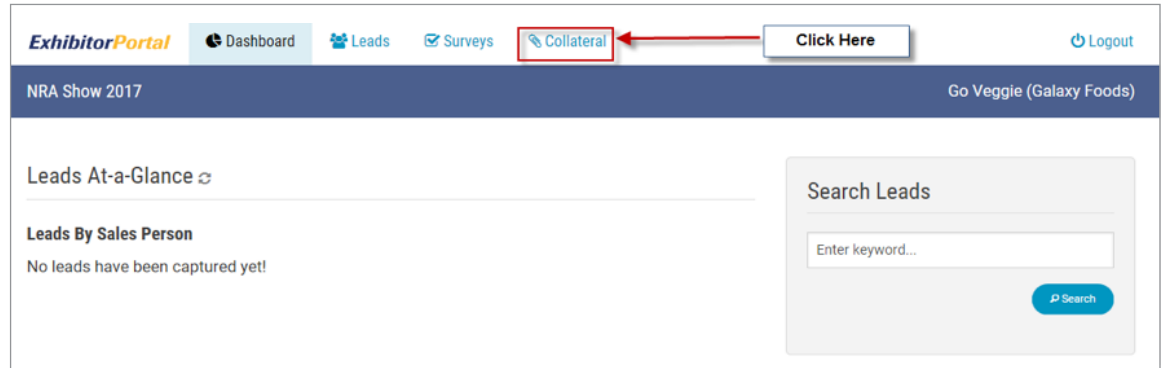


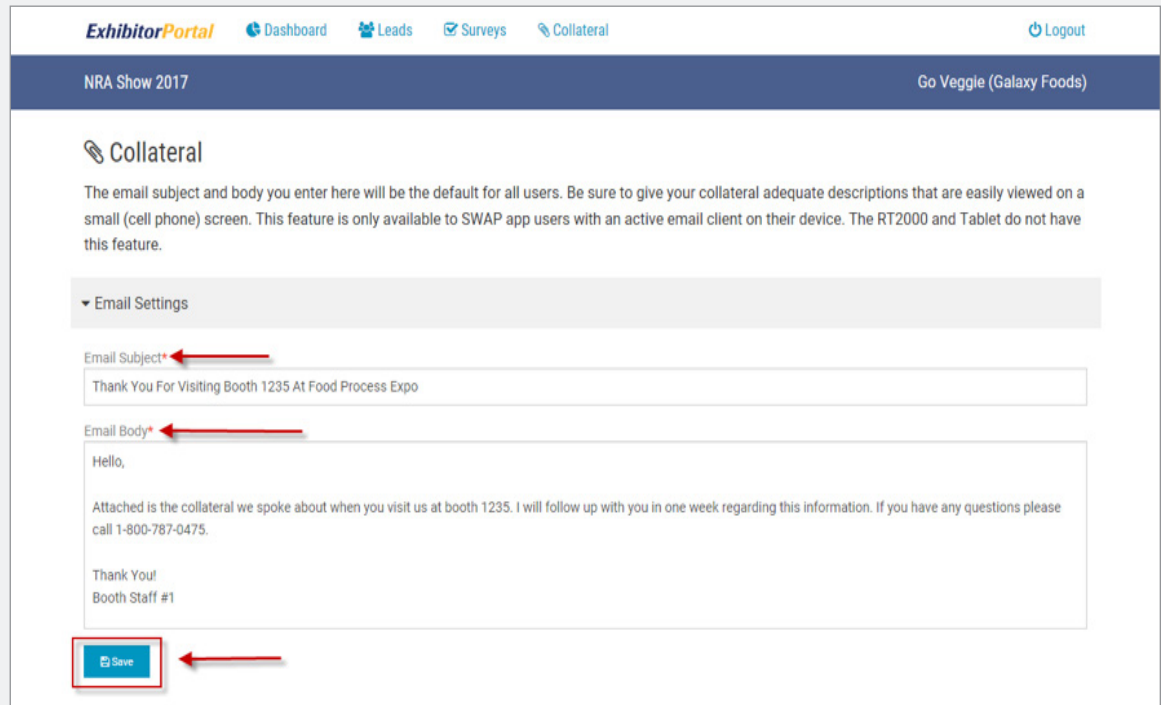
Uploading Collateral to Exhibitor Portal

Exhibitors! Email collateral directly from the SWAP App* *Here's how!*

- 1 Login to your exhibitor portal and click on the collateral tab.



- 2 Format an email for your collateral material to be attached. This email will be the default email for all users.



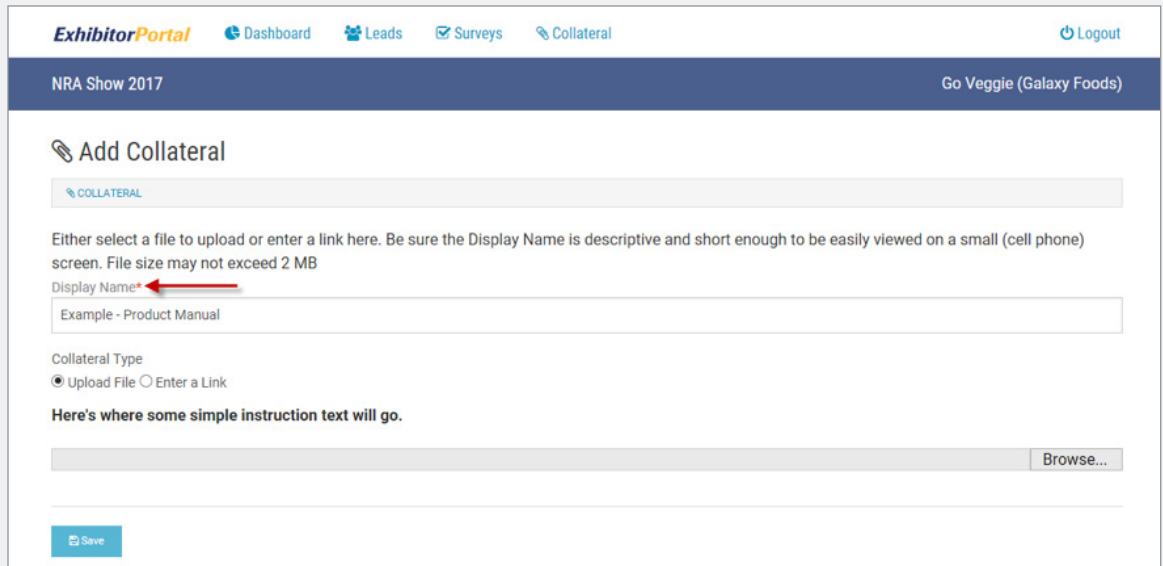
- 3 Click Save.

This feature is only available to SWAP users. You will need to have an email client set-up on your personal device to send collateral through the SWAP app. This is not a feature on the RT2000 or Tablet

- 4** Under *Collateral* Items Click *Add New*.



- 5** Create a display name for your collateral piece. The Display Name should be descriptive and short enough to be easily viewed on a small screen.



- 6** There are two types of collateral you can upload to the exhibitor portal. File size may not exceed 2MB.

A. Upload a File



B. Enter a Link

7 Click *Save*.

8 Your collateral material should now display under Collateral Items. You can now send collateral through the SWAP app.

For any service questions please visit the Experient Lead Retrieval Service Desk