



march 20

greater boston

HEALTH + WELLNESS

virtual fair

Beth Israel Lahey Health
Winchester HospitalARTIS
SENIORE LIVINGEXCEL
WORK. PLAY. LIVE. EXCEL.

VNCC

VISITING NURSE &
COMMUNITY CAREHome Instead
To us, it's personal.

VENDOR INFORMATION SHEET

1. **Claim Your Booth ASAP – Don't wait until March 19 to set up!**
<https://my.boothcentral.com/v/events/multi-chamber-health-wellness-expo>

Click “Apply for a Booth” and indicate whether you have already registered/paid with one of the participating Chambers. If not, no worries - you can begin the process and even pay right in BoothCentral! Then begin fleshing out your booth with your logo, photos, business information, and links to your sales site.

TIP: Your booth will not appear in the matrix of tiles until your logo and contact information (at a minimum) are filled in. Claim your listing so potential attendees can see that you'll be there!

2. *Make the Most of Your Tile*

You can upload up to 6 photos (PNG or JPG format) or link a video (from Vimeo or YouTube) to appear at the top of your tile. This is the first thing attendees will see for you, so make sure it's eye-catching! **Image size:** 800 pixels wide x 480 pixels high (5:3 aspect ratio)

TIP: If your image is not this size/ratio, it will appear stretched or squashed or cut off at the edges.

3. *Be There ... Or Don't!*

Your booth will be live during the whole event (10:00-3:00) but you don't have to be!

- Be Live and allow attendees to request a chat — up to 5 attendees per booth at a time.
- You'll receive a notification when a chat is requested, so you can be doing other things and tune back in as needed if you prefer.
- Or turn OFF your video chat and simply allow the tile to direct attendees to your website.

4. *Get Help As Needed*

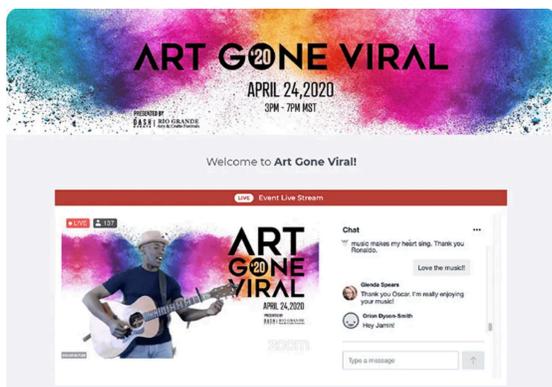


We strongly encourage you to use the Help function on BoothCentral.

Your Chamber director will help in any way she can, but BoothCentral has the technical knowledge and best practices to make your booth its best!

BOOTHCENTRAL HELP CHAT

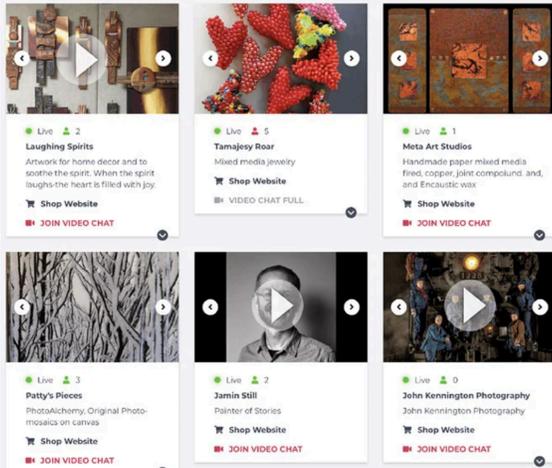
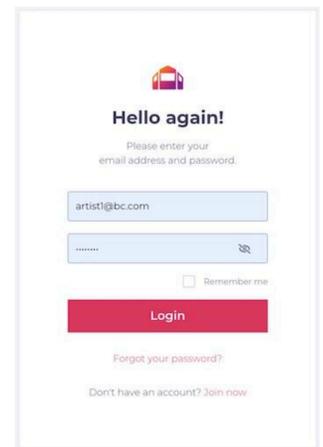
This purple icon is in the lower left corner of every page on BoothCentral and connects you to their live chat. They will be available from the time you register all the way through the event!



SIGN IN / SIGN UP

<https://my.boothcentral.com/v/events/multi-chamber-health-wellness-expo>

Register for free access
Apply for a booth



THE EVENT

This is the attendee view: event banner, then the livestream and live chat, then all vendor tiles appear below in random order*

*Gold-level sponsors appear first; other booths are randomized.

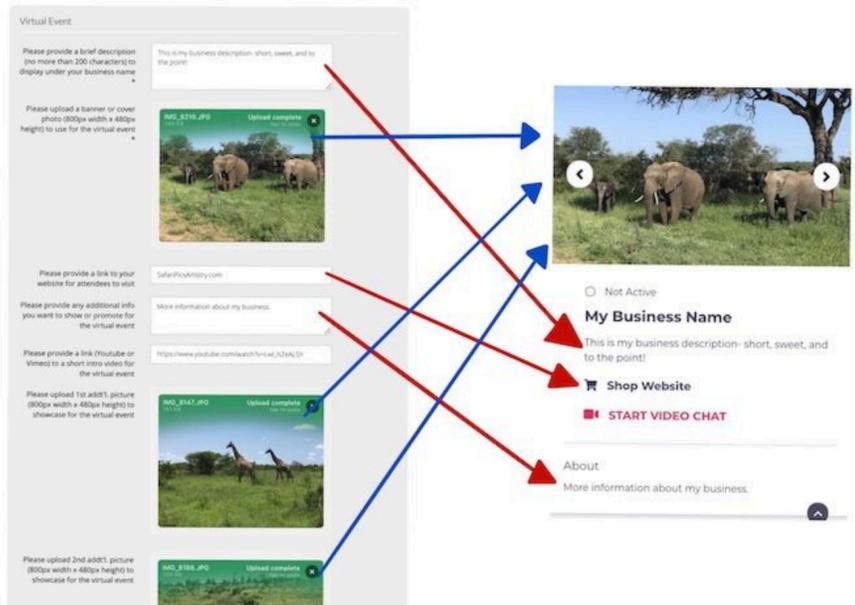
SET UP YOUR BOOTH

IMAGES

One still image, a gallery (up to 6) or a video. Image formats accepted: JPG, PNG. Video can be linked from Vimeo or YouTube. Optimal size: 800x480 pixels (5:3 ratio)

LINK DIRECTLY TO YOUR WEBSITE

Send attendees to a product page, a newsletter signup, your shopping platform (Etsy, Facebook, anything), or wherever you want them to go!



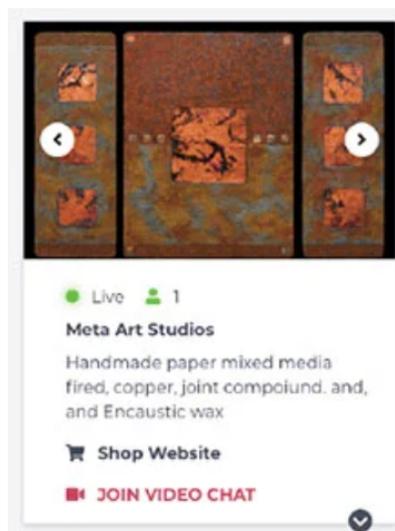
VIDEO CHAT

Step 1: Log in to your BoothCentral account.

Step 2: Click the "Start Video Chat" button.

Step 3: Get ready to meet your customers!

No additional platform needed!



Live - indicates to attendees that you are in your booth and ready to talk

1 - indicates that there is 1 attendee in your booth. Maximum is 5 at a time.