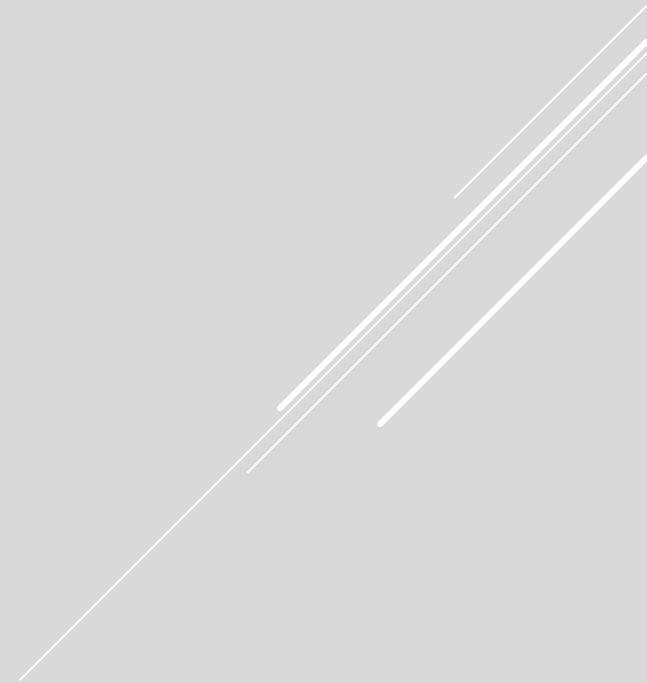
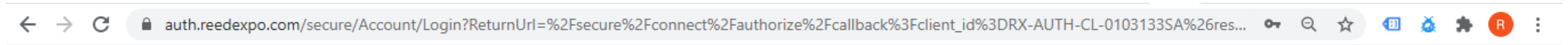




Exhibitor Badge Registration



Step 1 – Login to Exhibitor Portal of your event



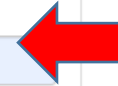
FUNCTIONAL FABRIC FAIR

FUNCTIONAL FABRIC FAIR FALL

Username (email)

Enter Password

[Forgot Password](#)



Login to the exhibitor portal

Step 2 – Badges & Participants


Logout


Functional Fabric Fair Fall - Matth... ▾



27 - 28 October 2021

Company Name	Online Directory Listing	Stand location	Stand size	Stand type
Matthew GBS Test	Bronze Showroom	TEST	100 ftin²	-


Edit Profile Page
This information will appear on the show website.


Badges and participants
Add & manage badges and participants.



Click on Badges and Participants

Badge Manager

← Back

Badge manager

View your badges and allocate them to your staff

Allocate badges (997)

Your company badges (2)

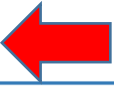
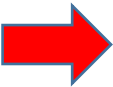
Badges already allocated

Allocate your company badges

- 1 Download the template**
Download and use this example to help fill out the CSV file
[Download template](#)
- 2 Select badge type**
Select the badge type that you want to allocate. You can only allocate one badge type at a time
 Exhibitor Badge
- 3 Privacy Notice**
 Please ensure you have notified the listed individuals in your file that you have submitted their registration in line with our [Privacy Policy](#). [All Registered attendees will be notified of the name and contact details of those who submitted a registration request on their behalf.]
- 4 Upload spreadsheet of delegates**
5mb maximum file size

Offline

Badges to allocate



Step 3 – Download template

functionalfabricfair.com/portland/en-us/exhibitor-hub.html#/badges/eve-4d632f6e-c5ae-482d-a9e4-d9db49905c2f/exh-d30ab5ea-12ce-4881-92eb-af28e31...

FUNCTIONAL FABRIC FAIR
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PORTLAND

H & S ATTEND EXHIBIT MEDIA FFF360 REGISTER

← Back

Badge manager

View your badges and allocate them to your staff

Allocate badges (997) Your company badges (2)

Allocate your company badges

- 1 Download the template**

Download and use this example to help fill out the CSV file

[Download template](#)
- 2 Select badge type**

Select the badge type that you want to allocate. You can only allocate one badge type at a time

Exhibitor Badge
- 3 Privacy Notice**

Please ensure you have notified the listed individuals in your file that you have submitted their registration in line with our [Privacy Policy](#). [All Registered attendees will be notified of the name and contact details of those who submitted a registration request on their behalf.]
- 4 Upload spreadsheet of delegates**

5mb maximum file size

Offline

**Click on Download template.
This will download a csv template on your computer
(downloads folder)**

Step 4 – Find csv template

functionalfabricfair.com/portland/en-us/exhibitor-hub.html#/badges/eve-4d632f6e-c5ae-482d-a9e4-d9db49905c2f/exh-d30ab5ea-12ce-4881-92eb-af28e31...

FUNCTIONAL FABRIC FAIR
October 27-28, 2021
PORTLAND

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← Back

Badge manager

View your badges and allocate them to your staff

Allocate badges (997) Your company badges (2)

Allocate your company badges

- 1 Download the template**

Download and use this example to help fill out the CSV file

[Download template](#)
- 2 Select badge type**

Select the badge type that you want to allocate. You can only allocate one badge type at a time

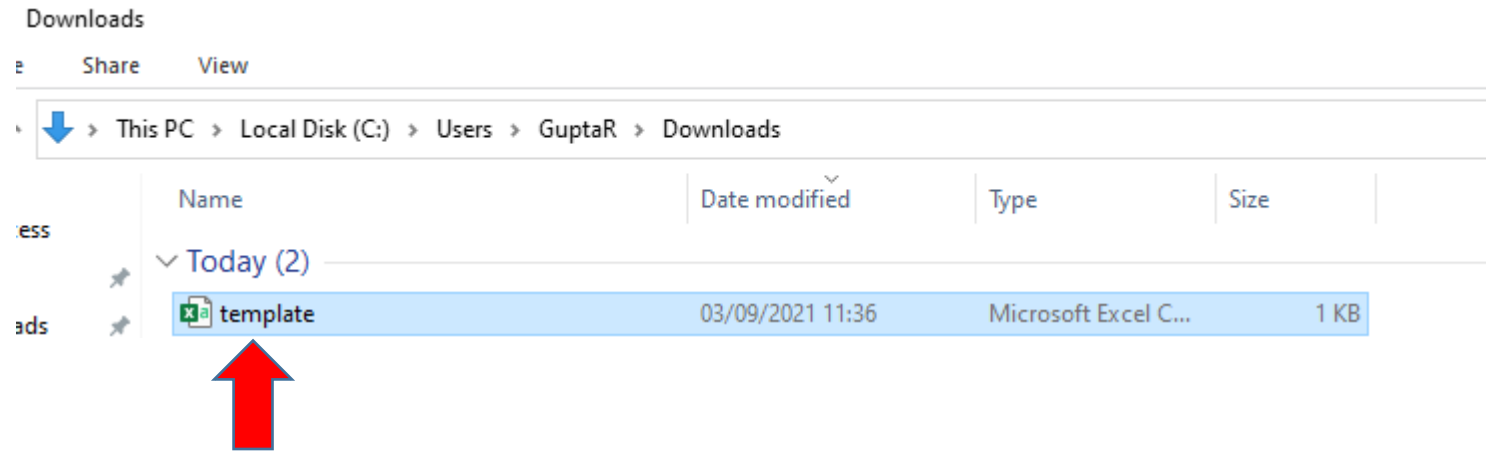
Exhibitor Badge

template.csv

Open
Always open files of this type
Show in folder
Cancel

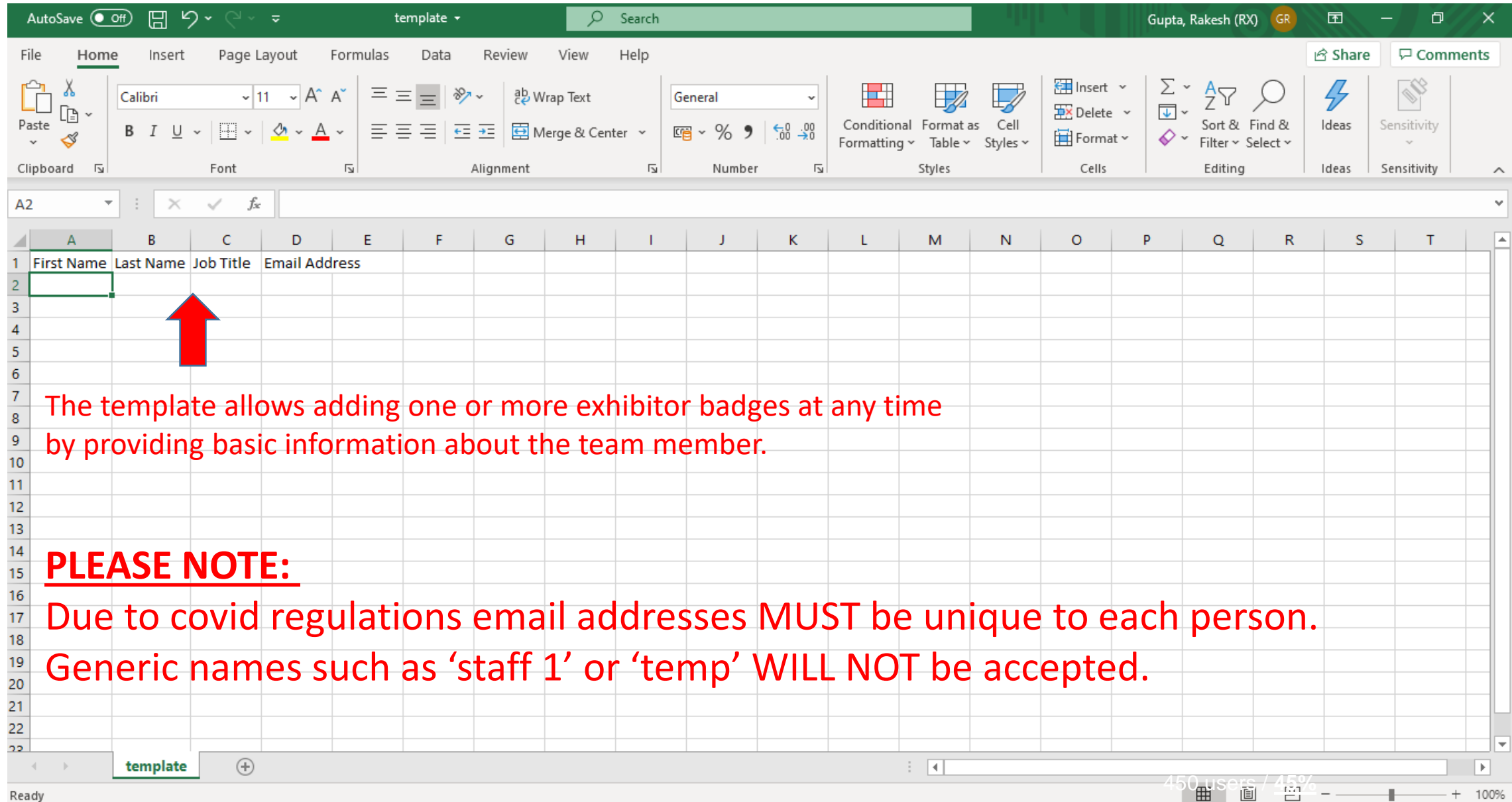
Open file by clicking on the arrow next to downloaded file on the bottom. Select show in folder. This will open the download location on your computer

Step 4 – Open csv template...1/2



Double click on template.csv to open the template in excel

Step 4 – Open csv template...2/2



The screenshot displays the Microsoft Excel interface with a CSV template spreadsheet open. The spreadsheet has the following structure:

1	First Name	Last Name	Job Title	Email Address
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				

A red arrow points to cell A2, which is currently empty. The Excel ribbon is visible at the top, and the status bar at the bottom shows 'Ready' and '450 users / 45%'.

The template allows adding one or more exhibitor badges at any time by providing basic information about the team member.

PLEASE NOTE:
Due to covid regulations email addresses MUST be unique to each person.
Generic names such as 'staff 1' or 'temp' WILL NOT be accepted.

Step 5 – Enter exhibitor badge information

AutoSave Off | template | Search | Gupta, Rakesh (RX) GR

File Home Insert Page Layout Formulas Data Review View Help | Share | Comments

Clipboard | Font | Alignment | Number | Styles | Cells | Editing | Ideas | Sensitivity

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	First Name	Last Name	Job Title	Email Address													
2	Rakesh	Gupta	Sales Executive	rakesh.gupta@somecompanydomain.com													
3	Patrick	Mawhood	Sales Manager	patrick.mawhood@somecompanydomain.com													
4	Steve	McCollough	Sales Director	steve.mccollough@somecompanydomain.com													
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	
13																	
14																	
15																	
16																	
17																	
18																	
19																	
20																	
21																	
22																	
23																	

template | Ready | 450 x 150 / 45% | 100%

In this example, we are adding 3 exhibitors at this time
Any number of badges can be added at any time
More badges can be registered later

Save and close the file once done adding

Step 6 – Upload filled in csv file

2

Select badge type

Select the badge type that you want to allocate. You can only allocate one badge type at a time

Exhibitor Badge

3

Privacy Notice

Please ensure you have notified the listed individuals in your file that you have submitted their registration in line with our [Privacy Policy](#). [All Registered attendees will be notified of the name and contact details of those who submitted a registration request on their behalf.]

4

Upload spreadsheet of delegates

5mb maximum file size
Approved formats are CSV file
Emails must be unique for each badge holder

Choose file

Click 'Choose file' and select the file you have updated

Review and Accept Terms and Conditions

Badges Allocated

functionalfabricfair.com/portland/en-us/exhibitor-hub.html#/badges/eve-4d632f6e-c5ae-482d-a9e4-d9db49905c2f/exh-d30ab5ea-12ce-4881-92eb-af28e31...

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← Back

template.csv - Exhibitor badges

Amend any records that have errors. Once each record is resubmitted without errors it will be uploaded and allocated a badge.

Badges uploaded:

3/3

3 uploaded records (allocated badges)

First name Steve	Job title Sales Director	Uploaded
Surname McCollough	Email steve.mccollough@somecompanydomain.com	
First name Rakesh	Job title Sales Executive	Uploaded
Surname Gupta	Email rakesh.gupta@somecompanydomain.com	
First name Patrick	Job title Sales Manager	Uploaded
Surname Mawhood	Email patrick.mawhood@somecompanydomain.com	

Offline

Badges are allocated and displayed

Click on Back

Allocated Badges appear in Badge Manager and can be edited (name, role) at any time

functionalfabricfair.com/portland/en-us/exhibitor-hub.html#/badges/eve-4d632f6e-c5ae-482d-a9e4-d9db49905c2f/exh-d30ab5ea-12ce-4881-92eb-af28e31617cb







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October 27-28, 2021
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Allocate badges (994) Your company badges (5)

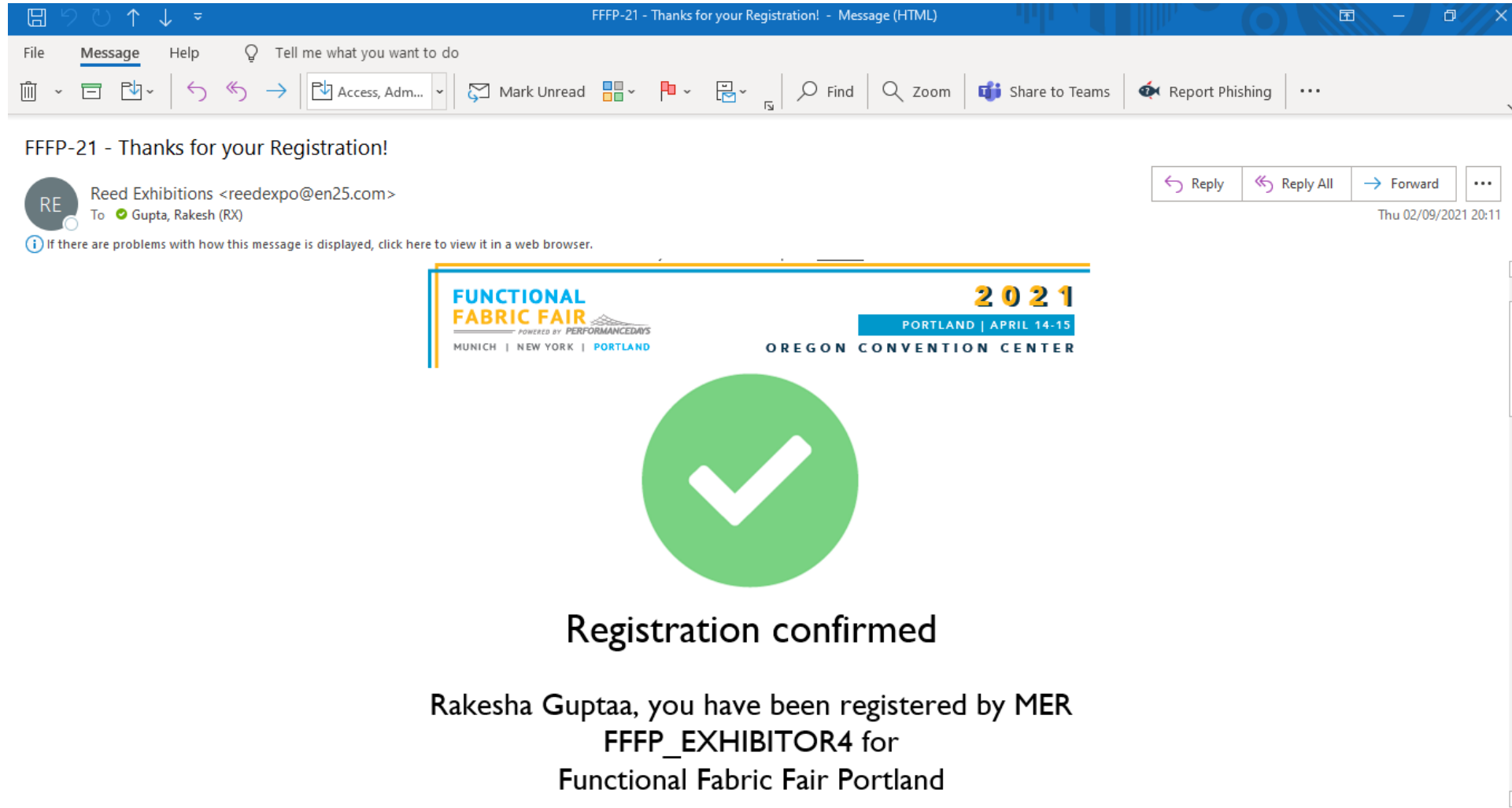
5 EXHIBITOR BADGE badges allocated [Click to edit](#)

	Rakesh Gupta Sales Executive	
	Patrick Mawhood Sales Manager	
	Steve McCollough Sales Director	

Offline

Confirmation to Exhibitors

Exhibitors will receive a confirmation email



The screenshot shows an email client window titled "FFFP-21 - Thanks for your Registration! - Message (HTML)". The email is from "Reed Exhibitions <reedexpo@en25.com>" to "Gupta, Rakesh (RX)". The main content of the email features the logo for "FUNCTIONAL FABRIC FAIR 2021" with the text "POWERED BY PERFORMANCEDAYS" and "MUNICH | NEW YORK | PORTLAND". It also specifies the location and dates: "PORTLAND | APRIL 14-15" and "OREGON CONVENTION CENTER". A large green checkmark icon is centered on the page, with the text "Registration confirmed" below it. At the bottom, it states: "Rakesha Gupta, you have been registered by MER FFFP_EXHIBITOR4 for Functional Fabric Fair Portland". The email interface includes a top menu bar with "File", "Message", and "Help", and a right-hand side with "Reply", "Reply All", and "Forward" buttons. The date and time "Thu 02/09/2021 20:11" are displayed in the bottom right corner.

FFFP-21 - Thanks for your Registration!

Reed Exhibitions <reedexpo@en25.com>
To: Gupta, Rakesh (RX)

If there are problems with how this message is displayed, click here to view it in a web browser.

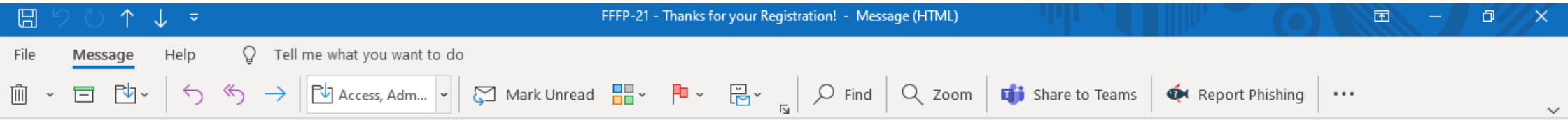
FUNCTIONAL FABRIC FAIR 2021
POWERED BY PERFORMANCEDAYS
MUNICH | NEW YORK | PORTLAND

PORTLAND | APRIL 14-15
OREGON CONVENTION CENTER



Registration confirmed

Rakesha Gupta, you have been registered by MER
FFFP_EXHIBITOR4 for
Functional Fabric Fair Portland

Exhibitor Badge Download




FFFP-21 - Thanks for your Registration!

 Reed Exhibitions <reedexpo@en25.com>
To  Gupta, Rakesh (RX)

[Reply](#) [Reply All](#) [Forward](#) [...](#)

Thu 02/09/2021 20:11

 If there are problems with how this message is displayed, click here to view it in a web browser.

Functional Fabric Fair Portland

Download your badge

Download your badge to print for the show



[Download your badge](#)



Exhibitors can click on **Download Badge** Link in their confirmation email to **Download and print their exhibitor badge**

Badge download page

You're all registered for Functional Fabric Fair Portland.

Just download and print your badge and you're ready to go

Download your badge

Download your badge to print for the show



Download your badge



Click on 'Download your badge' to download the badge

Exhibitor Badges

File | C:/Users/GuptaR/Downloads/rakesha-guptaa_badge_03-09-2021_12-14.pdf

rakesha-guptaa_badge_03-09-2021_12-14.pdf

1 / 1 | 100%



1

Please bring this confirmation with you (printed or on your mobile) and check in at the Customer Service Desk during move-in.

Rakesha Guptaa

GPO

MER ATER FFFP EXH4 (917)



0211506069675705-P3M

EXHIBITING DELEGATE

Rakesha Guptaa

GPO

MER ATER FFFP EXH4 (917)



0211506069675705-P3M

EXHIBITING DELEGATE

03 September 2021
Friday