

How to Order Exhibitor Badges – A Guide


There are now 2 easy ways to order your exhibitor badges for Imbibe Live.


First you will need to log in to the Exhibitor Portal [here](#). If you do not know your log-in details, then click on the Forgot Password link in the bottom right-hand corner and submit your email address to be sent a new password set up email. Once logged in you now have two ways you can order badges for your staff:


1. Group badge upload


This functionality allows you to complete an excel spreadsheet of all the badges you need and have them created all in one go (you can do this as many times as you need to). To access this, click on the *Badges and participants* button highlighted below:


Company Name	Digital offering	Stand location	Stand size	Stand type
Reed Exhibitions Test	Bronze package	IMBLI23	1 m ²	-

 **Edit Profile Page**
This information will appear in the show website.

 **Sharers**
Add and Manage your allocated Stand Sharers.

 **Emperia Lead Capture Services**
A consolidated list of leads. (Total: 0, New: 0)

 **Invite Manager**
Manage invites for attendees and your staff

 **Badges and participants**
Add & manage badges and participants.

From there click on the *Download template* button:

Badge manager

View your badges and allocate them to your staff

Allocate badges

Your company badges (2)

Allocate your company badges

1

Select badge type


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

Exhibiting Delegate

2

Download the template

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

 **Download template**

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

This will start the download of an excel spreadsheet where you can fill in the details of all of your members of staff that need a badge – PLEASE NOTE that every person you register will need to have a unique email address – two people cannot be registered with the same email address:

1	First Name*	Last Name*	Job Title*	Email Address*	Mobile number
2	Maria	Lobue	Marketing Manager Imbibe	marketing@imbibe.com	07901116655
3	Cathy	Laporte	Portfolio Director	imbibeliveemail@imbibe.com	07901115566
4					

IMPORTANT: make sure you format the mobile number cells as Text or else the first zero will drop off

Once you have completed and saved the spreadsheet with your staff's details, to upload it first tick the box to agree to the *Privacy Notice* and then click on *Choose file* and upload the spreadsheet:

YOUR PROFILE

Profile completeness T

30%

Profile **Stand Sharers (0 of 0)** Company Administrators **Allocate badges** Yc

Allocate your company badges

- Select badge type**
Select the badge type that you want to allocate. You can only allocate one badge type at a time.
 Exhibiting Delegate (49 Badges Remaining)
- Download the template**
Download and use this example to help fill out the Excel file.
[Download template](#)
- 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.]
- Upload spreadsheet of delegates**
5mb maximum file size
Approved formats are Excel file
Emails must be unique for each badge holder
[Choose file](#)

You will then see that your badges have been successfully uploaded.

To then print your team badges (or edit them if you need to) click on the *Back* button at the top of the screen and then the *Your company badges* tab highlighted below and click on the print or edit button next to each badge in question:

Badge manager

View your badges and allocate them to your staff

[Allocate badges](#) **Your company badges (2)**





7 EXHIBITOR badges allocated Sort by Status


	Imbibe23 MSH Exhibiting delegate ACTIVE	
	Maria LoBue	

2. Invite your staff to register themselves for badges

If you would prefer to send your staff an exhibitor badge registration link so that they can input their details themselves then you can find the link you need to send them by clicking on the *Invite Manager* button in the main menu and then you will find the link you need to send your staff in the *Exhibiting Delegate* section:

Company Name	Digital offering	Stand location	Stand size	Stand type
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 Edit Profile Page <small>This information will appear in the show website.</small>	 Sharers <small>Add and Manage your allocated Stand Sharers.</small>	 Emperia Lead Capture Services <small>A consolidated list of leads. (Total: 0, New: 0)</small>	 Invite Manager <small>Manage invites for attendees and your staff</small>
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 Badges and participants

Manage Invites

ACTIVE INVITES

Active	Invite Type	Link	Links Available	Link Views
Active	Free Visitor invitation ⓘ	https://live.imbibe.com/en-gb/register.html?code=06...	∞	39
View Used Links				
Active	Exhibiting Delegate ⓘ	https://live.imbibe.com/en-gb/register.html?code=06...	49/54	22
View Used Links				

Once your staff have been sent and clicked on the link, they will need to complete a very short registration form; then their badges will start appearing in the *Your company badges* tab within the *Badges and participants* section of the portal; and you can edit and print them in there.

Everyone will be emailed their own badge 2 weeks before the event takes place; or immediately for badges ordered withing 2 weeks of the event taking place.

Bonus for 2023 – show your customers and sales leads how much you care by gifting them free tickets to the Imbibe Live event (saving them £15 per ticket) and tell them to meet you there

Simply go to the *Invite Manager* tab in the Exhibitor Portal and copy the *Free Visitor invitation* link highlighted below. Anyone who then registers using your link will then become visible to you in the *View Used Links* drop-down and you can then contact them to arrange a time to meet at the show.

YOUR PROFILE

Profile completeness: 30%

Translations: Default Language (English)

Profile | Stand Sharers (0 of 0) | Company Administrators | Allocate badges | Your company badges | **Invite Manager**

Manage Invites

ACTIVE INVITES

Invite Type	Link	Links Available	Link Views
Free Visitor invitation	https://live.imbibe.com/en-gb/register.html?code=06	∞	39
Exhibiting Delegate	https://live.imbibe.com/en-gb/register.html?code=06	49/54	22

Use the link in your marketing emails, socials, on your website and in your email signatures. We can even create some personalised banners featuring your company logo and stand number for you to use with it. Simply contact our Client Success team at imbibelive.help@reedexpo.co.uk and they will be able to send you a variety of banners and an easy way to add them to your channels:

imbibe live
Reed Exhibitions Test
Stand no. IMBLI23
3-4 JULY 2023 • OLYMPIA, LONDON

Sip, Sip, Hooray!
We're exhibiting at Imbibe Live...
Get a free ticket on us

Let's have a drink
Join us at Imbibe Live...
Get a free ticket on us

Wine not?
Come and see us at Imbibe Live...
Get a free ticket on us

Ready to imbibe?
We're exhibiting! Come and see us...
Get a free ticket on us