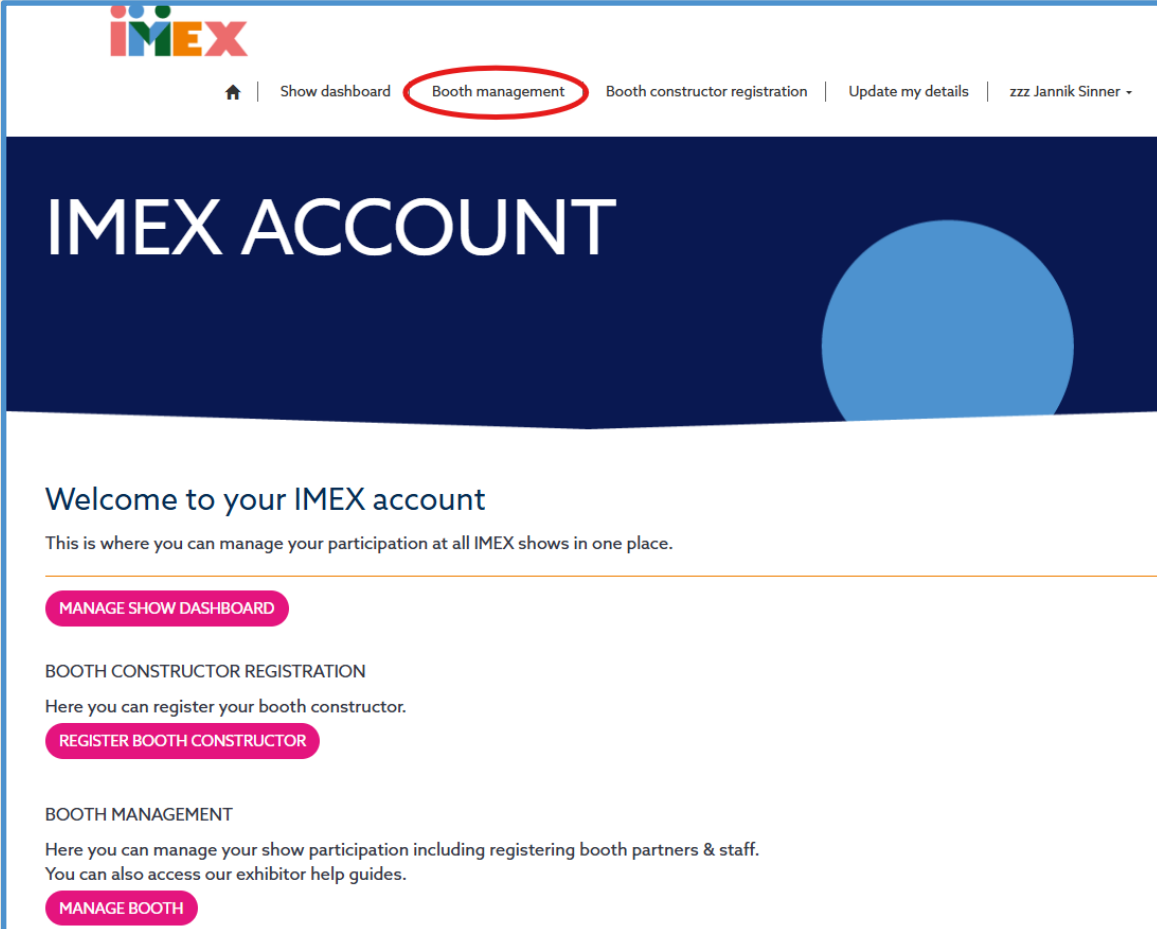


IMEXhibitor coordinator reports

Your IMEX account allows you to quickly view the registration status of your team members and partner exhibitors.

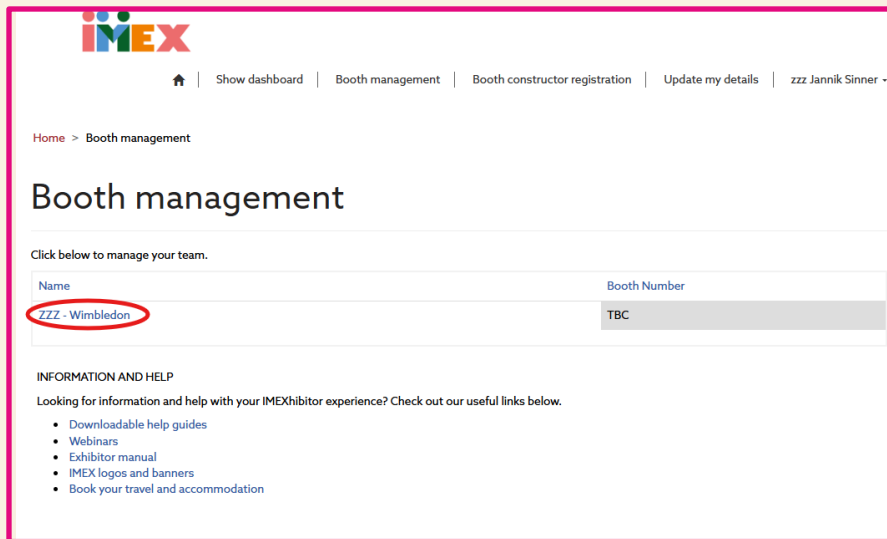
Sign in to your IMEX Account and select the Booth management page



The screenshot displays the IMEXhibitor user interface. At the top left is the iMEX logo. The navigation bar includes a home icon, 'Show dashboard', 'Booth management' (circled in red), 'Booth constructor registration', 'Update my details', and the user name 'zzz Jannik Sinner'. Below the navigation bar is a dark blue header with the text 'IMEX ACCOUNT' and a light blue circle graphic. The main content area is white and contains a welcome message: 'Welcome to your IMEX account' followed by 'This is where you can manage your participation at all IMEX shows in one place.' There are three main sections: 1. 'MANAGE SHOW DASHBOARD' with a pink button. 2. 'BOOTH CONSTRUCTOR REGISTRATION' with the text 'Here you can register your booth constructor.' and a pink button 'REGISTER BOOTH CONSTRUCTOR'. 3. 'BOOTH MANAGEMENT' with the text 'Here you can manage your show participation including registering booth partners & staff. You can also access our exhibitor help guides.' and a pink button 'MANAGE BOOTH'.

IMEXhibitor coordinator reports

Click onto your company name:



Home > Booth management

Booth management

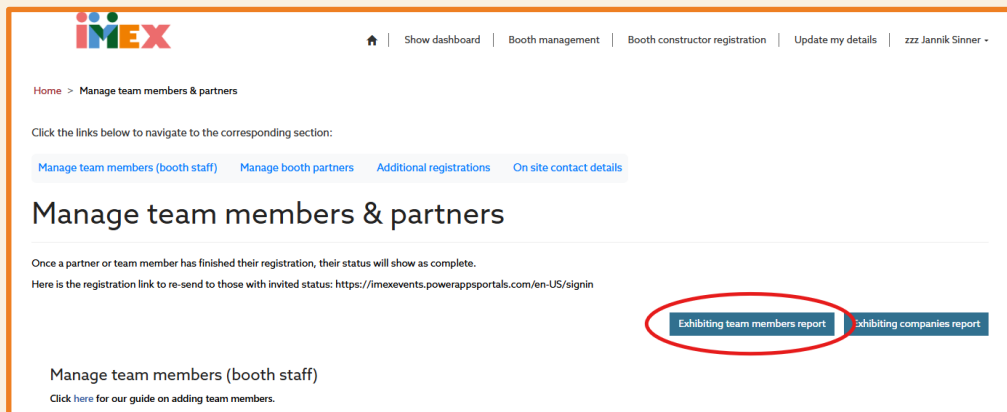
Click below to manage your team.

Name	Booth Number
ZZZ - Wimbledon	TBC

INFORMATION AND HELP
Looking for information and help with your IMEXhibitor experience? Check out our useful links below.

- Downloadable help guides
- Webinars
- Exhibitor manual
- IMEX logos and banners
- Book your travel and accommodation

You can select Exhibiting team members report here:



Home > Manage team members & partners

Click the links below to navigate to the corresponding section:

[Manage team members \(booth staff\)](#) [Manage booth partners](#) [Additional registrations](#) [On site contact details](#)

Manage team members & partners

Once a partner or team member has finished their registration, their status will show as complete.
Here is the registration link to re-send to those with invited status: <https://imexevents.powerappsportals.com/en-US/signin>

[Exhibiting team members report](#) [Exhibiting companies report](#)

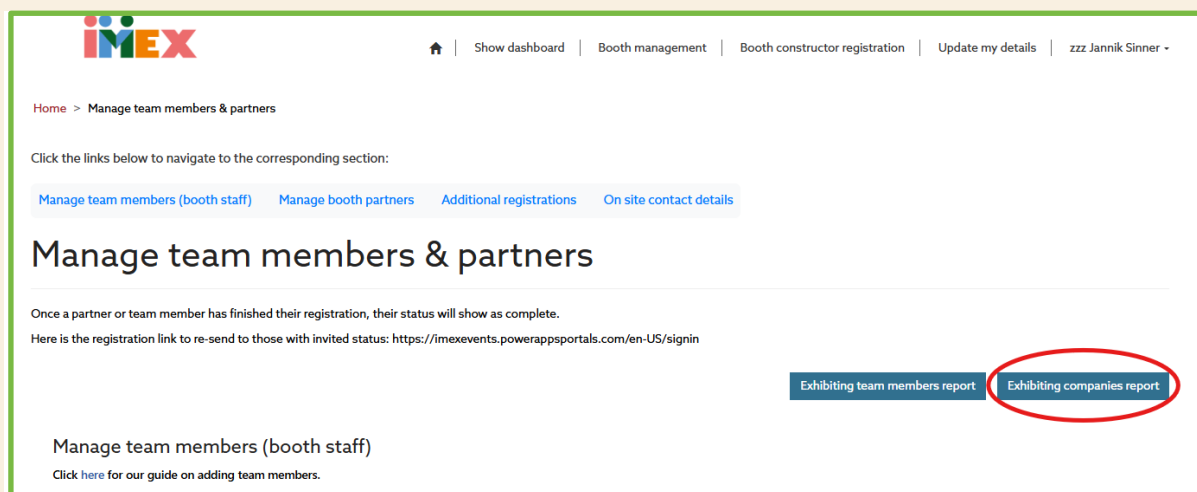
Manage team members (booth staff)
Click [here](#) for our guide on adding team members.

The Exhibiting team members report shows you:

- The contact information and registration status of every person added to your booth.
- It also displays important information about their access rights for the show. For example, if they have access to their own meeting schedule.

IMEXhibitor coordinator reports

You can select the Exhibiting companies report here:

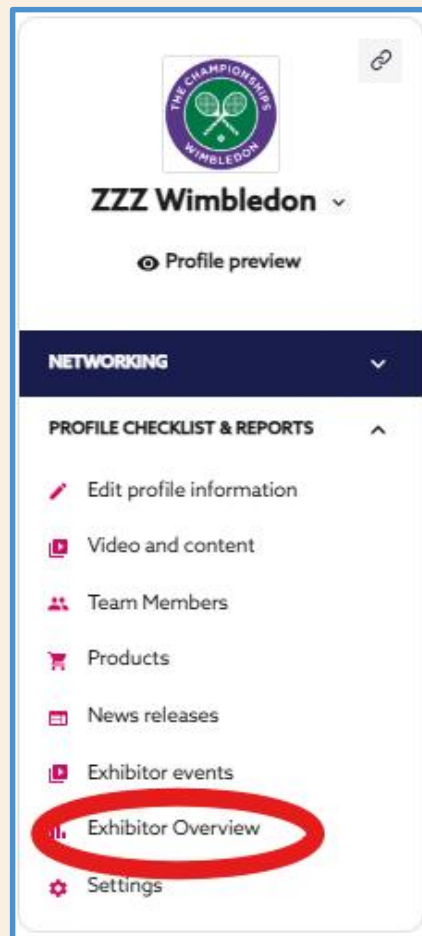


The Exhibiting companies report shows you:

- The information of the main contact for each partner organization.
- How many team members each partner organization has added
- If the Company Profile is complete in the Exhibitor Directory (if complete this shows as True)
- If the partner organization was imported from the previous year

IMEXhibitor coordinator reports

You can follow your company and exhibiting partner's performance at the show by using the Exhibitor overview report. Ensure you are signed into your company profile and click on the report in the Profile checklist & reports dropdown menu:



This generates a .xl report download that shows you:

- The categories listed for each organization
- The amount of team members each organization has registered
- All the organizations' interactions including meetings, favourites, profile views, chats, and badge scans