



Booth Tags

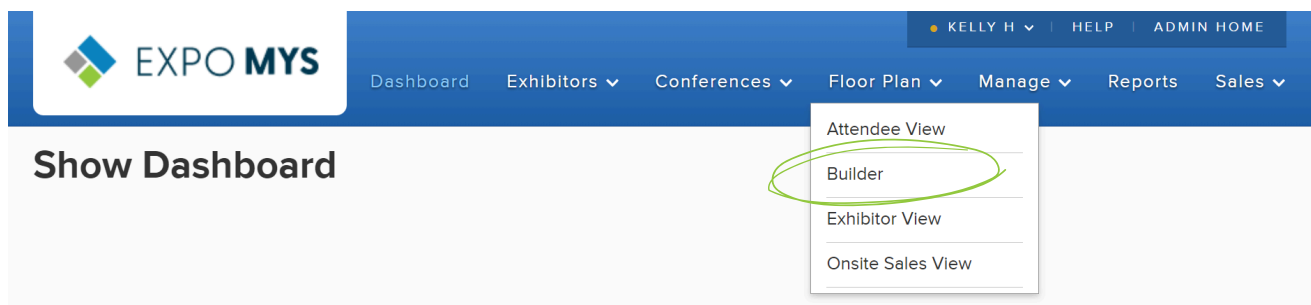
Manage Booth Tags

Booth tags are essential for organizers and exhibitors, helping them navigate the space, locate specific booths or areas of interest, and understand the event's layout and logistics.

Booth tags can be featured on booth sales applications, invoices, and the exhibitor view floor plan.

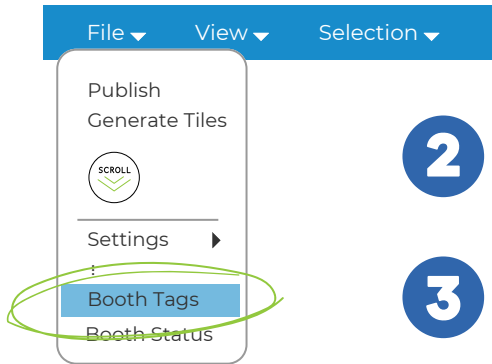
Access Builder

Access Builder through the Floor Plan dropdown on the Show Dashboard. Follow the path **Show Dashboard > Floor Plan > Builder**



Create a Booth Tag

- 1 Use the 'File' dropdown menu within Builder to select 'Booth Tag.'



- 2 Click 'Add New Booth Tag'

- 3 Enter the 'Tag Name' and details: display settings and if to include it when filtering.

**Find examples of booth tags in various documents at the end of this resource.*

Booth Sales Display Settings:

If '**Admin & Exhibitor**' is chosen, the tag will be visible in the customer record, the booth sales application, and on the invoice.

If '**Admin Only**' is selected, the tag will only be visible in the customer record and not displayed to the exhibitor.

Exhibitor View Floor Plan Display Settings:

When viewing the floor plan, you can display tags for **available booths only**, **all tagged booths** (regardless of availability), or hide them entirely. For example, if specific booths are only available after others are sold, use the '**do not display them for any booth**' tag when placing them on hold. These tags will remain visible internally in the builder or reports but will not appear in the exhibitor view.

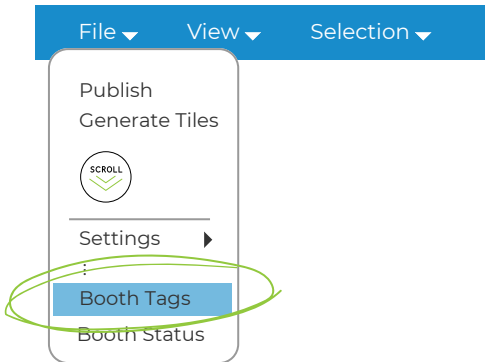
Include in Exhibitor View Filter by Booth Tags:

By default, booth tags are included in the filter. Select 'No' to turn off filtering by booth tags.

- 4 Click 'Add Booth Tag' to save.

Edit a Booth Tag

- 1 Use the 'File' dropdown menu within Builder to select 'Booth Tag.'



- 2 Use the **trash icon to delete a tag** or **click the name of the tag** you want to update

- 3 **Edit the tag name and/or details:**

**Find examples of booth tags in various documents at the end of this resource.*

- 4 Click '**Update Booth Tag**' to save.

Booth Tags

[ADD BOOTH TAG](#)

Tag Name: *

Booth Sales Display Settings: *

Admin & Exhibitor

Admin Only

Exhibitor View Floor Plan Display Settings: *

Available booths only

All booths

Do not display for any booths

Include in Exhibitor View Filter by Booth Tags: *

Yes

No

Cancel

Apply a Booth Tag

- 1 Click on a booth to begin.



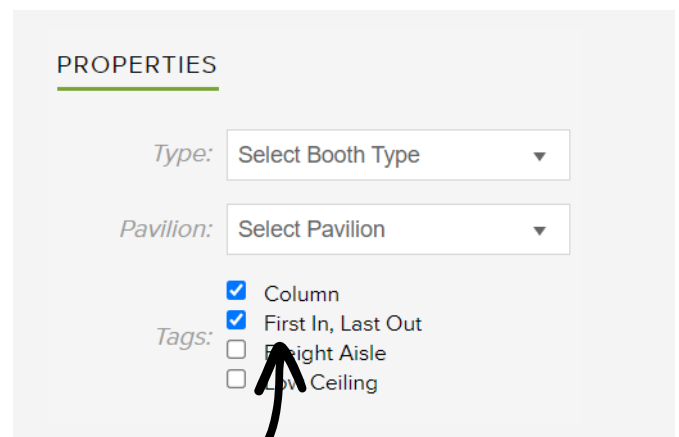
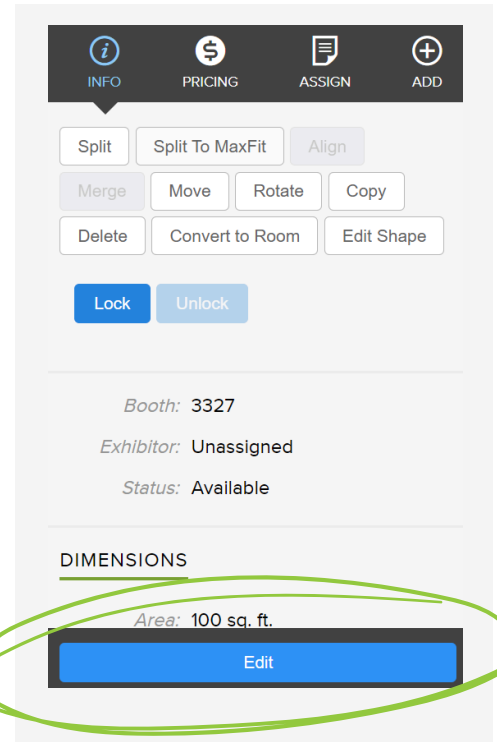
Tip

To apply a tag to multiple booths at once, start by clicking on a booth. While holding the 'ctrl' key, click on the additional booths you want to label with the same tag.

- 2 In the right-hand panel, select 'Edit.'

- 3 Under the Properties heading, choose the booth tag to apply.

- 4 Click 'Save Changes' to save.



Note

The 'First In, Last Out' tag is visible in the Admin Only example below, but is not visible for exhibitors.

Examples of where booth tags are displayed

Customer Record *(Visible to Admin Only)*

- LINE ITEM ORDERS - 2 ORDERS | 4 ITEMS | BALANCE: \$14,138.40

+ ADD ITEM

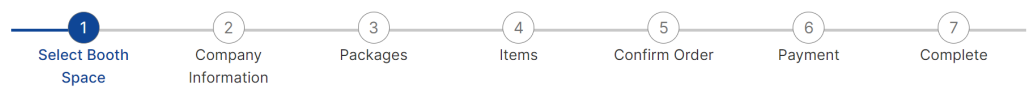
Order: 64725 Email Invoice Save Invoice Edit Order Info

PO: N/A | BALANCE: \$3,500.00 - Payment Schedule: 50% Due

Type	Description	Price Type	Status	Gross Price	Net Price	Options
Booth	A, Booth SU5724 (10 x 10, 100 sq ft) Booth Tag(s): Column First In, Last Out Sales Rep: Ben Dunlap	MYS Member	Pending	\$3,500.00	\$3,500.00	+/- ✎ 🗑
SubTotal:					\$3,500.00	
Order Total:					\$3,500.00	

Booth Sales Application *(Visible to Admin & Exhibitors)*

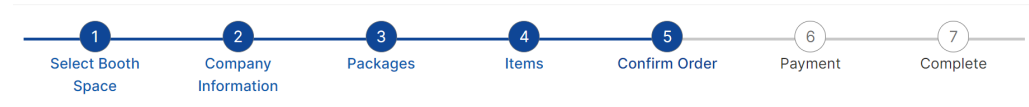
Booth tags are listed in Step 1 (*Select Booth Space*) of the Booth Sales application and again when confirming in Step 5 (*Confirm Order*).



Requested Booths

> Space 1 (10 x 10, insides, standard)

Booth Size	Booth	Hall Name	Type	Tags
10 x 10, 100 sq ft	SU6121	A	Linear Booth	Column



Booth Space

Item Type	Space
Space/Booth Name	10 x 10
Booth Tag(s)	Column
Location	A
Booth Request(s)	Hall: A, Booth: SU6121 - 10 x 10 (100 sq ft)
Price Type	MYS Member
Price	\$3,500.00
Qty	1
Sub Total	\$3,500.00

Edit Booth Space



Invoice *(Visible to Admin & Exhibitors)*

Invoice

Order / Invoice Number: 64725			
Ordered Items			
Item Description			SubTotal
Hall A, Booth SU6121 (10 x 10, 100 sq ft) <i>Booth Tag(s): Column</i>			\$3,500.00
Payment Schedule			
Due Date	Description	Amount Due	Payment Due
DUE NOW	Deposit	50.00%	\$1,750.00

Signature page in the ERC *(Visible to Admin & Exhibitors)*

Order Number: 64725

Item Type:	Description:	Price Type	Price	Status	Date Added:
Booth	Hall A, Booth SU6121 (10 x 10, 100 sq ft) <i>Booth Tag(s): Column</i>		\$3,500.00	Complete	01/05/20XX

ExpoMYS 20XX Conditions of Contract

A. EXHIBITOR AGREES TO:

1. Be bound and abide by all ExpoMYS rules in this contract and adopted by ExpoMYS before, during or after ExpoMYS.
2. Not sublet or assign any space. All participants must be registered by Request for Exhibit Space.
3. Meet the criteria for at least one of ExpoMYS product categories. The final decision on acceptability for each and every exhibit will rest with ExpoMYS Management and Board of Directors of the International Aagri-

Exhibitor View of the Floor Plan *(Visible to Admin & Exhibitors)*

EXPO MYS

Available Only Booth Size ▾ Booth Type ▾ Booth Tags ▾

Zoom In Zoom Out Max Fit Legend Options Facility Legend

Room 205