

Everything about your exhibitor profile

- ☑ You can find ideas and important information on filling out your company profile in the **“Tips and Tricks”** PDF <https://www.biofach.de/en/exhibitors/exhibitor-profile>
- ☑ You have already received an email to fill in your **exhibitor profile**. You can use the link provided there to access the editing screen for your profile. Fill out your profile with texts, your contact details, pictures and videos so that your customers can get the best information about your products and exchange ideas with you. For German-speaking participants you also have the option of embedding descriptions in German. If nothing is filled, the participants will automatically see the English text inside - your profile will not remain empty!

E-mail to **create the company profile with an edit link to the platform:**

sender: schedule@talque.com

subject: BIOFACH VIVANESS 2021 eSPECIAL – Your exhibitor-profile

The “Edit” button takes you to the fill-in mask for your profile. Please keep this e-mail safe, you can use it to **change the content again** and again and very important: don't forget to SAVE in the end 😊 you will find further tips & hints in the PDF linked above!

- ☑ **Our tip:** structure your texts clearly with paragraphs and highlighting.
- ☑ How can you **see your exhibitor profile**?
 - From February 3rd, 2021 you can see your exhibitor profile on the platform as soon as you have created your personal profile (you can see how to do this in the PDF "personal profile").
 - Would you like to have a look at your profile before February 3rd? Then write us an email and we will be happy to send you a screenshot and answer your questions.
 - Simply send an e-mail with the subject "Screenshot eSPECIAL + your exhibitor name" to eventteam@biofach.de or eventteam@vivaness.de
- ☑ **Product tags:**

In order to assign the appropriate categories with tags to your products on the second page of the profile mask, select them on the first page of the exhibitor profile mask - you will get access to this mask via the above-mentioned e-mail. All of the tags you have selected can be used for your products on the other pages of the profile filling.

Partner information BIOFACH VIVANESS 2021 eSPECIAL

to our homepages:
<https://www.biofach.de/en>
<https://www.vivaness.de/en>
<https://www.stadtlandbio.de/#>

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Product tags:

- ▼ BIOFACH – all products
 - ▼ Products and Services
 - > Fresh Food
 - > Dry Food
 - > Beverages
 - > Nonfood
 - > Drugstore
 - > Media, service providers
 - > Special product characteristics
 - > VIVANESS – all products
 - > BIOFACH – Product Novelties only
 - > VIVANESS – Product Novelties only

Hall Exhibition Stand

Next

- ☑ **By when does the **company profile have to be completed?****
The company profile can be changed at any time, we recommend that you have filled in the profile completely by the visitor onboarding on February 9th. Remember to fill out the profile in German as well, if you can! Of course, your profile will not appear empty if you do not fill in one language - in this case the other language will automatically be displayed
- ☑ **When do the **visitors see our site** or other participants?**
From February 3rd, 2021 personal profiles of exhibiting employees can be created. Visitors cannot see the content of the platform before February 9th, 2021. From 09.02. visitors can also create their personal profiles.
- ☑ **How long does it take to **upload files to my company profile** during the trade fair?**
Content on your profile can be changed at any time (you need the email with the link to the mask!) And files can also be exchanged during the runtime. This can take some time if there is a lot of traffic on the platform as the changes need to be approved in the background. It is best to do uploads overnight.
- ☑ **How can I **assign employees to my company profile**?**
Employees are invited to create the profiles using exhibitor passes (see PDF „personal profiles“), and an invitation email is then sent out from the platform to onboard the personal profiles (from 02/03/2021). When creating a profile on the platform, your employees can choose whether they want to be displayed at your company or whether they want to browse the platform "incognito".