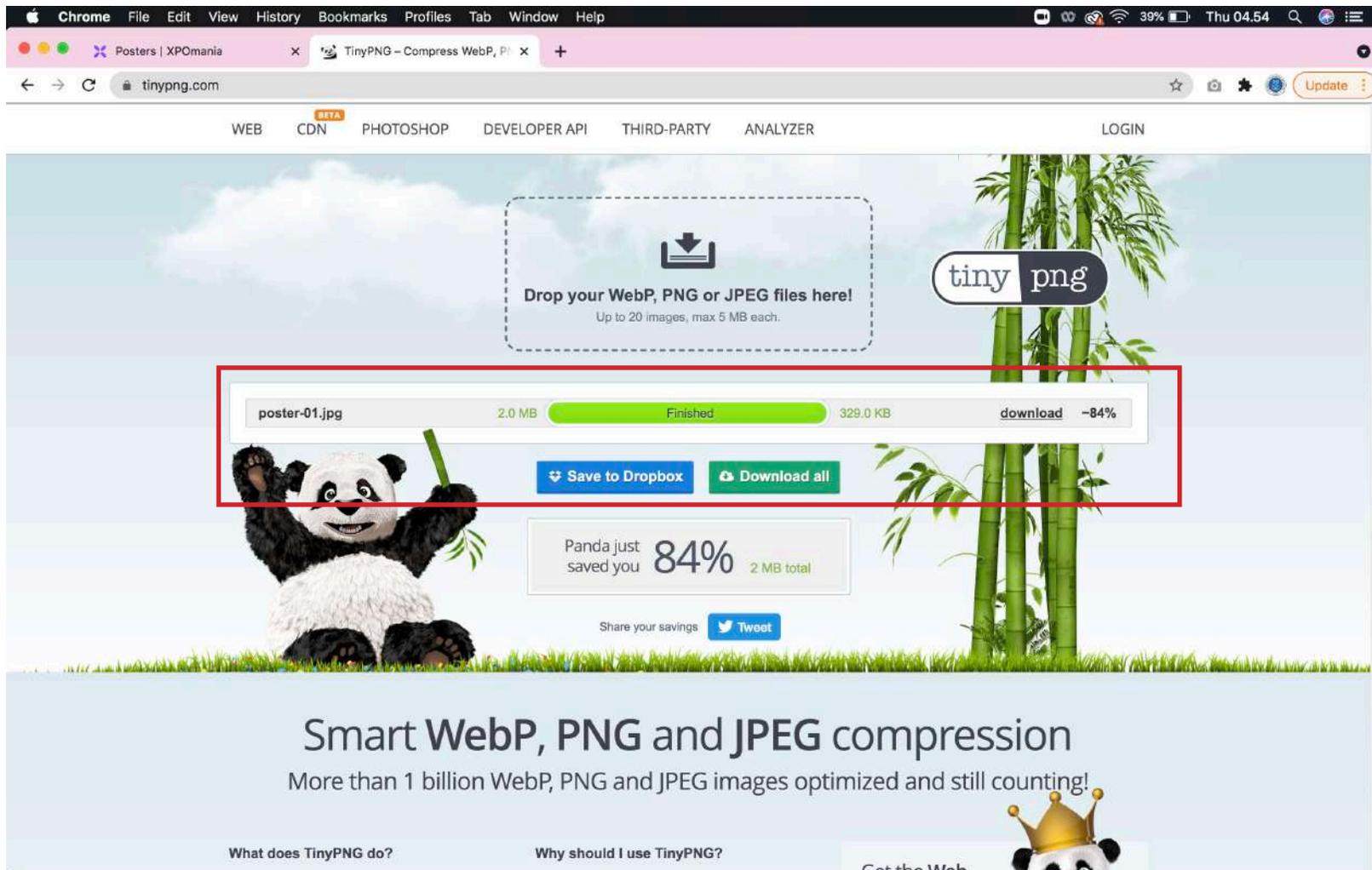


[Exhibitor Guide]

HOW TO UPLOAD **POSTERS & VIDEOS**

01

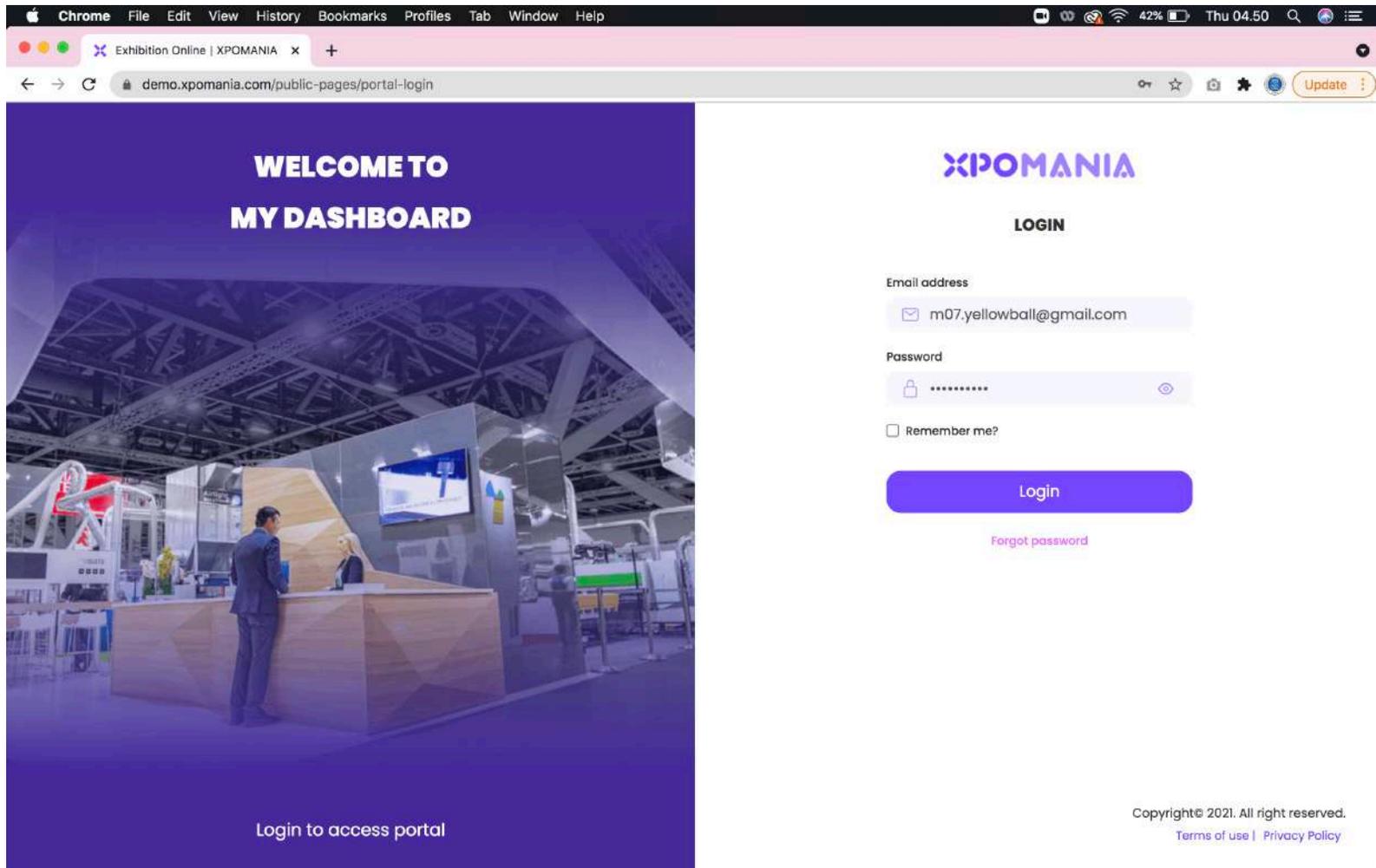
Prepare your poster and video files in advance. It is highly recommended to compress your poster file so that the file size becomes smaller using the following online tools:
<https://tinypng.com/>



Compress Poster

02

Please login via XPOMANIA Portal / Dashboard using the email and password sent to the registered email.



Portal Login

03

After successfully logging in, please select the “Posters” menu then click the “Add Poster” button. This section serves to fill the Poster Wall on your booth so it doesn’t look empty/black.

The screenshot shows a web browser window with the URL `demo.xpomania.com/portal/posters-videos?type=poster`. The page title is "Posters | XPOmania". The user is logged in as "Anna Nikola Exhibitor". The main content area is titled "Posters" and contains a table with columns: "Sequence", "Status", "Title", and "Actions". The table is currently empty, displaying "No records found". A blue button labeled "+ Add Poster" is located in the top right corner of the table area. In the left sidebar, the "Posters" menu item is highlighted with a red box.

Add Poster

04

Please upload the compressed poster file by clicking the “Choose” button and fill in the poster title according to the poster content. When finished, please click the “Save” button.

The screenshot shows a web browser window with the URL `demo.xpomania.com/portal/posters-videos/add-poster?language=en-US`. The page title is "Posters | XPOmania". The user is logged in as "Anna Nikola Exhibitor". The main content area is titled "Posters > Create Poster".

The form contains the following fields and buttons:

- Title ***: A text input field containing "Nikola Poster 1".
- Image Upload ***: A section with a note "*Files <10mb, in png or jpg format". It shows "1 file was chosen" and a file named "poster-01 (1).jpg" (329 KB). A blue "Choose" button is highlighted with a red box.
- Description**: A large text area with the placeholder "Write your description here".
- Sequence**: A text input field containing "1".
- At the bottom, there are two buttons: "Back" and "Save". The "Save" button is highlighted with a red box.

Upload Poster

05

Repeat the same steps for uploading the 2nd poster. You will see that both of your posters are still in “Draft” status. The Event Organizer will change the status of your poster to “Approved” if it is judged to meet the standards and rules imposed by the EO.

The screenshot shows a web browser displaying the XPOmania portal. The page title is "Posters" and the user is logged in as "Anna Nikola Exhibitor". The main content area displays a table of posters. The table has four columns: "Sequence", "Status", "Title", and "Actions". There are two rows of posters, both with a status of "Draft". The "Draft" buttons in the "Status" column are highlighted with a red box. The "Actions" column for each poster includes "Hotspots", "View", "Edit", and "Delete" icons. Below the table, there is a "Show 25 entries" dropdown and "Showing 1 to 2 of 2 entries" text. The left sidebar contains navigation links for "Dashboard", "BOOTH", "Posters", "Videos", "USER DATA", "WEBINAR", and "MEETING".

Sequence	Status	Title	Actions
1	Draft	Nikola Poster 1	Hotspots
2	Draft	Nikola Poster 2	Hotspots

Status Poster

06

Don't forget to fill your poster's "Hotspot" with the same poster file. By clicking "Hotspots" and then uploading your poster in the same way as before. In "Hotspot" you can upload more than 1 poster/image (maximum 3 poster/image).

The screenshot shows a web browser window displaying the XPOmania portal. The page title is "Posters | XPOmania" and the URL is "demo.xpomania.com/portal/posters-videos?type=poster&language=en-US". The page features a dark blue navigation sidebar on the left with options like "Dashboard", "BOOTH", "Posters", "Videos", "USER DATA", "WEBINAR", and "MEETING". The main content area is titled "Posters" and contains a table with the following data:

Sequence	Status	Title	Actions
1	Draft	Nikola Poster 1	Hotspots   
2	Draft	Nikola Poster 2	Hotspots   

Below the table, there is a "Show 25 entries" dropdown and "Showing 1 to 2 of 2 entries" text. A red box highlights the "Hotspots" link in the Actions column of both rows.

Hotspot Poster Menu

07

Here's what the hotspots poster looks like. This section serves to display the poster in the form of a pop up page on the website when the Poster Wall on the booth is clicked by booth visitors.

The screenshot shows a web browser window with the URL `demo.xpomania.com/portal/video-popup?videoid=9941&language=en-US`. The page title is "Hotspots". The navigation sidebar on the left includes "Navigation", "Dashboard", "BOOTH", "Posters", "Videos", "USER DATA", "WEBINAR", and "MEETING". The main content area features a "Back Posters" button and a "+ Add Hotspot" button (highlighted with a red box). Below these is a table with the following data:

Sequence	Status	Type	Title	Is Lock	Like Count	Actions
1	Draft	Hotspot Image	Nikola Poster 1	No	0	  

Showing 1 to 1 of 1 entries

Add New Hotspot

08

You will see the status “Approved” on both of your posters if the EO has approved the poster you have submitted.

The screenshot shows a web browser window displaying the XPOmania portal. The page title is "Posters | XPOmania" and the URL is "demo.xpomania.com/portal/posters-videos". The user is logged in as "Anna Nikola Exhibitor". The main content area is titled "Posters" and contains a table with the following data:

Sequence	Status	Exhibitor	Title	Actions
1	Approved	S04 Nikola Singapore Pte Ltd	Nikola Poster 1	Hotspots
2	Approved	S04 Nikola Singapore Pte Ltd	Nikola Poster 2	Hotspots

Below the table, there is a pagination control: "Show 25 entries Showing 1 to 2 of 2 entries".

Status Approved

09

To upload video files, please select the “Videos” menu on the left menu. Make sure your video file is no more than 5MB. You can trim your video with a duration of 10 seconds. Because this section only serves to fill the Video Wall display on your booth. So there is no need to upload a long video duration. ATTENTION: YouTube URLs are not recommended for filling out this section. Longer versions of videos can be uploaded in the “Hotspot” section and can use YouTube URLs.

The screenshot shows a web browser window with the URL `demo.xpomania.com/portal/posters-videos/add-video?language=en-US`. The page title is "Videos > Create Video". The left navigation menu has "Videos" highlighted with a red box. The main content area contains the following form elements:

- Title**: Input field containing "Nicola PCB Manufacturing".
- Video URL**: Radio button (unselected).
- Video Upload**: Radio button (selected).
- File Upload**: A box showing "1 file was chosen" and a "Choose" button. Below it, a file named "video-01.mp4" (4.49 MB) is listed.
- Video Thumbnail**: Input field with "Upload Image" and a "Choose" button.
- Description**: Text area with placeholder text "Your description here".

Video Upload

10

Just like the poster, don't forget to fill in the "Hotspots" of the video in the same way. You will see an "Approved" status if the video has been approved by the EO.

The screenshot shows a web browser window with the URL `demo.xpomania.com/portal/posters-videos?type=video`. The page title is "Videos" and the user is logged in as "Anna Nikola Exhibitor". The main content area displays a table with the following data:

Sequence	Status	Title	Actions
1	Approved	Nikola PCB Manufacturing	Hotspots   

Below the table, there is a pagination control: "Show 25 entries Showing 1 to 1 of 1 entries".

Status Approved

11

Longer versions of videos can be uploaded in the “Hotspot” section and can use YouTube URLs. You may enter more than 1 YouTube URL in the hotspot (maximum 3 YouTube URLs) if required.

The screenshot shows a web browser window with the URL `demo.xpomania.com/portal/video-popup/edit?id=9951&language=en-US`. The page title is "Hotspots > Edit Hotspot". The form includes the following fields:

- Title ***: Nikola PCB Manufacturing
- Video URL** (selected): `https://youtu.be/4MI2CfiADQE` (highlighted with a red border)
- Video Upload** (unselected)
- Video Thumbnail**: Upload Image (with a "Choose" button)
- Description**: Your description here
- CTA** (checked)
- CTA Label**: See more
- CTA Link ***: `https://nikola.com/`

Video Hotspot

12

You can also use the CTA button using an external URL link such as your online shop: Official Website, Grab Food, Tokopedia, Shopee, Blibli, etc.

The screenshot shows a web browser window with the URL `demo.xpomania.com/portal/video-popup/edit?id=9951&language=en-US`. The page title is "Videos | XPOmania". The main content area is titled "Hotspots > Edit Hotspot".

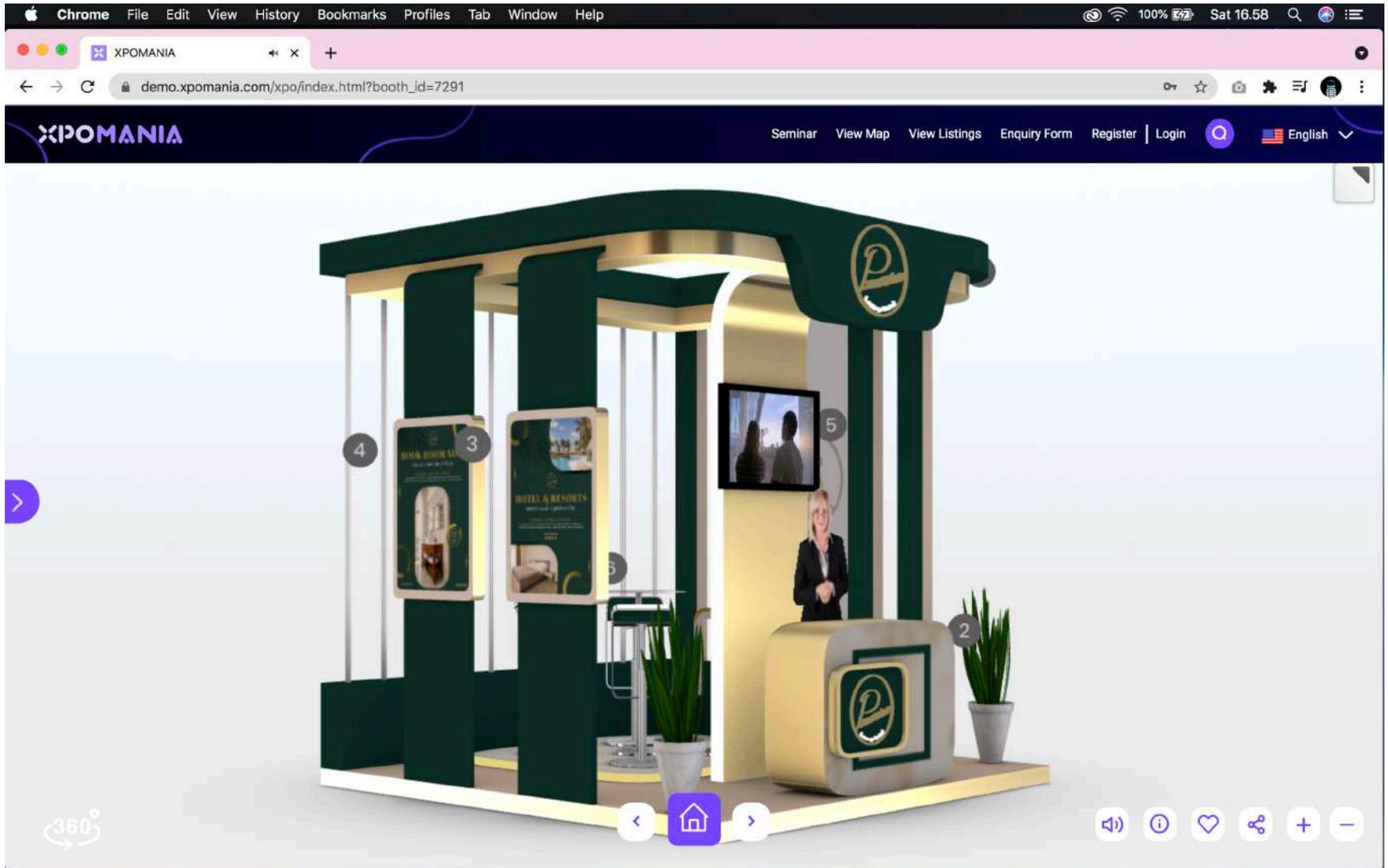
The form fields are as follows:

- Title ***: Nikola PCB Manufacturing
- Video URL** (selected): `https://youtu.be/4MI2CfiADQE`
- Video Upload** (unselected)
- Video Thumbnail**: Upload Image (with a "Choose" button)
- Description**: Your description here
- CTA** (checked)
- CTA Label**: See more
- CTA Link ***: `https://nikola.com/`

CTA button & URL link

13

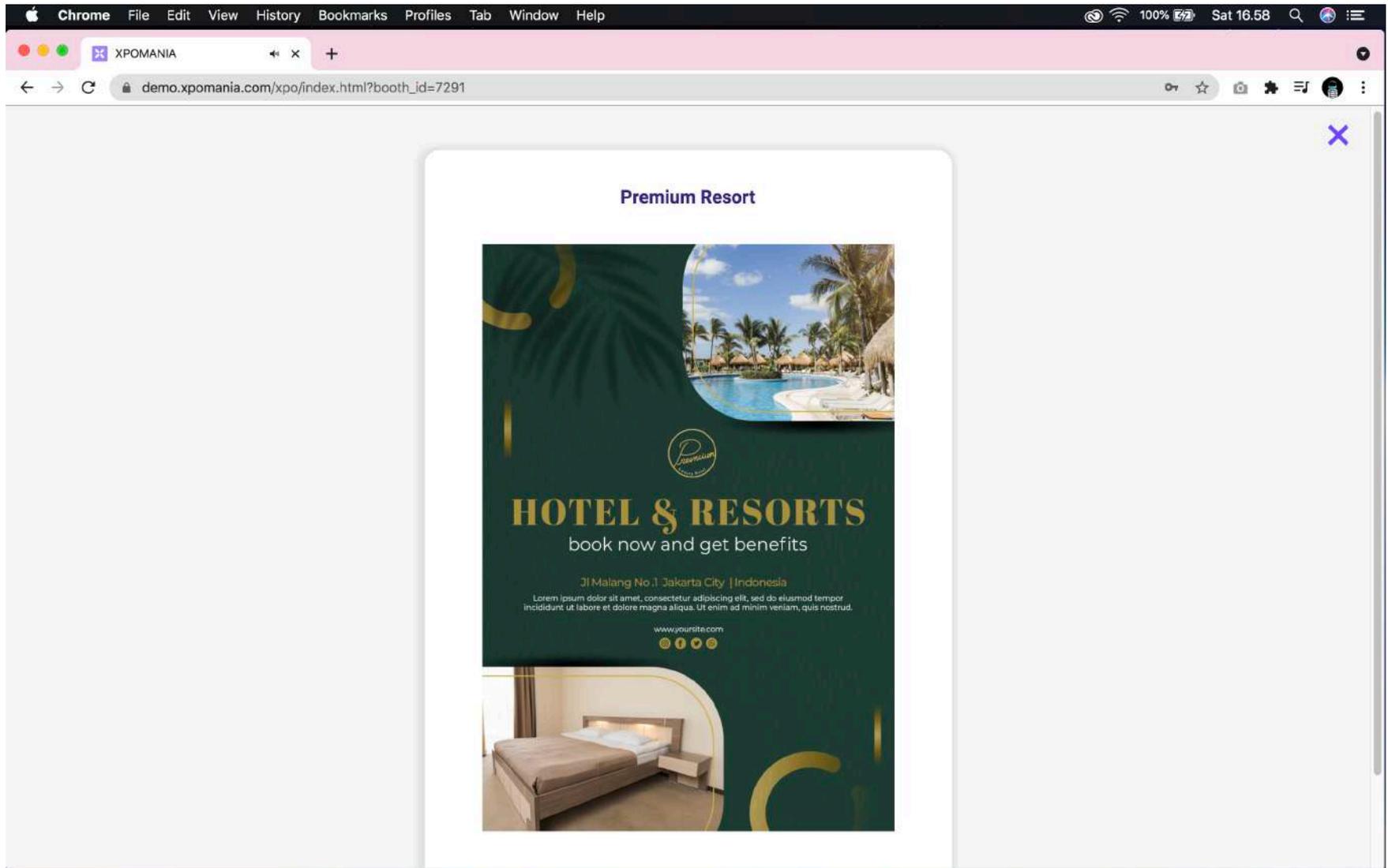
If the posters and videos have been successfully filled out, then the Poster Wall and Video Wall display on your booth will automatically look good too.



Display Video Wall and Poster Wall
Booth Display

14

If the posters and videos on the Hotspot have been successfully filled in properly, then the Hotspot Poster and Video Hotspot display on your booth will automatically look good too.



Poster Hotspot Display