



# Exhibitor Guide

- Managing Online Listing
- Registering Booth Staff
- Lead Capture



# Overview of Profile Types

There are 2 different exhibitor profile types:

- **Admin Team Member**

- The marketing point of contact (nominated on your booking form) has been auto assigned as the admin team member
- Admins can update the company profile, adding products, etc.
- Admins also have a personal profile that can be edited and can interact with others
- Admins are able to add other team members
- Admins can view all team members' meeting schedules

- **Team Member**

- Has a personal profile that can be edited and can interact with others
- Team Members are listed on the exhibitor profile for visitors to discover them

If you wish to check who your assigned admin is or nominate a different/additional admin, please email [app@aviationweek.com](mailto:app@aviationweek.com)

The screenshot shows the MRO Americas website interface. The top navigation bar includes links for Exhibitors & Products, Attendees, Sessions, My Schedule, and Floor Plan. The breadcrumb trail indicates the user is viewing a profile: Home / People / Mark Thomas. Below this, there are two tabs: MY INTERESTS and MATCHMAKING INFO. The MATCHMAKING INFO tab is active, displaying a profile for Mark Thomas, Marketing Manager at Aviation Week Network. The profile includes a circular photo of Mark Thomas. To the right of the photo is a section titled 'Matchmaking Information' with a grid of fields, each with a blue checkmark icon. The fields are: COMPANY (Aviation Week Network), COUNTRY (United Kingdom), FIRST NAME (Mark), LAST NAME (Thomas), JOB TITLE (Marketing Manager), INTEREST CATEGORIES (Media), INDUSTRY TYPE (PR/Media/Publishing), JOB FUNCTION (Marketing), and JOB LEVEL (Manager). Below the photo, there is a 'MY INTERESTS' section with a red dot icon and the label 'Media'.

Matchmaking Information	
<input checked="" type="checkbox"/> COMPANY Aviation Week Network	<input checked="" type="checkbox"/> COUNTRY United Kingdom
<input checked="" type="checkbox"/> FIRST NAME Mark	<input checked="" type="checkbox"/> LAST NAME Thomas
<input checked="" type="checkbox"/> JOB TITLE Marketing Manager	<input checked="" type="checkbox"/> INTEREST CATEGORIES Media
<input checked="" type="checkbox"/> INDUSTRY TYPE PR/Media/Publishing	<input checked="" type="checkbox"/> JOB FUNCTION Marketing
<input checked="" type="checkbox"/> JOB LEVEL Manager	<input checked="" type="checkbox"/> PURCHASING RESPONSIBILITY Recommend/Specify

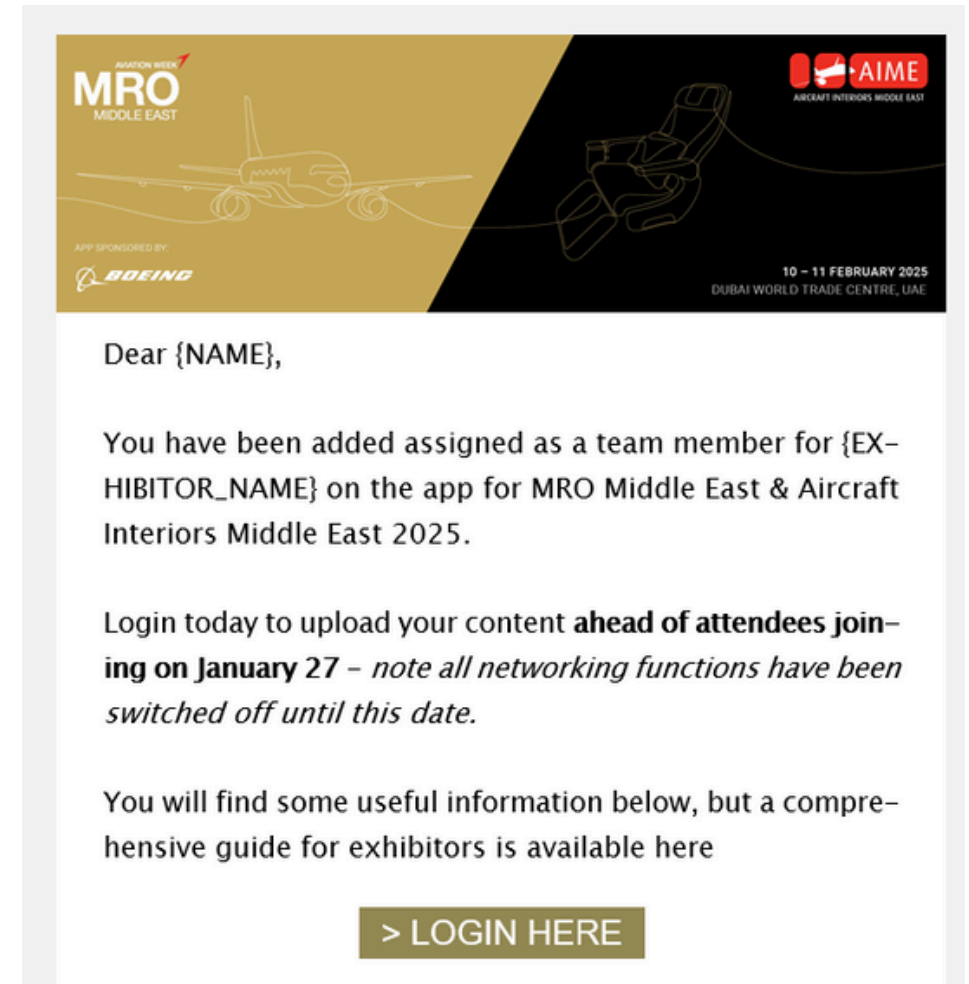
# Logging In

Admin Team Members will be the first to be invited to access the platform. Once additional team members are added by the admin, they will receive their own individual invitation email automatically.

Look out for an email from: [noreply@expoplatform.com](mailto:noreply@expoplatform.com) for your email.

1. Click the login button on the email or visit [2026-mromiddleeast.expoplatform.com](https://2026-mromiddleeast.expoplatform.com)
1. Enter your email address associated with this event and click “Generate One Time Passcode”
2. **Do not close the window** - wait for the email to arrive that contains your passcode, which is valid for 10 minutes.

Please check your spam folder if you don't see an email in your Inbox. If you haven't received, please email [app@aviationweek.com](mailto:app@aviationweek.com) for help



# Switch to your Company Profile

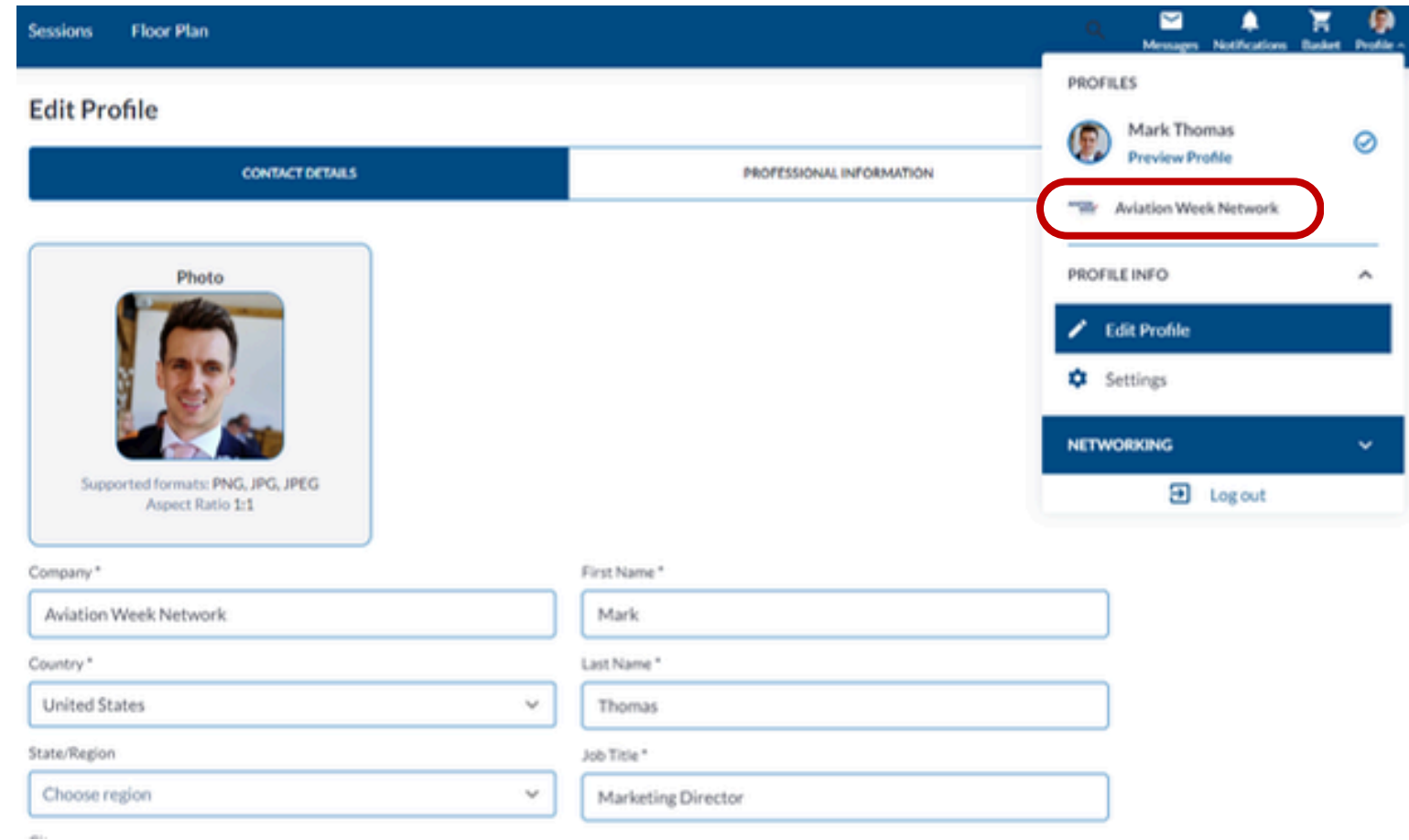
As an admin team member, you can edit and add content to your company profile. Make sure to take the time to create an engaging, informative and appealing profile.

Admin team members can toggle between managing the company profile and its associated functions and managing their personal profile.

To switch from your personal profile to your company profile, click “Profile” in the top right corner and click on your Company Name.

If you don’t see your company name in the dropdown, this means you are not yet associated with a company profile – email [app@aviationweek.com](mailto:app@aviationweek.com) for assistance.

Click profile, then select your company name to switch to the Company Page



The screenshot shows the 'Edit Profile' page with a dropdown menu open. The dropdown menu is titled 'PROFILES' and lists 'Mark Thomas' with a 'Preview Profile' link. Below this, the 'Aviation Week Network' is listed and highlighted with a red circle. The main form has two tabs: 'CONTACT DETAILS' and 'PROFESSIONAL INFORMATION'. The 'CONTACT DETAILS' tab is active, showing a photo upload area and a form with fields for Company, First Name, Country, Last Name, State/Region, and Job Title. The 'Aviation Week Network' is entered in the Company field, and 'Marketing Director' is entered in the Job Title field.

**Edit Profile**

**CONTACT DETAILS** | PROFESSIONAL INFORMATION

**Photo**

Supported formats: PNG, JPG, JPEG  
Aspect Ratio 1:1

**Company \***  
Aviation Week Network

**First Name \***  
Mark

**Country \***  
United States

**Last Name \***  
Thomas

**State/Region**  
Choose region

**Job Title \***  
Marketing Director

**PROFILES**

Mark Thomas  
Preview Profile

Aviation Week Network

**PROFILE INFO**

Edit Profile

Settings

**NETWORKING**

Logout

# Setting up your Company profile

Once in your Company Profile you can take the following actions:

- Upload Company Logo
- Add Social Media Info
- Add a Company Description
- Select Product Categories
- Add Products, News, Events
- Add Video and Marketing content

**Aviation Week**  
New York, United States  
[Profile preview](#)

**NETWORKING**

**PROFILE INFO**

- [Edit Profile](#)
- [Video and content](#)
- [Team Members](#)
- [Products](#)
- [Settings](#)

**PROFILE COMPLETENESS**  
85%

## Edit Profile

### COMPANY DETAILS

**Company Logo**

Supported formats: PNG, JPG, JPEG  
Aspect Ratio 1:1

**Company Name \***  
Aviation Week

**Email \***  
erving.dockery@aviationweek.com

**Country \***  
United States

**Region/State**  
Ny

**City**  
New York

**Website**  
http://aviationweek.com/

**About the company \***

Normal text | **B** | *I* | U | [List Icon] | [Link Icon] | [Text Color Icon] | [Background Color Icon] | [Image Icon] | [Video Icon]

Aviation Week Network's comprehensive portfolio of products and services serving the global MRO industry provides strategic advantages that enable organizations to make informed decisions, improve strategic planning, operate more effectively, and locate and capture new business to increase revenue. Our MRO solutions include: market leading intelligence & insight, proprietary data, research, and forecast views of future opportunity and risk; forward-looking content on trends, fleet data, transactions, and life cycles, world class, global conferences and exhibitions, results-driven marketing services and advertising, and digital marketplaces. Learn more at [AviationWeek.com/productsservices](http://AviationWeek.com/productsservices)

Some elements are limited or restricted depending on your tier status. Speak to your sales rep for clarification.

# Registering Team Members

Team Members are automatically added to your profile once colleagues are registered via the exhibitor portal.

Team admins can access the exhibitor portal by clicking “Exhibitor Badging Portal” in the profile dropdown, as pictured.

## STEP 1:

The screenshot displays the 'Edit Company profile' interface. On the left, a sidebar shows the 'Aviation Week Network' logo and a 'DOWNLOAD LEADS' button. The main area contains a 'Company Logo' placeholder and a form with fields for 'Company Name', 'Country', 'Region/State', 'City', 'Email', and 'Website'. Below these is a rich text editor for 'About the company'. At the bottom, there's a 'PROFILE COMPLETENESS 71%' badge and an 'Exhibitor Type' dropdown set to 'MRO Exhibitors'. A right-hand dropdown menu is open, listing various options: 'Aviation Week Network', 'Mark Thomas', 'Edit Profile', 'Video and content', 'Team Members', 'Exhibitor Badging Portal' (circled in red), 'Products', 'News', 'Exhibitor Events', 'Sponsorship', 'Lead Questions', 'Download Leads', 'Settings', and a 'Log out' button at the bottom.

# Registering Team Members

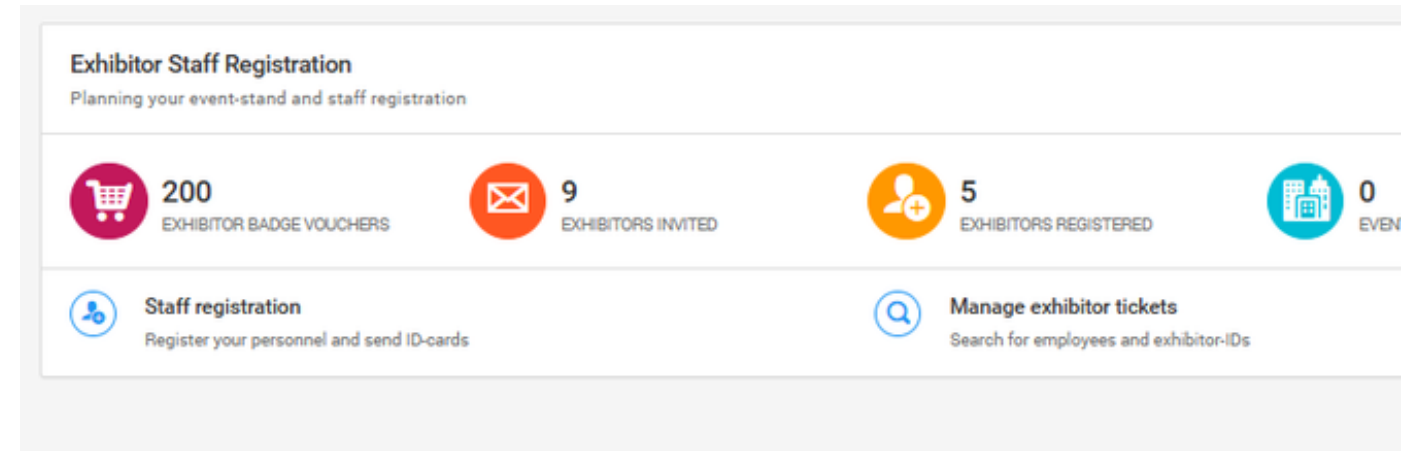
Once logged into the portal, click “Staff Registration” to register new team members. You can check the progress of any existing registrations by clicking “Manage Exhibitor Tickets”

You have 2 methods of registering:

**A. Invitation by email.** You will input the basic details and this will trigger an email to staff to complete their registration

**B. Registration Codes.** You choose how many staff to register and use codes/links to register on behalf of the team members

## STEP 2:



## STEP 3:

### Registration process

- ☒ **Invitation by e-mail (Exhibitor)**  
Enter the name and email of your colleague. They will then receive an email with a link to register for an exhibitor badge. Once completed, they will receive a confirmation email and can collect their badge upon arrival at the event.
- ☐ **Provide Registration Codes**  
Choose an amount from your contingent and receive a file containing registration codes to redeem in the visitor portal.

# Registering Team Members

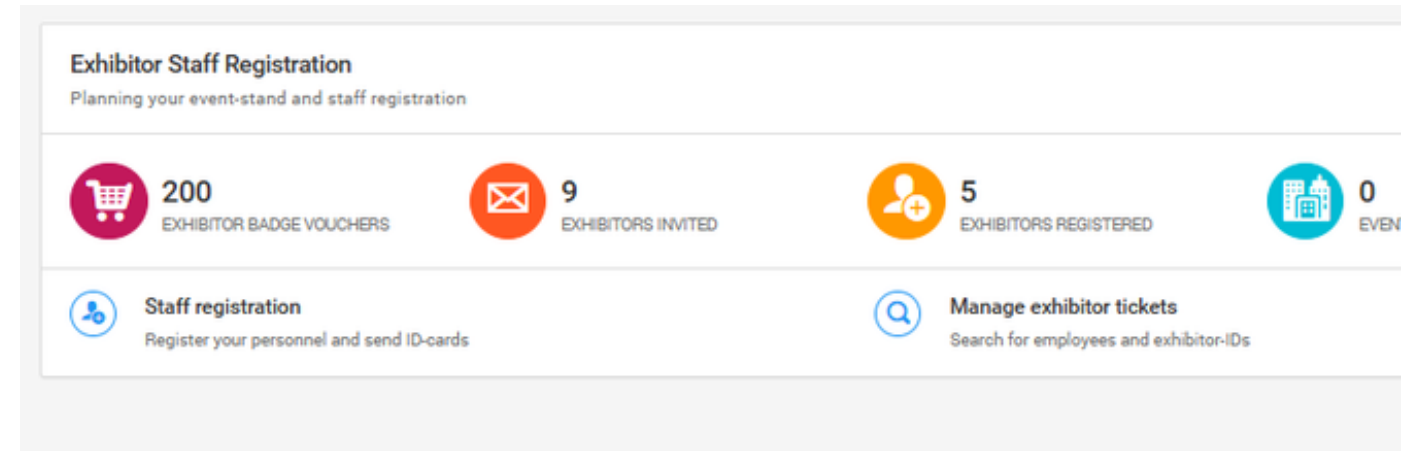
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- ☐ **Provide Registration Codes**  
Choose an amount from your contingent and receive a file containing registration codes to redeem in the visitor portal.



# Invite by Email

You can invite your colleagues to complete their registration by inputting a few basic details for each person.

Choose to input manually or import via excel if inviting multiple colleagues.

Once all steps are completed, an email will be sent to the nominated colleagues to complete their registration.

**STEP 1: Fill in the required fields. When ready to proceed click the green button, then click “Next”**

Personal data

Here you can provide the data for the staff you want to add to your chosen campaign. You can add as many data rows as you want, as long as your chosen contingent is not reached.

Total: 200 Still available: 191 Now: 0

Manual Input Excel-Import

#	First Name *	Last Name *	Job Title	Company	Nationality	Country of residence	E-mail *
1	Test	Name	Test Title	Aviation Week Netwo	United Kingd...	United Kingd...	test@aviationweek.cc
2				Aviation Week Netwo			

✓ Add data rows Clear inputs

**STEP 2: Click Begin Campaign to send the email invitation**

Personal data 1

1	Test	Name	test@aviationweek.com
---	------	------	-----------------------

Cancel Back Begin the campaign ✓

# Registration Codes

The alternative method is the generate a number of links/codes that can be used to complete registration colleagues on their behalf. In the badges section, choose the "Provide Registration Codes" option.

This option allows you to download registration codes and links to register your team members directly.

## 1. Specify the number of registration codes/links you need

- Note: Once a code is downloaded, it is no longer available for inviting team members to register themselves.

## 2. Begin the Campaign

- The system will generate and allow you to download an Excel file containing the registration codes and links.

## 3. Register Each Team Member

- Open the Excel file and use the provided links to register each team member, or send the link to the colleague to register directly.
- Enter the email address of the team member you are registering and complete the registration process on their behalf.

**TIP: Log out of the portal and open links in a private browser**

## STEP 1: Download the registration links

A	B	C
Registration Code	Registration Link	
HKVA483FYSNQFT	<a href="https://www.badge-registration.com/IM_Shop/MROM">https://www.badge-registration.com/IM_Shop/MROM</a>	
HPJ17KQTAX3QJ4	<a href="https://www.badge-registration.com/IM_Shop/MROM">https://www.badge-registration.com/IM_Shop/MROM</a>	

## STEP 2: Add the email address of your colleague and complete the registration form

MROME/AIME  
04 - 05 February 2026 Visitor Registration Redeem voucher

My Cart

**MRO**  
MIDDLE EAST

**AIME**  
Registration Sponsor  
Jordan Airmotive

Verify your identity via

LinkedIn

Or via your Business email

Email

Verify Now

# Adding Products

Each product can have:

- A unique name
- Unique product categories
- Unique product description
- Multiple product images
- One product video
- Associated documents
- A team member attached if you have a team member who specializes in this product

Each product can be toggled to Active status, meaning it is visible to others, or Inactive status, meaning it is visible only to you. Each product's status can be changed at any time.

Regular Exhibitors can upload a maximum of **2 products**  
Premium Exhibitors can upload up to **10 products**

The image shows a user interface for the Aviation Week Network. On the left is a profile card for 'Aviation Week' located in 'New York, United States'. It has a 'Profile preview' link and a sidebar menu with options: 'Edit Profile', 'Video and content', 'Team Members', 'Products', and 'Settings'. Below the profile card is a 'PROFILE COMPLETENESS 85%' badge. To the right is the 'Add new product' form. It includes a 'Main picture' upload area with instructions to drop an image or choose a file (up to 5 MB, supported formats: .png, .jpg, .jpeg, Aspect Ratio 1:1). The form also has a 'Product Name' field, a 'Product Categories' dropdown with an 'Add category' button, a 'Product Description' text area with a rich text editor, an 'Assign to Team Member' dropdown, and a 'Product Video' section with 'Embedded Code' (selected) and 'Upload Video' options. At the top right of the form is a language selector set to 'EN'.

# Adding News


All exhibitors can upload news stories. These appear in both the company profile and on the “News” tab on the exhibitor page. Each news story can contain:

- A main image, 900x560px
- News title
- Publication Date - this is the date the article will be visible once approved by the organiser
- Header Image (1280x400px)
- Short Summary (200 character limit)
- Main Article (1,000 character limit)


Once submitted the organiser will review. Once approved, the article will appear on the app on the publication date selected.

EXHIBITORSPRODUCTSNEWS


NEWS




11 April 2024 • by B&H Worldwide  
**B&H Worldwide Secures Two-Year Contract with Unical...**  
B&H Worldwide, a leading provider of aerospace and aviation logistics solutions, today announced a two-year agreement...




09 April 2024 • by B&H Worldwide  
**B&H Worldwide leads the way with launch of Carbon...**  
B&H Worldwide has launched a new reporting tool to provide its customers with visibility of the carbon emissions on their...




10 April 2024 • by Air Capital of the World  
**Happy Hour | April 10, 3-4 p.m.**  
You're invited to the Air Capital of the World's Happy Hour on Wednesday, April 10 from 3 to 4 p.m. at Booth #5231.



08 April 2024 • by Perimeter Global Logistics (PGL)  
**PGL ships Aircraft Seating from UK to the US**  
PGL handles shipping aircraft seating from the UK to the US.



10 April 2024 • by Perimeter Global Logistics (PGL)  
**PGL manages Safety Training System Inc. Shipment**  
PGL manages Safety Training System Inc. Shipment



08 April 2024 • by PGL (Perimeter Global Logistics)  
**PGL Moves Flight Simulator**  
PGL Partners with TALA to Move Flight Simulator!

# Exhibitor Events

Exhibitors can list their own events, perfect to announce receptions, signing ceremonies or timed giveaways.

These appear on your company profile and on the “Exhibitor Events” tab on the main Schedule once approved.

Each Exhibitor Event can contain:

- A main image, 900x560px
- Event Title
- Date and Time
- Location (booth number or custom location)
- Short Summary (200 character limit)

**We would recommend only listing events open to all attendees and refrain from listing any invite-only events.**

## Tracks

[All Tracks](#)[Conference](#)[Go Live Theater](#)[Exhibitor Events](#)

OCT 23

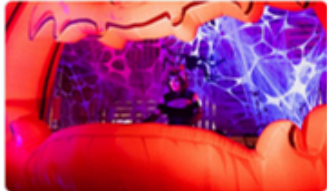
YOUR FILTERS: [Exhibitor Events](#) ×

## Sessions (1)

EXHIBITOR EVENT

Exhibitor Events

+ MY SCHEDULE



### ANG Networking Reception

**AVIATION WEEK NETWORK**  
New York, United States

\*Additional Registration Required\* Experience the ANG Fright Night at Poble Espanyol, Barcelona. Although not an official event reception, Aviation Week Network is a sponsor of the popular networking evening....

Wednesday, 23 Oct 2024

19:30 - 23:30 | Europe/Madrid

Exhibitor Events

Poble Espanyol

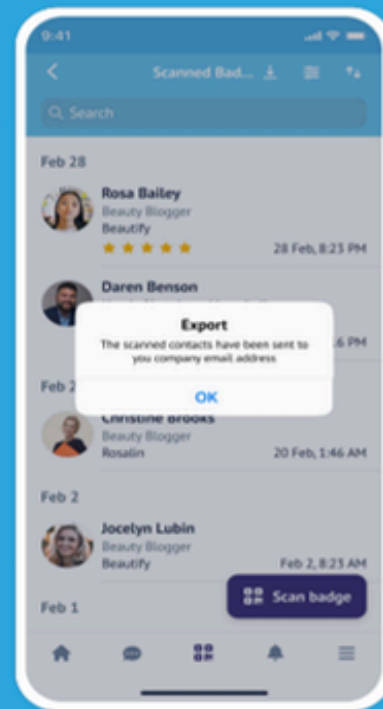
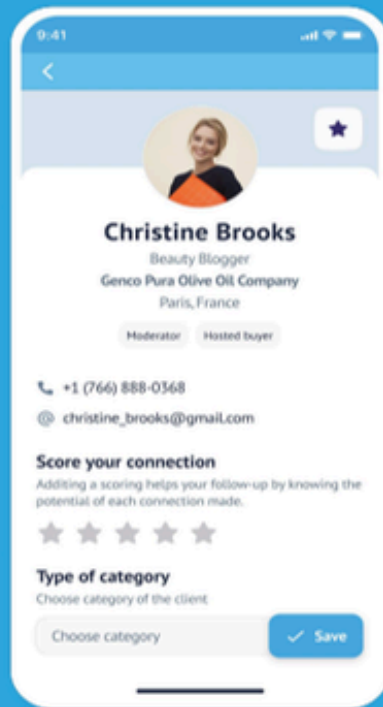
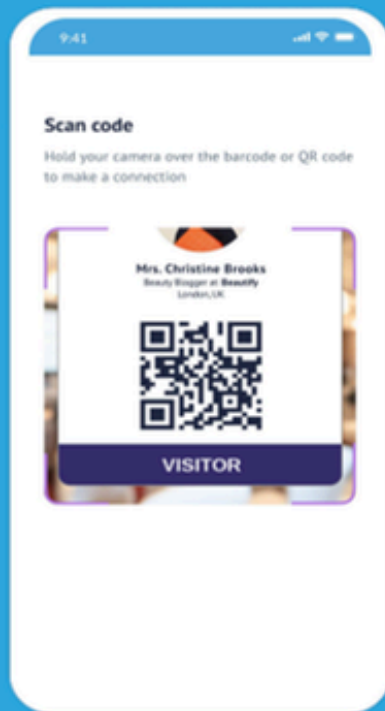
English

STARTS IN

512350

weekdayshoursmin

# LEAD CAPTURE





# Lead Capture

The app is the destination for collecting leads and intel on your prospects.

A single purchase of \$400 gives all team members the power to scan badges, with the team admin able to download the combined list in real time.

## Lead sources:

- Dashboard showing who is interacting with your company profile, products and team members
- Ability to scan badges, categorize leads, rate leads and make notes, including offline scanning of badges

## Pricing:

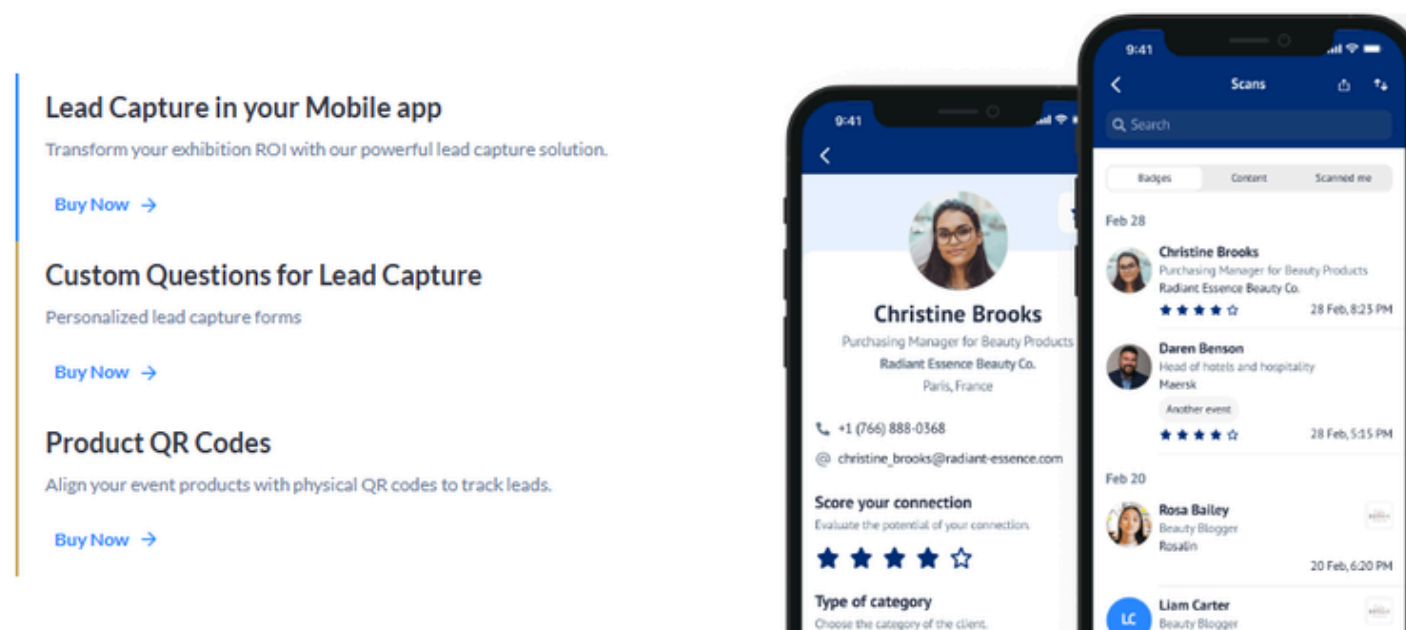
- **Basic License = \$400.** This single charge gives access to scan badges for all team members, using their mobile device
- **Optional Add On: Custom Questions: \$65**
- **Optional Add On: Product QRs: \$130**

**Ready to order for your team?** [Click here](#) or Navigate to **Profile > Networking > Lead Capture Pro** once signed into the app

*Note, only team admins have access to order*

## Lead capture Pro features

Seamlessly collect, qualify, and manage leads in real-time — right from your event floor. With our intuitive tools, following up has never been easier.

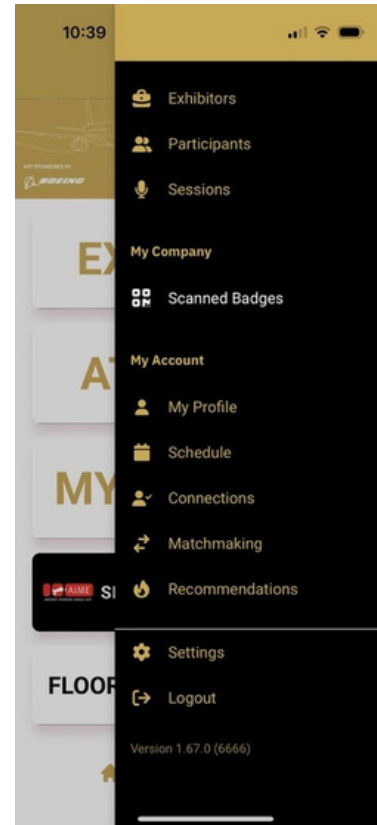


## ***Badge Scanning: How To***

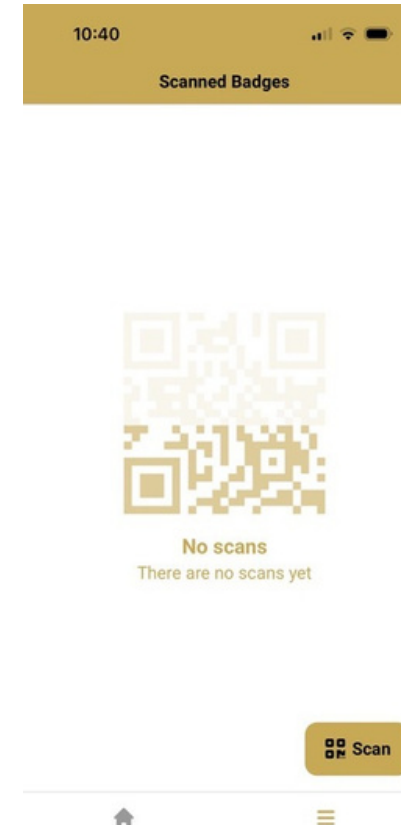
If you are a team member of an exhibitor who has purchased lead capture, follow the below steps to perform a badge scan:

- Step 1: Download the event mobile app and log in using your team member credentials.
- Step 2: To scan a badge, choose Scanned Badges from the menu and tap on the scan badge icon on the bottom right.
- Step 3: This will open your camera for you to scan the badge. When the camera is pointed at the badge, it will automatically scan.

Step 1



Step 2



Step 3





## Exporting Leads

Each team member can download their own scans, with the team admin able to download the combined team scans.

You can export a list of your scanned badges and leads via the app or via desktop. The export will contain:

- Name
- Email
- Company
- Position
- Address
- Phone
- Star Rating
- Notes added
- Products the lead was interested in
- Type of client (new/old)
- Time of scan

