

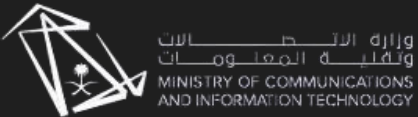
LEAP EAST

8-10 July 2026
HKCEC, HONG KONG

INTO NEW WORLDS

Exhibitor Setup Guide

CO-ORGANISED BY:

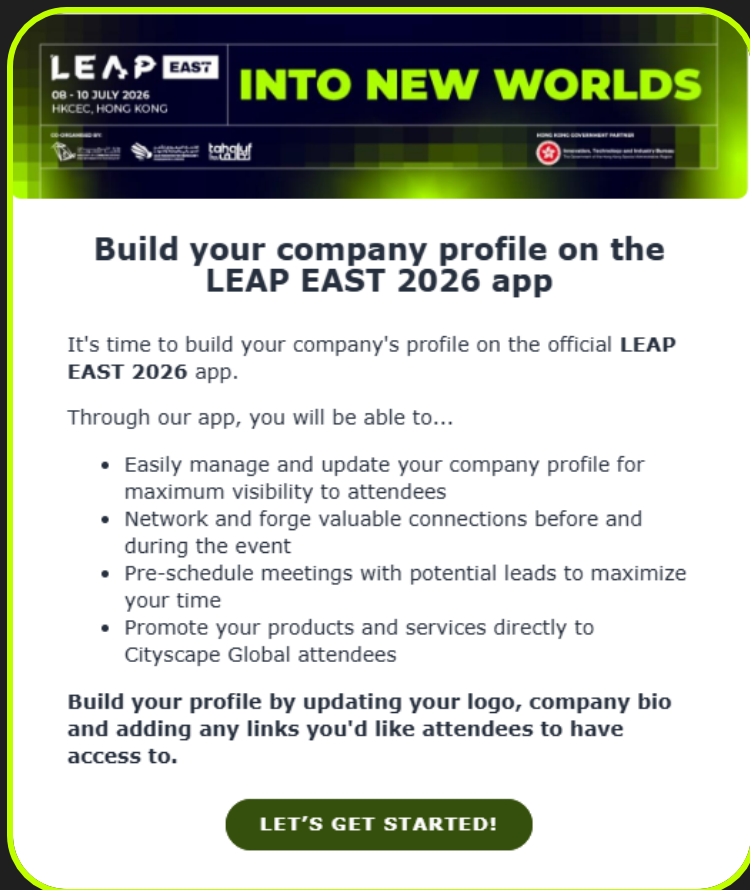


Agenda


- **Access the platform**
- **Exhibitor Center**
- **Networking Features**

How to Access the Platform?

- 1 You will receive an email with a button redirecting you to a login page.



LEAP EAST INTO NEW WORLDS
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Build your company profile on the LEAP EAST 2026 app

It's time to build your company's profile on the official **LEAP EAST 2026** app.

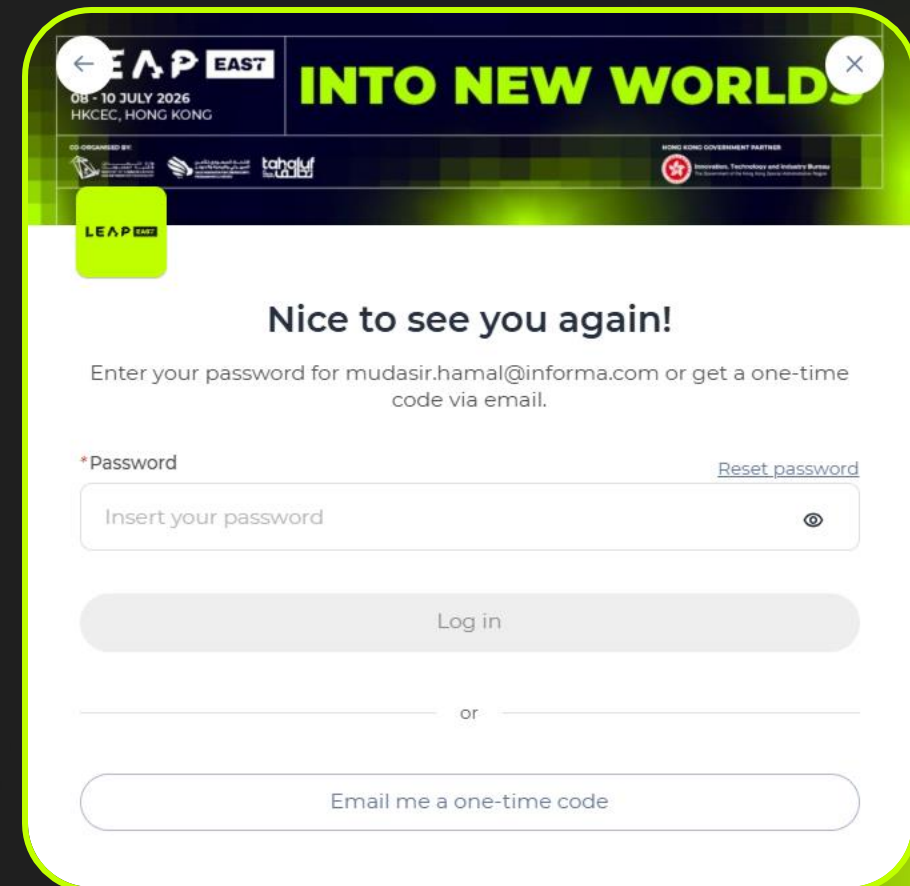
Through our app, you will be able to...

- Easily manage and update your company profile for maximum visibility to attendees
- Network and forge valuable connections before and during the event
- Pre-schedule meetings with potential leads to maximize your time
- Promote your products and services directly to Cityscape Global attendees


Build your profile by updating your logo, company bio and adding any links you'd like attendees to have access to.

LET'S GET STARTED!

- 2 After entering your email, you will either be prompted to enter your password (if previously set) or notified that a one-time code has been sent to your email.




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Nice to see you again!

Enter your password for mudasir.hamal@informa.com or get a one-time code via email.

*Password [Reset password](#)

Insert your password 

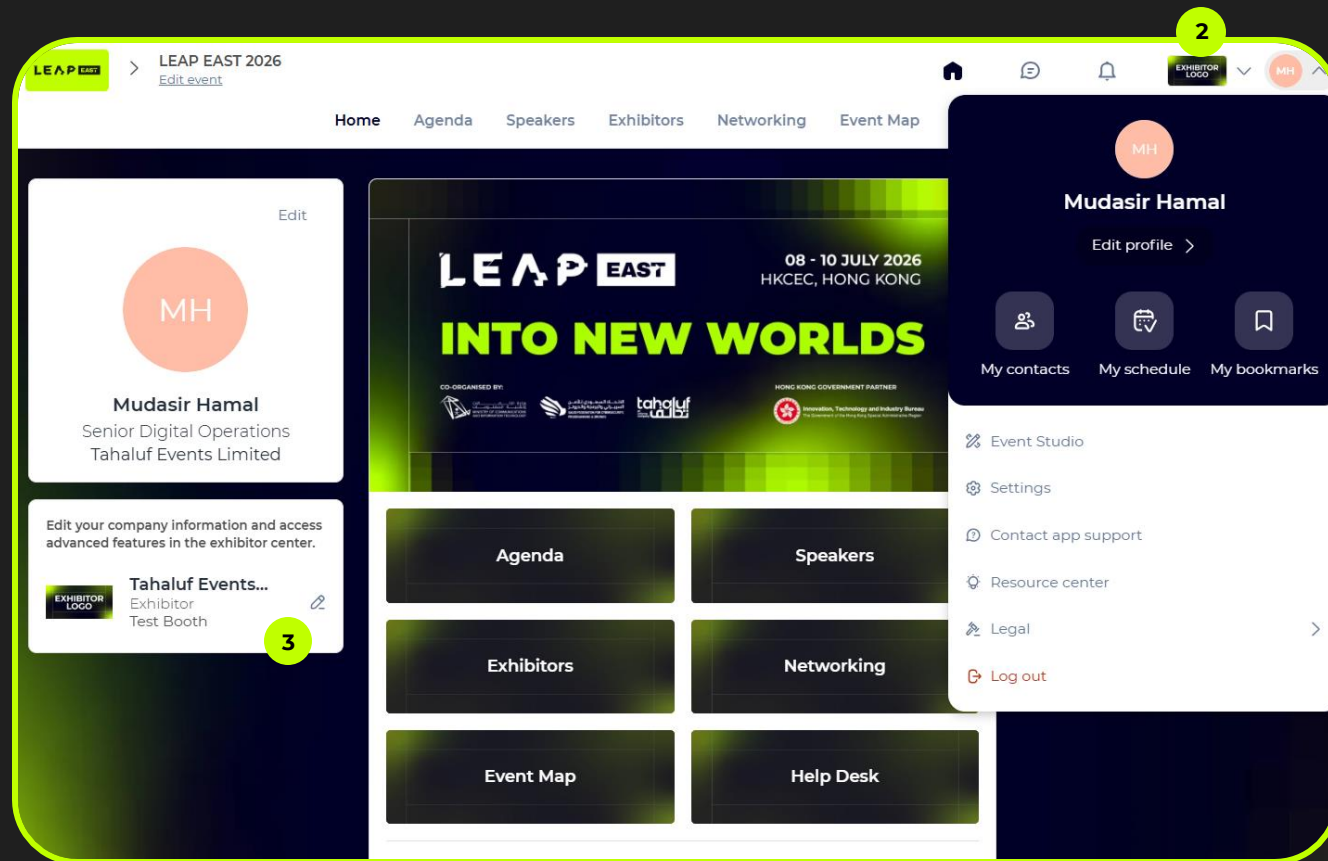
Log in

or

Email me a one-time code

EXHIBITOR CENTRE

There are three ways to access your Exhibitor Center



- 1 By clicking the button in your **invitation email**, which will redirect you to your **Exhibitor Center**.
- 2 Click the **Exhibitor Center icon** (top-right, next to your profile).
- 3 Click on your **Exhibitor booth** from the home page.

UPDATING YOUR COMPANY PROFILE

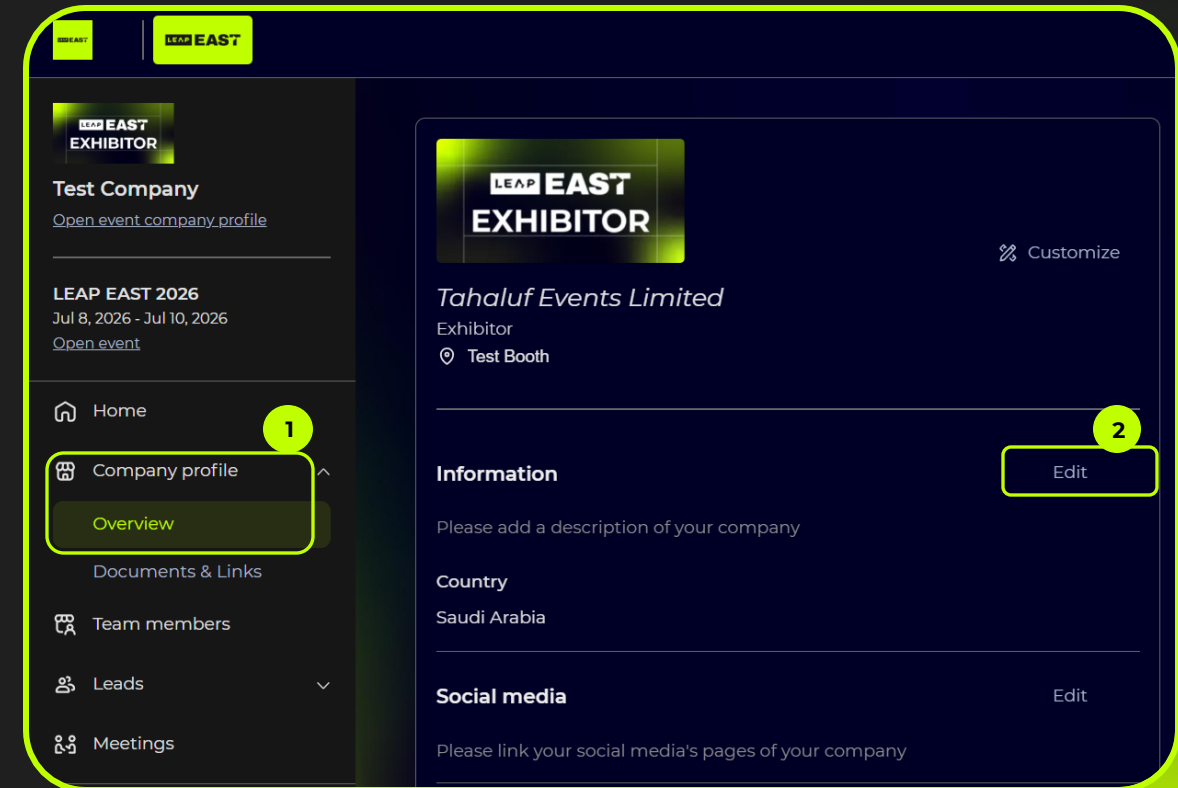
Think of your company profile as your online stand. It's an opportunity to increase your company's discoverability and give visitors a reason to reach out to you

- 1 The navigation bar on the left side will help you access different sections of the Exhibitor Centre.

Click "Company profile" in the navigational panel to set up each section individually. Then click on "Overview".

- 2 Click the "Edit" buttons located on the right of each section to make relevant changes or updates.

The platform saves your changes automatically. Check you have updated all sections of your profile to give your company the representation it deserves.



COMPANY PROFILE - OVERVIEW

To be contacted by as many qualified participants as possible, we advise to fill in all the editable information from your Exhibitor Center. If a field cannot be edited, please contact the organizer.

The image displays the LEAP EAST Exhibitor Center interface. On the left is a navigation sidebar with options: Home, Company profile (with 'Overview' selected), Documents & Links, Team members, Leads, and Meetings. The main content area shows the company profile for 'Tahaluf Events Limited', an exhibitor at the 'Test Booth' for 'LEAP EAST INTO NEW WORLDS' (08-10 JULY 2026, HKCEC, HONG KONG). The profile includes a banner image, a QR code for the virtual booth, and a section for virtual booth advertising. A 'Main information' modal is open on the right, detailing fields for header image, video platform (set to Youtube), video ID, background image, logo, and name (Tahaluf Events Limited). A red arrow points from the 'Customize' button in the main profile to the modal.

Virtual booth QR code
Get the QR code that is redirecting to your company page in the event app, to display it on your onsite booth or in your email signature.

Virtual booth advertising
On web desktop, the image is displayed in a vertical banner ad on the left side of your company profile. On mobile, your ad appears at the bottom of it.

Main information

Header image
Add a header image or video to highlight your page! For image, we recommend using a 1200x675px (16:9 ratio) image, no larger than 1MB. For video, first upload it on Youtube, Vimeo or any other video provider, then paste the id or src link here.

Video platform: Youtube
Video ID: <https://www.youtube.com/watch?v=>

Background image
Upload a background image to brand your company profile (desktop version only). Import a 2560x1600px (16:10 ratio) image, no larger than 1MB.

Logo
Highlight your company by adding your logo. We recommend using at least a 400x200px (2:1 ratio) image, no larger than 1MB.

Name: Tahaluf Events Limited

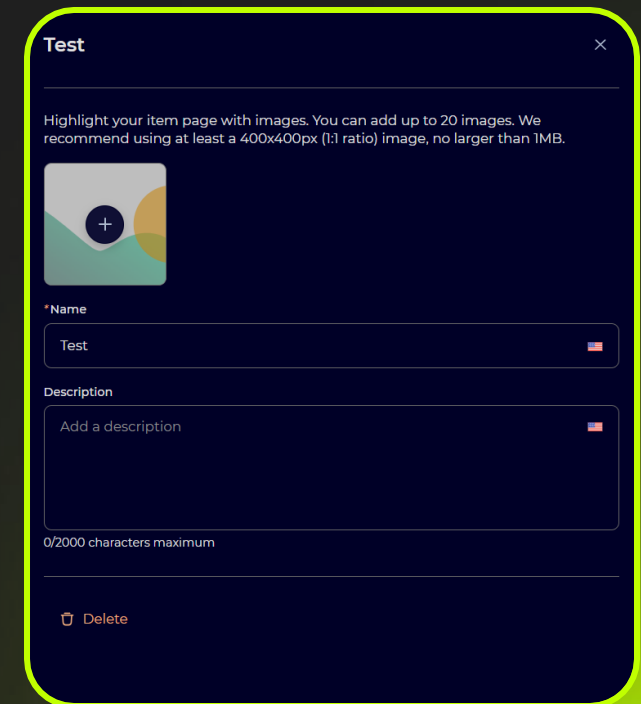
ADD YOUR COMPANY PRODUCTS

Promote your offerings & solutions to the entire show universe by adding products to your company profile. Give your product a name, unique description and image to help them reach your target audience.

Step 1: Select “Products” from the navigation panel

Step 2: To add a product, click on “Create”, located on the right of the page

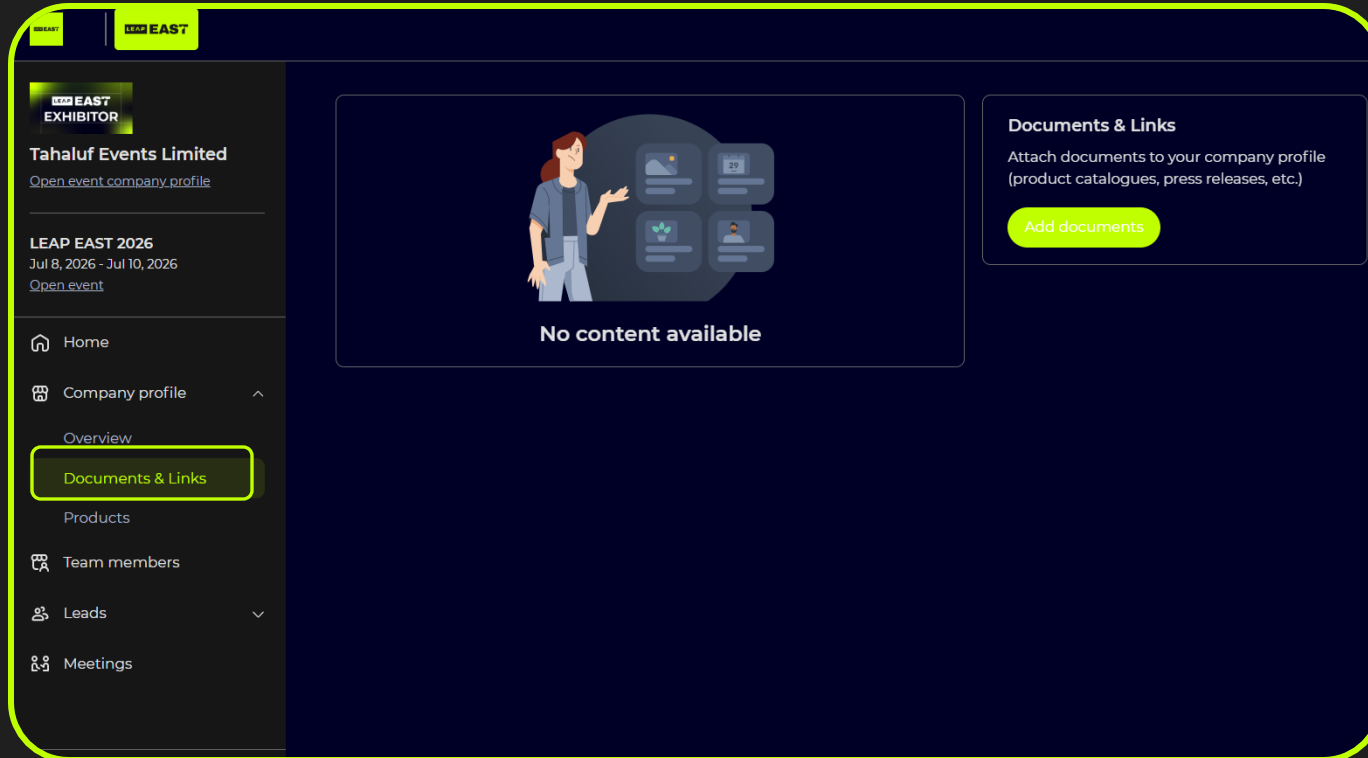
Step 3: To edit a product, hover over it in the list and select the pen icon to make changes



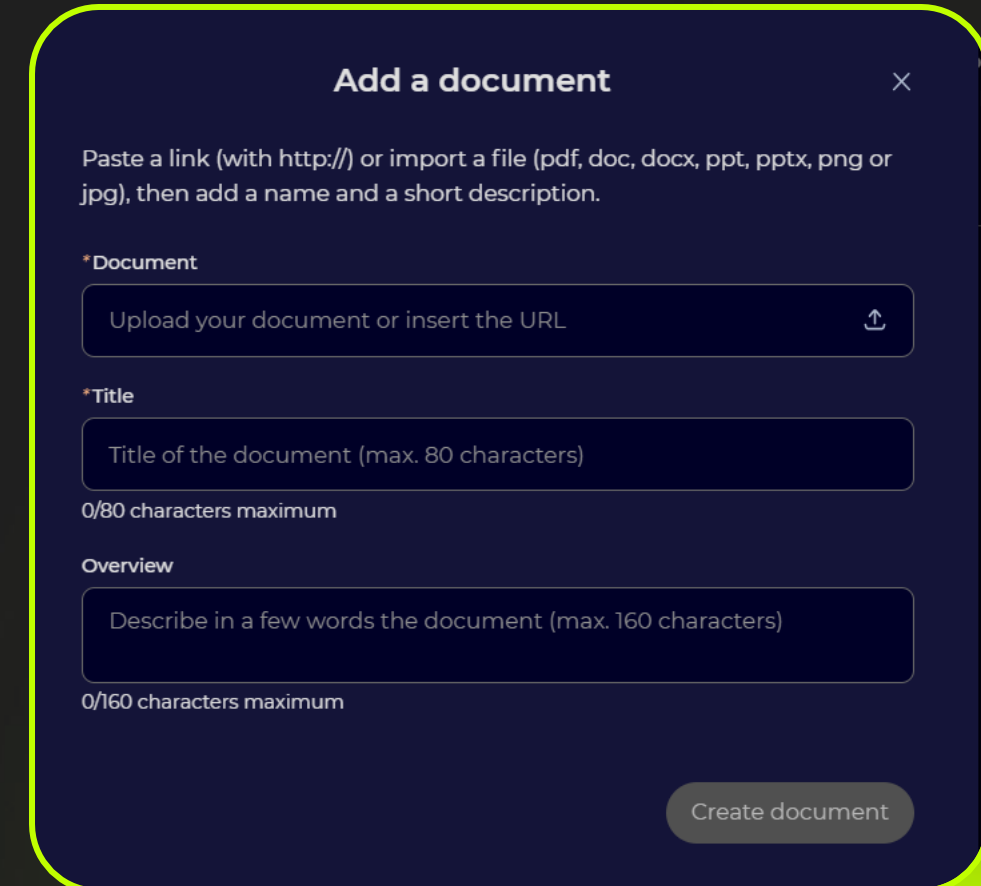
Company Profile – Documents & Links

Attach documents to your company profile (product catalogues, press, releases, etc.).

Paste a link (with http://) or import a file (pdf, doc, docx, ppt, pptx, png or jpg), then add a name and a short description.



The screenshot shows the LEAP EAST EXHIBITOR interface. On the left is a navigation sidebar with options: Home, Company profile, Overview, Documents & Links (highlighted), Products, Team members, Leads, and Meetings. The main content area displays the company profile for Tahaluf Events Limited, including the event LEAP EAST 2026 (Jul 8, 2026 - Jul 10, 2026). The Documents & Links section is currently empty, showing an illustration of a person and the text "No content available". A yellow "Add documents" button is visible in the section header.



The "Add a document" modal form includes the following fields and elements:

- Title:** A text input field with the placeholder "Title of the document (max. 80 characters)" and a character count of "0/80 characters maximum".
- Overview:** A text input field with the placeholder "Describe in a few words the document (max. 160 characters)" and a character count of "0/160 characters maximum".
- Document:** A text input field with the placeholder "Upload your document or insert the URL" and an upload icon.
- Create document:** A yellow button at the bottom right.

NETWORKING FEATURES

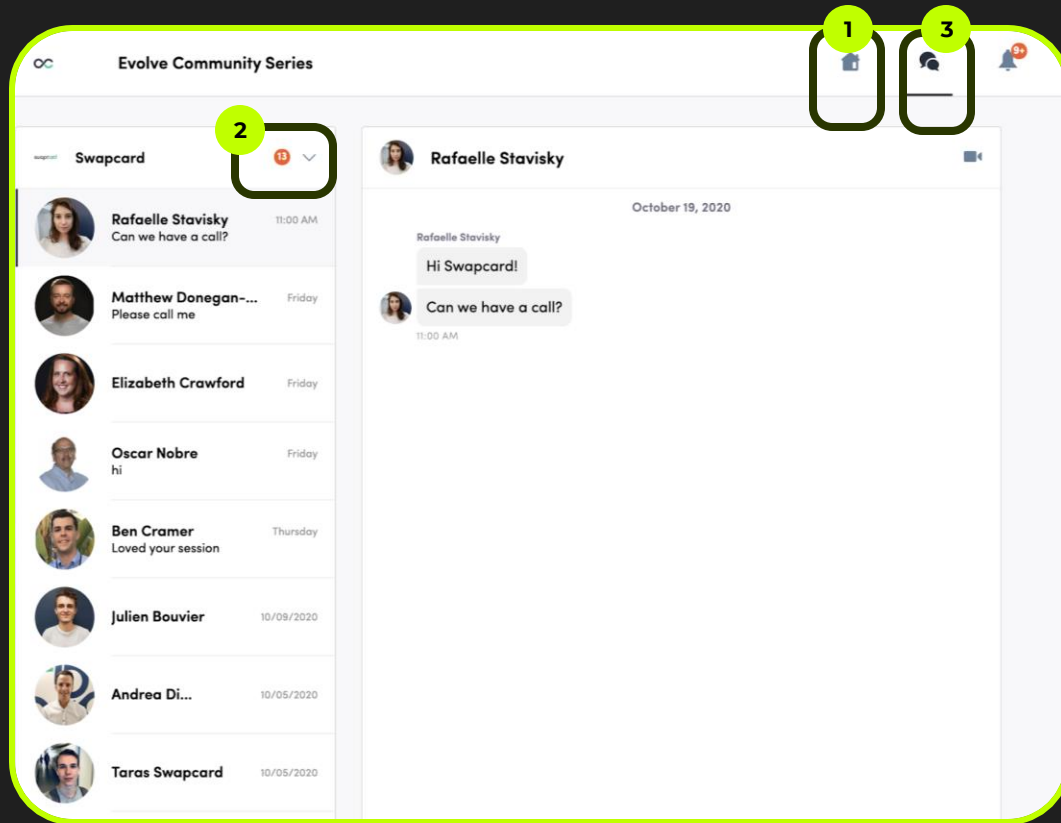
Once you are added to an **Exhibitor booth as a team member**, you have access to a shared inbox with all your organisation's team members.

For the attendee, the message appears within the **booth as a 1:1 chat**. For the exhibitor team, the message generates a notification in the platform and appears as a message **in the exhibitor inbox**.

The screenshot displays a mobile application interface. The main section is a booth for 'LEAP EAST INTO NEW WORLDS' running from 08 - 10 JULY 2026 at HKCEC, HONG KONG. It lists co-organisers and government partners. Below the booth header, there is a 'LEAP EAST EXHIBITOR' badge, a 'Customize' button, and the exhibitor's name 'Tahaluf Events Limited' with the role 'Exhibitor' and location 'Test Booth'. A 'Bookmark' button is also present. At the bottom, there are tabs for 'Products', 'Documents & Links', and 'Team', along with an 'Information' section and an 'Edit' button.

On the right, a chat window titled 'Talk to Tahaluf Events Limited' is open. It shows two profile icons and a message: 'Send a message to Tahaluf Events Limited. A member of their team will reply as soon as they can.' At the bottom of the chat is a text input field 'Write a message...' with a send button and a plus sign for additional options.

NETWORKING FEATURES

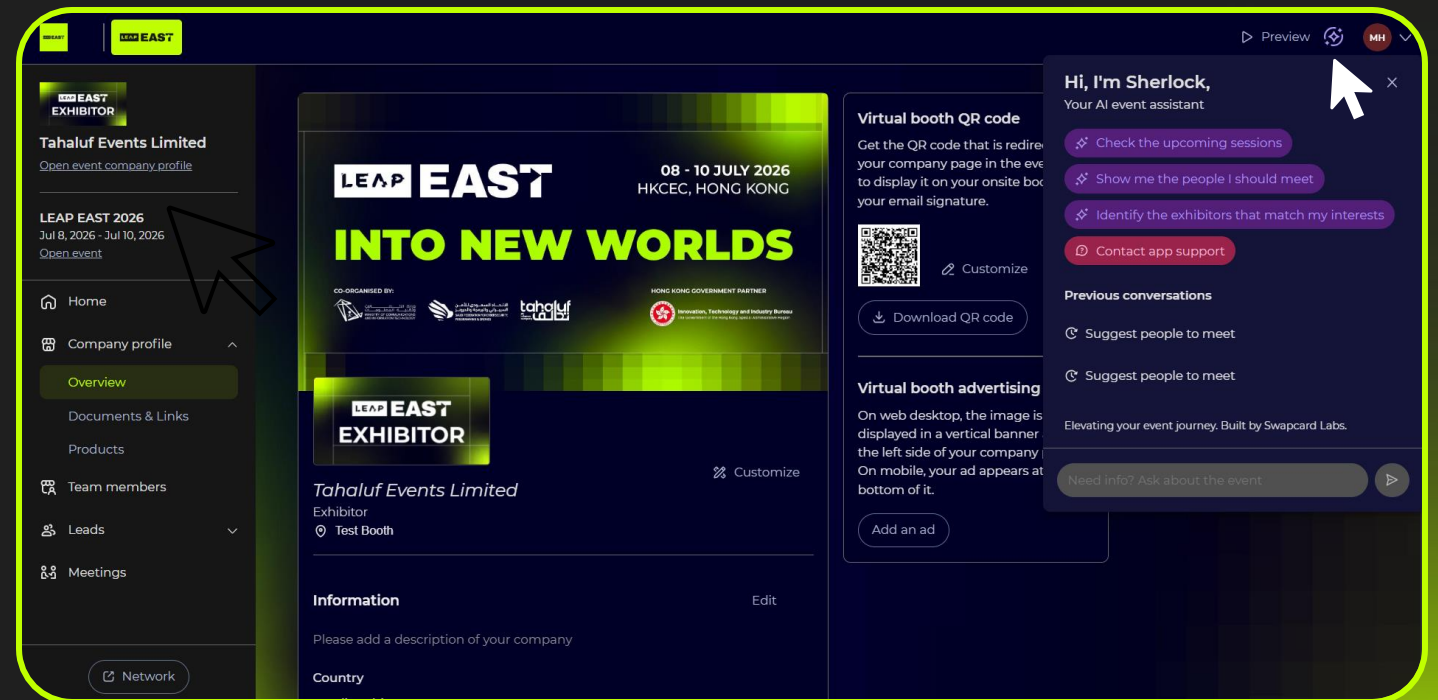


- 1 To view your exhibitor inbox, click the **chat bubble** icon along the top menu.
- 2 Switch between your personal inbox and the exhibitor inbox by clicking on the dropdown box.
- 3 All exhibitors will see a **red notification circle** over the **chat bubble** icon after each new message.

Sherlock - AI Event Assistant

Sherlock is an **AI-powered assistant** natively built into the event app, where Exhibitors can now manage their entire booth presence through a simple chat interface.

- **Assign Meetings:** You can now assign or unassign meetings to specific team members through the chat
- **Booth Oversight:** View your booth's meeting schedule, check in on team members, or browse available marketplace extras without leaving the conversation.
- **leads in real-time:** Instantly identify and connect with your most relevant leads for today, by just asking ask, “Who are the most relevant leads for me to meet today?”
- **Exporting Leads:** By asking the Sherlock AI Assistant, easily download and manage your leads for seamless follow-up.





8-10 July 2026
HKCEC, HONG KONG

THANK YOU

If needed, you can contact our support team
at LeapeastCS@tahaluf.com

CO-ORGANISED BY:

