

EXHIBITOR

USER GUIDE



SAUDI FOOD
MANUFACTURING
سعودي فود للتصنيع

STRATEGIC
PARTNER



This document outlines the various features and functionalities of the Exhibitor Portal.
The document is for internal circulation and Exhibitor training purposes only.



SAUDI FOOD
MANUFACTURING
سعودي فود للتصنيع



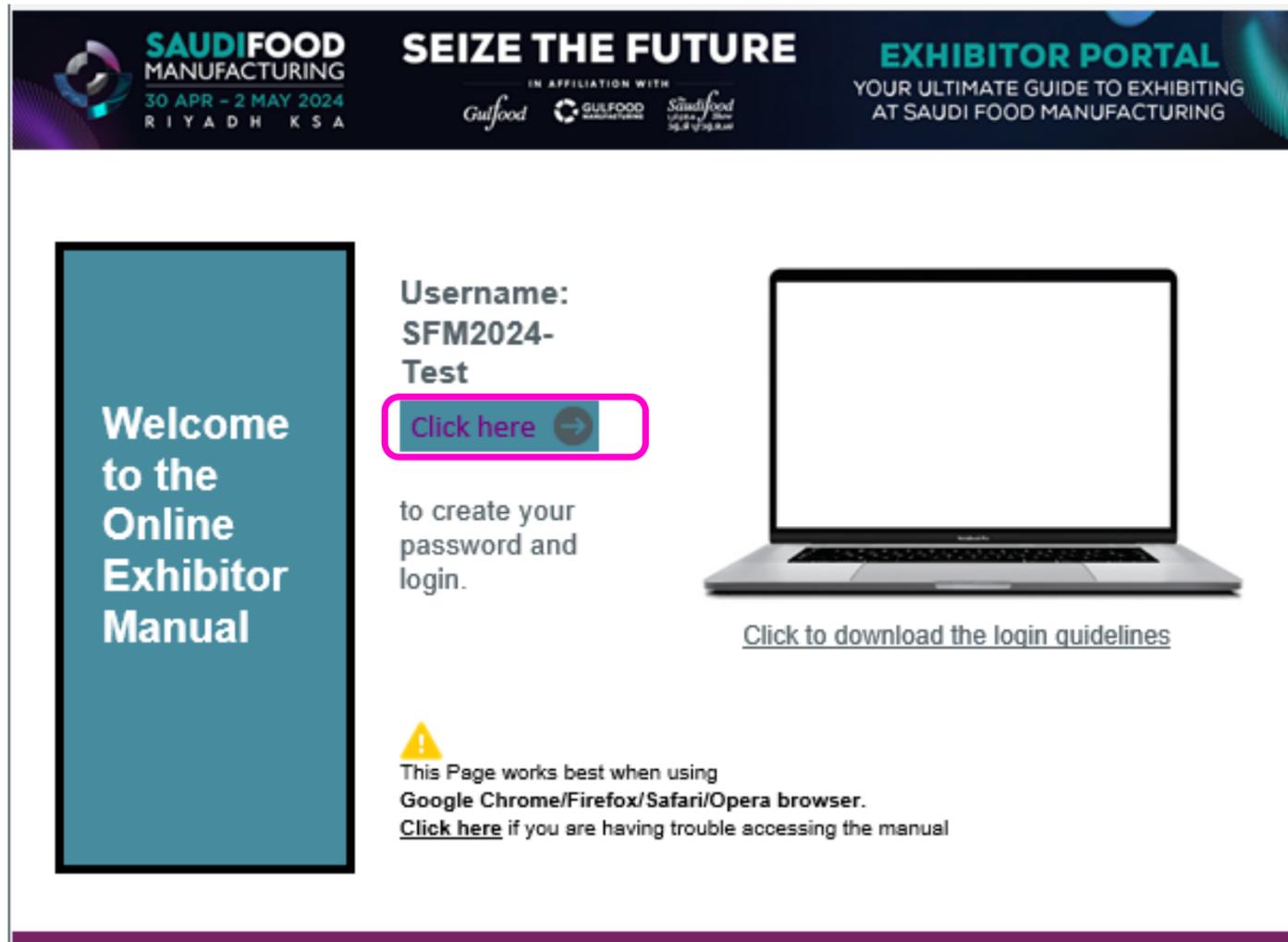
- EXHIBITOR PORTAL
- BADGING PORTAL
- LEAD CAPTURE TOOL
- MEETINGS PROGRAMME

This document outlines the various features and functionalities of the Exhibitor Portal.
The document is for internal circulation and Exhibitor training purposes only.

CREATING LOGIN CREDENTIALS (FIRST TIME LOGIN)

STEP 1

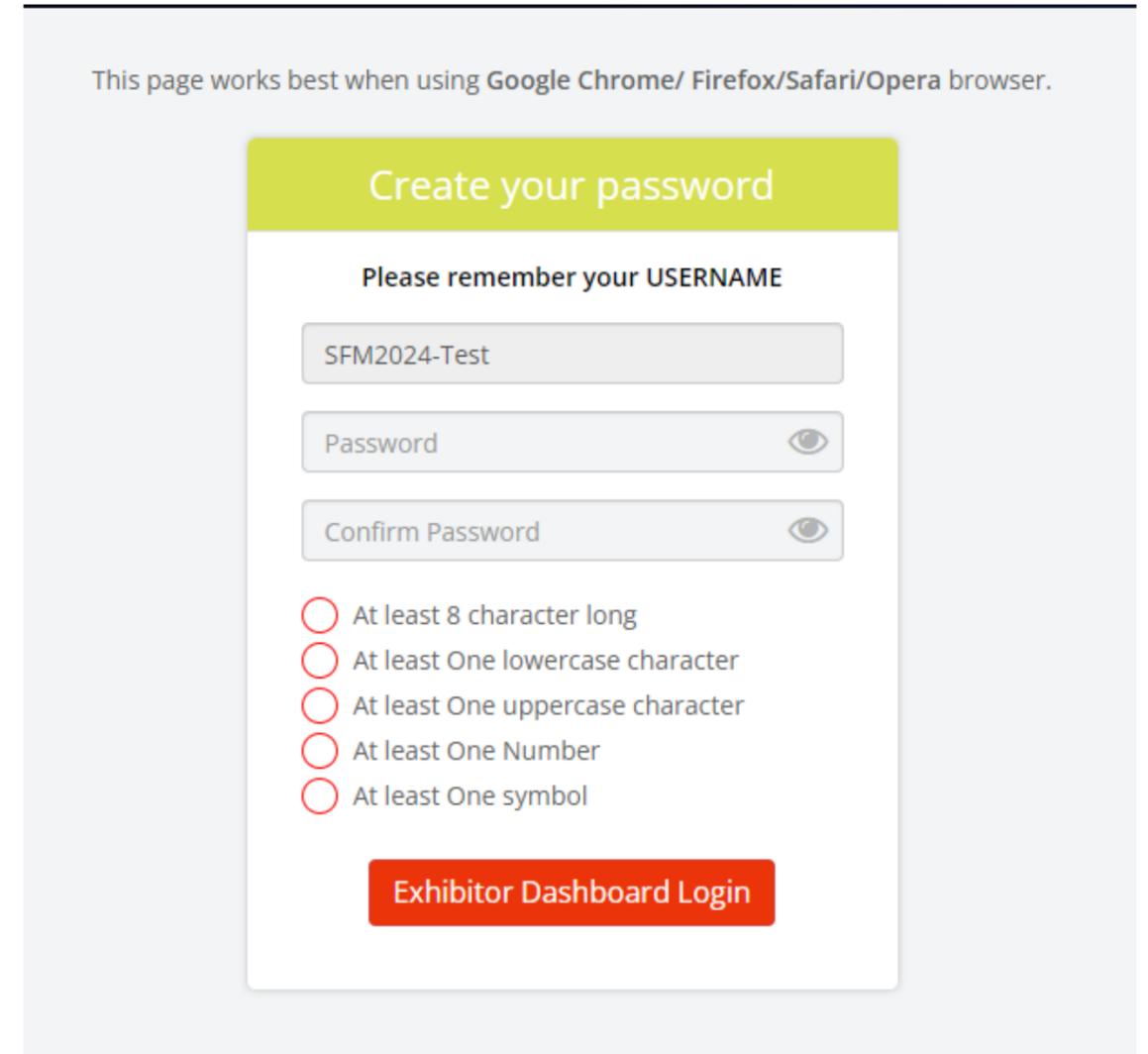
Please use the login details shared via email. **Kindly note:** the Username is not editable and cannot be changed.



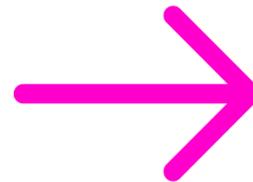
The screenshot shows the Saudi Food Manufacturing Exhibitor Portal homepage. At the top, it says "SAUDI FOOD MANUFACTURING 30 APR - 2 MAY 2024 RIYADH KSA" and "SEIZE THE FUTURE EXHIBITOR PORTAL YOUR ULTIMATE GUIDE TO EXHIBITING AT SAUDI FOOD MANUFACTURING". On the left, a teal box says "Welcome to the Online Exhibitor Manual". In the center, the username "SFM2024-Test" is displayed, with a "Click here" button next to it. Below the username, it says "to create your password and login." and "Click to download the login guidelines". At the bottom, a warning icon says "This Page works best when using Google Chrome/Firefox/Safari/Opera browser. Click here if you are having trouble accessing the manual".

STEP 2

Create your password by clicking on the link sent to your email.



The screenshot shows the "Create your password" form. At the top, it says "This page works best when using Google Chrome/ Firefox/Safari/Opera browser." Below that, the form has a title "Create your password" and a sub-header "Please remember your USERNAME". There are three input fields: "SFM2024-Test", "Password", and "Confirm Password". Below the input fields, there are five requirements for the password: "At least 8 character long", "At least One lowercase character", "At least One uppercase character", "At least One Number", and "At least One symbol". At the bottom, there is a red button labeled "Exhibitor Dashboard Login".



STEP 3

Login using the USERNAME shared on the email and password that you have created

This page works best when using Google Chrome/ Firefox/Safari/Opera browser.

EXHIBITOR LOGIN

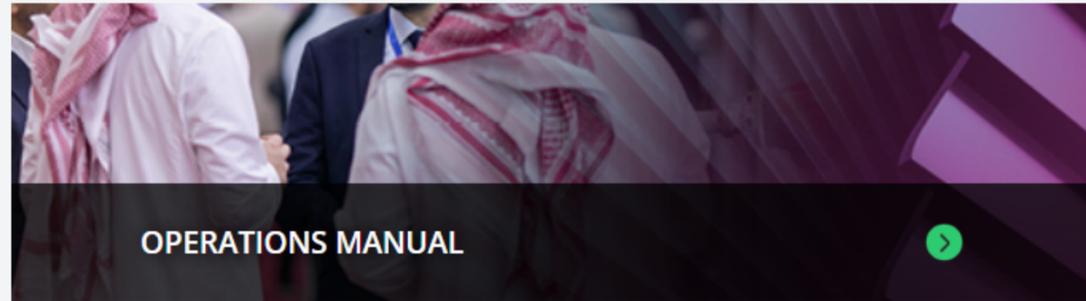
Please enter the USERNAME provided in the Welcome Email

 Remember Me [Forgot Password?](#)

Exhibitor Login

KNOW YOUR PORTAL

Once you login to our Exhibitor manual will be able to see the Dashboard



OPERATIONS MANUAL

A card with a background image of people in traditional Saudi attire. The text 'OPERATIONS MANUAL' is centered in white. A green arrow icon is in the bottom right corner.



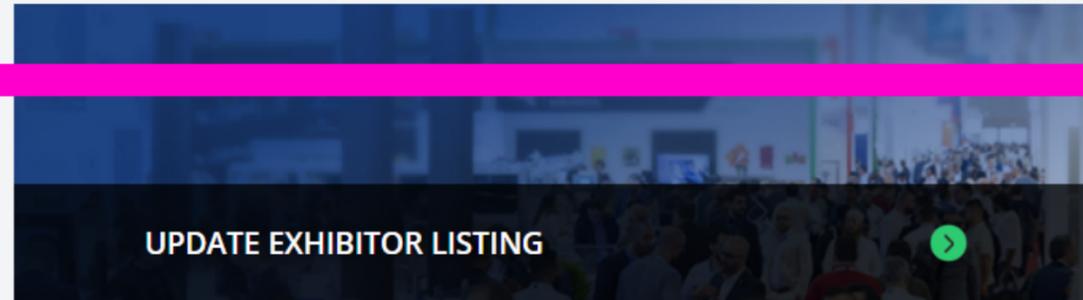
MARKETING OPPORTUNITIES

A card with a background image of people in traditional Saudi attire. The text 'MARKETING OPPORTUNITIES' is centered in white. A green arrow icon is in the bottom right corner.



UPLOAD BADGES

A card with a background image of a person's hand holding a badge. The text 'UPLOAD BADGES' is centered in white. A green arrow icon is in the bottom right corner.



UPDATE EXHIBITOR LISTING

A card with a background image of a crowd of people. The text 'UPDATE EXHIBITOR LISTING' is centered in white. A green arrow icon is in the bottom right corner. This card is highlighted with a pink rounded rectangle.

Stand Type - Shell Scheme
Stand Size - 5.00 X 12.00 meters
Contractual Sq.m - 60.00

Saudi Food Manufacturing 2024

Fascia Name Board Status
Status: **Not Submitted**

[Submit Now](#)

 Event Information

 Order Forms

 Deadline Checklist

 Freight

 Travel Information

 Excellence Awards

Online Exhibitor Listing

It is mandatory to complete the Online Exhibitor Listing in order to gain access to the all other sections of the portal. Information provided in this section will be used on various online platforms to promote your participation.

EXHIBITOR LISTING FORM

Company Name *

Hall

Stand

This is your stand number as per your contract with dmgevents, for inquiries please contact operations@saudifoodmanufacturing.com.

Country *

Telephone *

Website *

Company Logo: *

No file selected
Minimum logo dimensions: 150px X 150px
Maximum file size: 5MB | File type: PNG or JPEG

Company Profile *

Characters Count: 500

Company Profile For Printed Show Catalogue *

Words Count: 50

City

I Would Like To Be Listed As: * Manufacturer
 Distributor
 Looking For A Distributor
 None Of The Above

Facebook Profile Link

TAG PRODUCTS / SERVICES

Select a list of products that your company offers. This information will help your company connect with relevant buyers at the show, so please only select products that you provide.

PRODUCT CATEGORY*

Please select the product categories which apply to your company.

<input checked="" type="checkbox"/> Ingredients	<input type="checkbox"/> Processing	<input checked="" type="checkbox"/> Packaging Equipment, Containers & Supplies
<input type="checkbox"/> Supply Chain Solutions	<input checked="" type="checkbox"/> Automation & Control	

PRODUCT SUB-SECTOR LIST :

Ingredients

<input checked="" type="checkbox"/> Additives	<input type="checkbox"/> Health & Nutrition
---	---

Packaging Equipment, Containers & Supplies

<input type="checkbox"/> Filling & Sealing	<input type="checkbox"/> Inspecting & Checking	<input type="checkbox"/> Weighing Technology
<input type="checkbox"/> Denesting Machines	<input type="checkbox"/> Packaging Materials	<input type="checkbox"/> Printing & Labelling
<input type="checkbox"/> Packaging		

Automation & Control

<input type="checkbox"/> Auto ID/ Data Capture	<input type="checkbox"/> Automatic Controls	<input type="checkbox"/> Automatic Guided Vehicles (AGVS)
<input type="checkbox"/> Automation Systems	<input type="checkbox"/> Computer Hardware	<input type="checkbox"/> Computer Integrated Manufacturing
<input type="checkbox"/> Control & Instrumentation	<input type="checkbox"/> Identification Systems (RFID Etc)	<input type="checkbox"/> Image Recognition And Processing
<input type="checkbox"/> Industrial Internet Of Things (IIOTX) / Smart Appliances	<input type="checkbox"/> IT Contractors/Services	<input type="checkbox"/> Operational Control Systems
<input type="checkbox"/> Robots/Robotics	<input type="checkbox"/> Technology - Supply Chain Management, Management Execution Systems	

PRODUCT CATEGORY LIST :

Ingredients > Additives

<input type="checkbox"/> Amino Acids / Derivatives	<input type="checkbox"/> Antioxidants	<input type="checkbox"/> Aromas
<input type="checkbox"/> Bakery Ingredients/Fillings/Mixes	<input type="checkbox"/> Chocolate/Cocoa	<input type="checkbox"/> Colorants/Colouring Products
<input type="checkbox"/> Concentrates/Fruit And Veg Concentrates Emulsifiers	<input type="checkbox"/> Cultures/Fermentation Starters	<input type="checkbox"/> Dairy, Eggs & Egg Replacers
<input type="checkbox"/> Enzyme Preparations	<input type="checkbox"/> Emulsifying Salts	<input type="checkbox"/> Encapsulated Ingredients
<input type="checkbox"/> Fats & Oils	<input type="checkbox"/> Enzymes	<input type="checkbox"/> Fat Replacers
<input type="checkbox"/> Fiber, Cellulose & Others	<input type="checkbox"/> Fatty Acids	<input type="checkbox"/> Fiber Dietary
<input type="checkbox"/> Flavor Enhancers	<input type="checkbox"/> Firming Agents	<input type="checkbox"/> Fish Powder And Extracts
	<input type="checkbox"/> Flavors	<input type="checkbox"/> Flour

UPLOAD PROMOTIONAL MATERIAL

Upload your company's Products, Brands, Videos, Press releases & Brochures. These will be visible to visitors viewing your profile on the online exhibitor list on the event website.

PRODUCT IMAGES (MAXIMUM 10)

Product Image

No file selected

Minimum Product Image dimensions: 500px X 500px
Maximum file size: 5MB | File type: PNG or JPEG

Product Title *

Character Count: 40

Product Category

Product Description

Character Count: 500

BROCHURES (MAXIMUM 10)

Brochure File

No file selected

Maximum file size: 5MB | File type: PDF

Brochure Title *

Character Count: 75

Brochure Category

PRESS RELEASES (MAXIMUM 10)

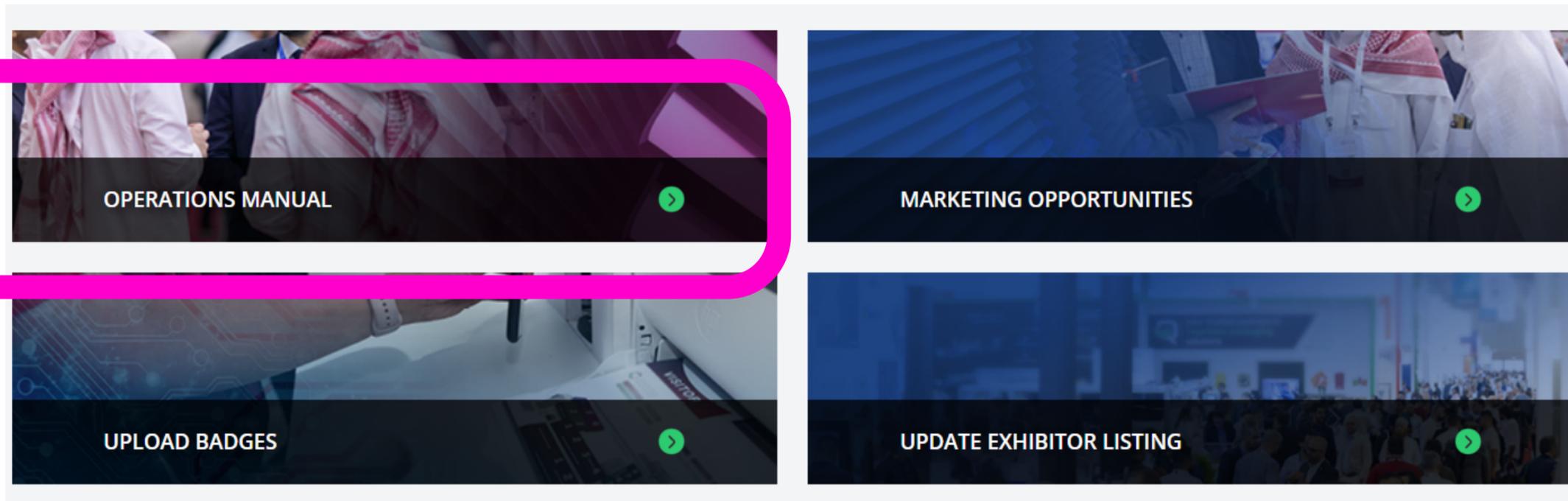
Press Release File

No file selected

Maximum file size: 5MB | File type: PDF

OPERATIONS MANUAL

The operations manual carries all the essential event information required to build your stand and order utilities as required. Please go through this section carefully to ensure to complete all mandatory requirements.



ORDER FORMS

Click on the desired Form and fill in the required details.

Home > Operations Manual

OPERATIONS MANUAL

- ORDER FORMS
- SHELL SCHEME STANDS
- GENERAL INFORMATION
- EVENT TIMETABLE
- CONTACTS
- FREIGHT

SAUDIFOOD MANUFACTURING

BE PART OF THE BIGGEST F&B MANUFACTURING EVENT IN SAUDI ARABIA

SAUDIFOOD MANUFACTURING

Warning Regulations & Non-Compliance Fee

HOTELS, FLIGHTS & VISA

INSURANCE

Home > Operations Manual > Order Forms >

COMPULSORY FORMS

1 Month

Online Exhibitor Listing

OPERATIONS FORMS CHECKLIST

View the status of all Forms (E-zone, Compulsory and Optional) in this section.

Stand No. :
Stand Type - Shell Scheme
Stand Size - 5.00 X 12.00 meters
Contractual Sq.m - 60.00

Saudi Food Manufacturing
2024

- Order Forms
- Exhibition Timetable
- General Information
- Shell Scheme Specifications
- Freight
- Contacts
- Deadline Checklist**
- Health And Safety
- Warning Regulations & Non-Compliance Fee
- HOTELS, FLIGHTS & VISA
- INSURANCE

Deadline Checklist

FORM NO.	FORM NAME	DEADLINE	CATEGORY	TIME LEFT
Mktform8	Online Exhibitor Listing	02 May	Marketing	1 Month
Form1	Fascia Name Board	11 April	Compulsory	13 Days
Form2	Exhibitor Name Badges	15 April	Compulsory	17 Days
Form5a	Electrical Accessories	28 March	Optional	0
Form6	Shell Scheme Electrical Orders	28 March	Optional	0
Form6a	Shell Scheme EXTRAS	28 March	Optional	0
Form6ab	Shell Scheme Graphics	28 March	Optional	0
Form7	Furniture And Display Items	28 March	Optional	0
Form8	Carpet / Floor Covering	28 March	Optional	0
Form10	Temporary Stand Staff	15 April	Optional	17 Days
Form11	Audio Visual Equipment Hire	15 April	Optional	17 Days
Form12	Telecom Internet And Data Services	31 March	Optional	2 Days
Form13	Rigging Services	28 March	Optional	0
Form14	Stand Cleaning Services	15 April	Optional	17 Days
Form15	Catering Services	22 April	Optional	24 Days
Form16	Heavy Machinery	31 March	Optional	2 Days

BADGING PORTAL

Click on Upload Badges to submit your exhibitor badge requests

OPERATIONS MANUAL

MARKETING OPPORTUNITIES

UPLOAD BADGES

UPDATE EXHIBITOR LISTING

SAUDIFOOD
MANUFACTURING
30 APR - 2 MAY 2024
RIYADH FRONT, SAUDI ARABIA

STRATEGIC PARTNER
مدن
MODON

GET STARTED

Overview

FAQ's

Exhibitor Badges

Reports

BADGING PORTAL

Apply for your exhibitor badges via the portal in any of the below ways

As an exhibitor, you have an allocation of exhibitor badges for this event. You can view your allocations your report page

- **Create Single Entry** - Register yourself or your team members, by entering all personal details into this form.
- **Invitations** - Send an invite to your team members to register themselves
- **Bulk upload full registrations** – Upload all the details for your team in bulk. The system will then invite them to complete their registration.

► Create an Entry

Choose an option from the below.

UPLOAD ENTRIES FILE

Download excel sheet template to upload

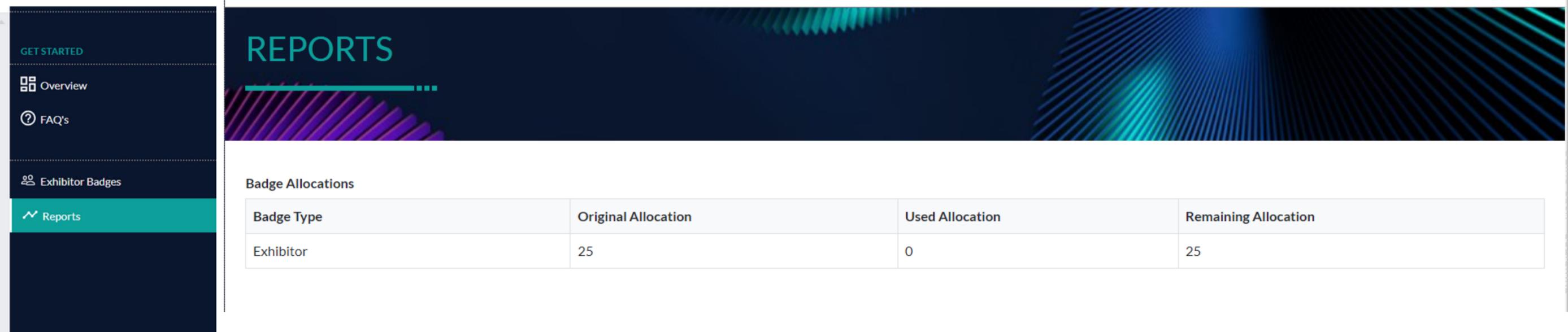
CREATE SINGLE ENTRY

Select to submit your request

INVITATIONS

Invite and view invitations

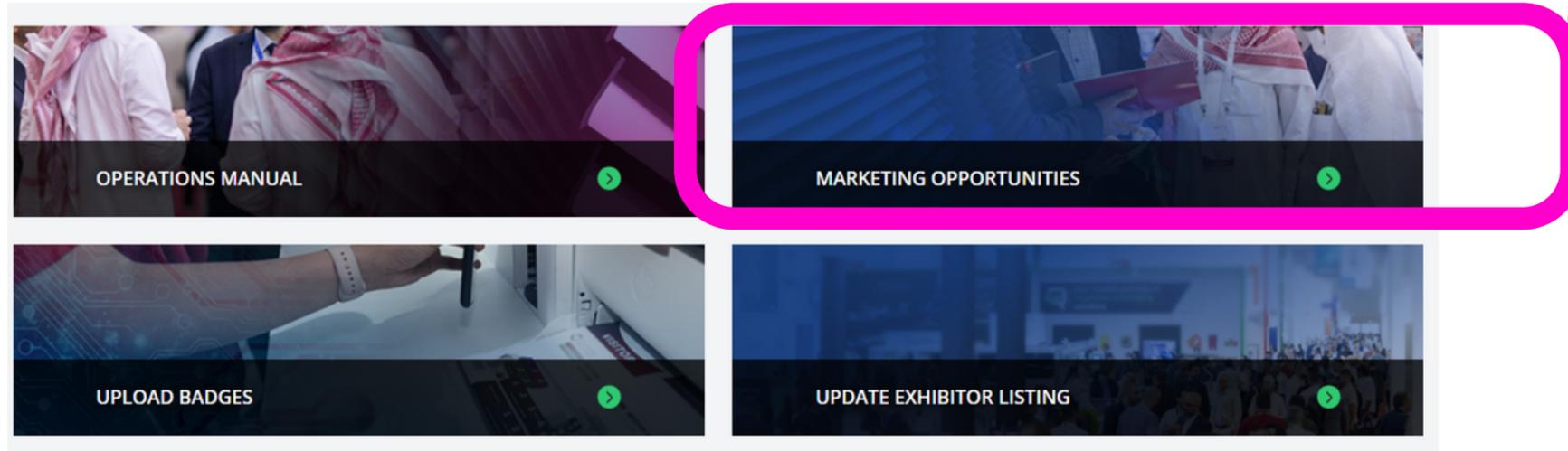
Click on reports to view your allocations and more



Badge Type	Original Allocation	Used Allocation	Remaining Allocation
Exhibitor	25	0	25

FREE MARKETING TOOLS

Use the Free marketing tools to let your clients know you are exhibiting at Saudi Food Manufacturing



Welcome to the Exhibitor Marketing Manual

This manual gives you access to a selection of FREE and personalised tools to help you attract more buyers to your stand and give you the largest return on investment possible.

Let's get started!



MOBILE APP - MEETINGS PROGRAMME

Invitation email

Exhibitors will receive invitation email to access both web & native app.

Click the “Go to your Account” button to directly access the account on web.

Download the app by clicking the App

Download and log in using the passcode.



Secure Lucrative Meetings at SaudiFood Manufacturing Today!

Dear Visitor - Preview 1,

Make the most of your time at the event with exclusive networking opportunities. Connect with influential F&B decision-makers and industry experts throughout targeted results-driven Tawasul Meetings Programme.

Utilise the Saudi Food Manufacturing App to engage with the right audience and discover the best solutions for your business, connect with all the exhibitors and attendees ahead of the event, schedule convenient meetings, view the event agenda, find products and much more.

The Tawasul Meetings Programme is here to help you make personal connections with the right audiences, encouraging networking opportunities through personalised 1-1 meetings and offering access to valuable industry insights.

Web App

EXPLORE MEET ▾ PLANNER

Preview mode

Saudi Food Manufacturing

🕒 30 Apr 24 - 02 May 24 (UTC+3)

📍 Riyadh Front, Saudi Arabia

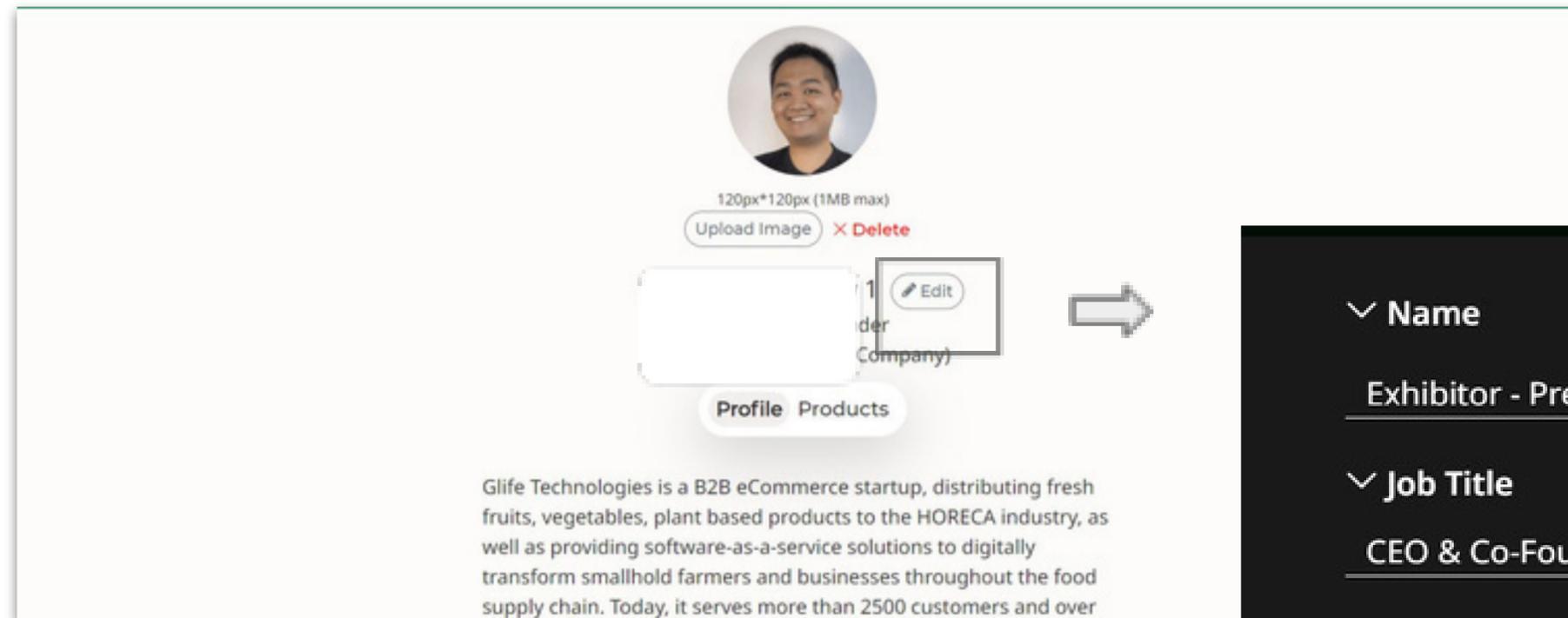
 Badge &
QR scan



SEIZING THE FUTURE OF FOOD MANUFACTURING

With game-changing innovation, cutting-edge technology, and a groundbreaking vision for the future, Saudi Arabia has been investing heavily in its F&B industry - and is well on its way to becoming the food manufacturing capital of tomorrow join us. We look forward to welcoming you at Riyadh Front for three days of unparalleled networking, insights, and opportunities from from April 30 to May 2, 2024.

Complete your Profile



120px*120px (1MB max)

Upload Image X Delete

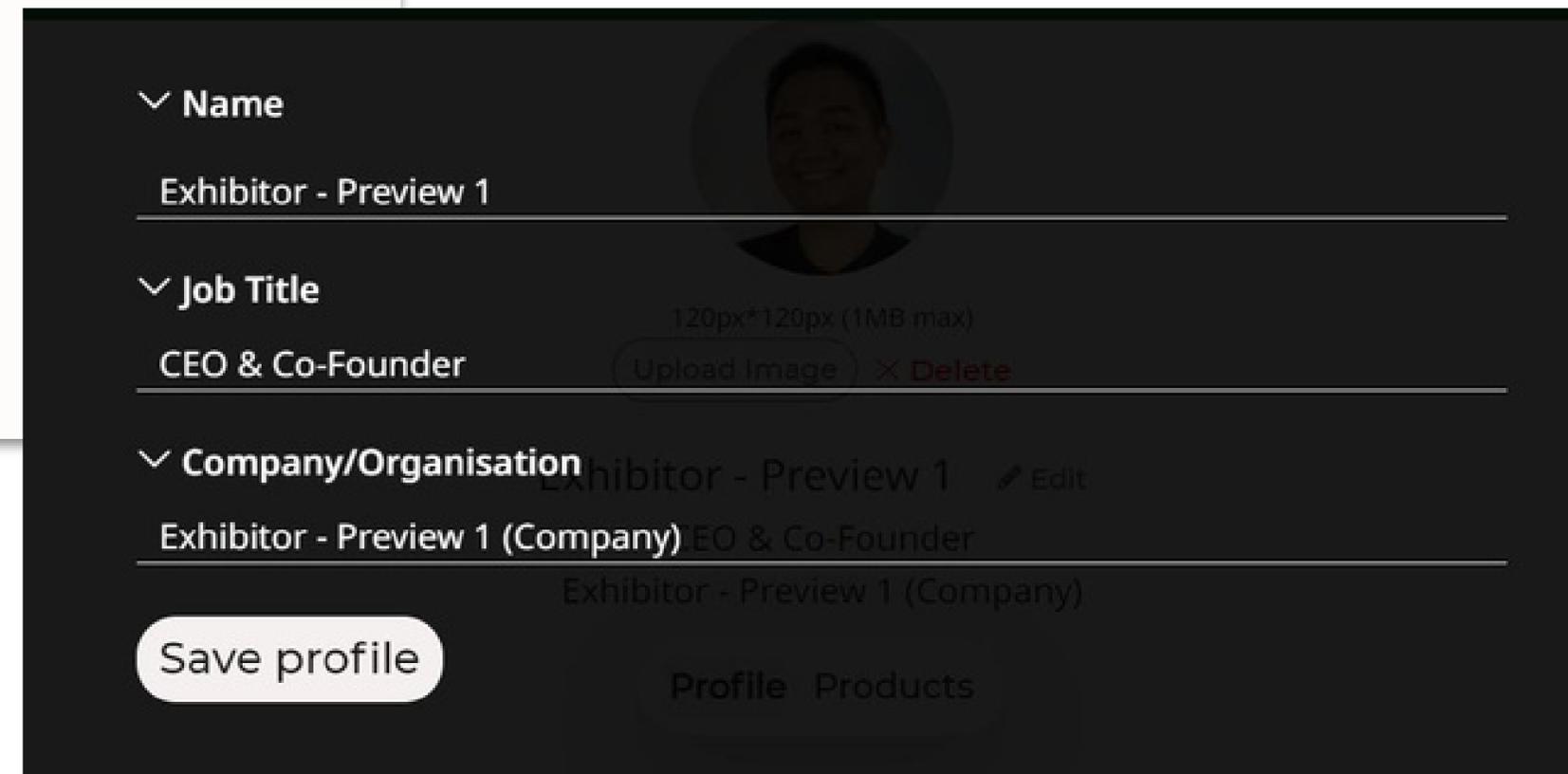
120px*120px (1MB max)

der
Company)

Edit

Profile Products

Glife Technologies is a B2B eCommerce startup, distributing fresh fruits, vegetables, plant based products to the HORECA industry, as well as providing software-as-a-service solutions to digitally transform smallhold farmers and businesses throughout the food supply chain. Today, it serves more than 2500 customers and over



Exhibitor - Preview 1

Job Title

CEO & Co-Founder

Company/Organisation

Exhibitor - Preview 1

Exhibitor - Preview 1 (Company) EO & Co-Founder

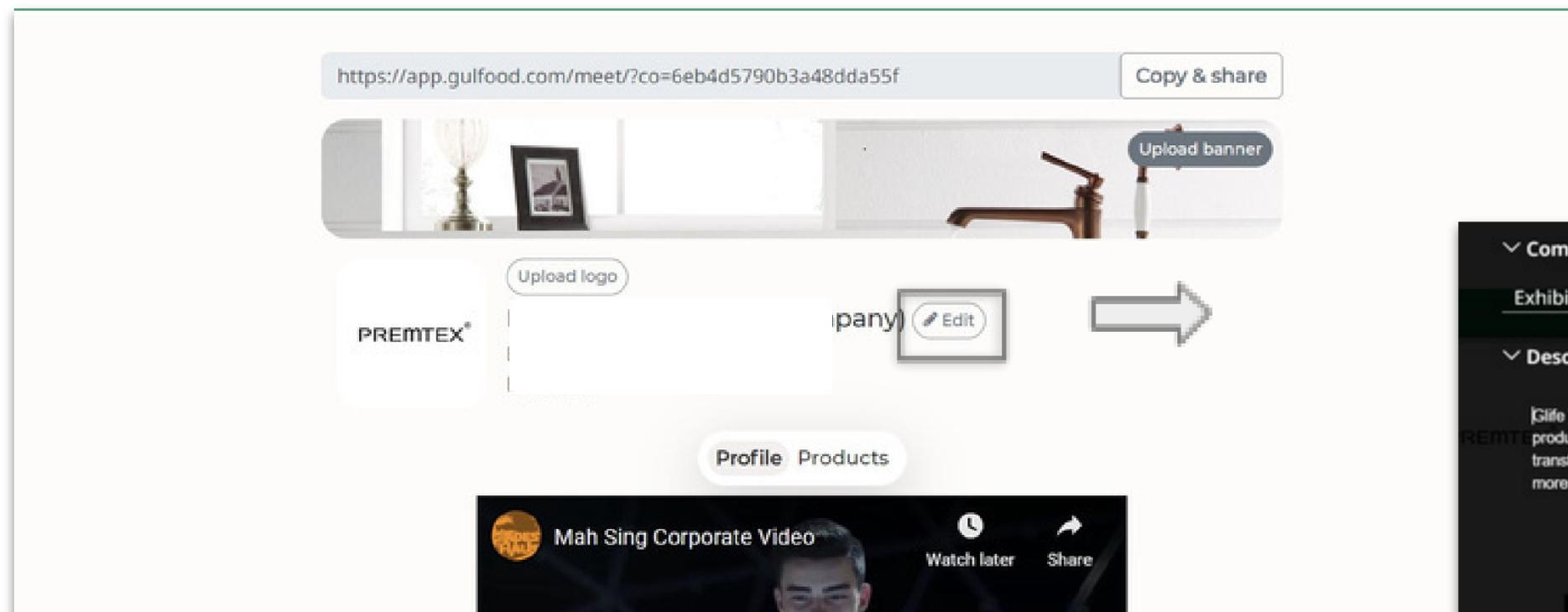
Exhibitor - Preview 1 (Company)

Save profile

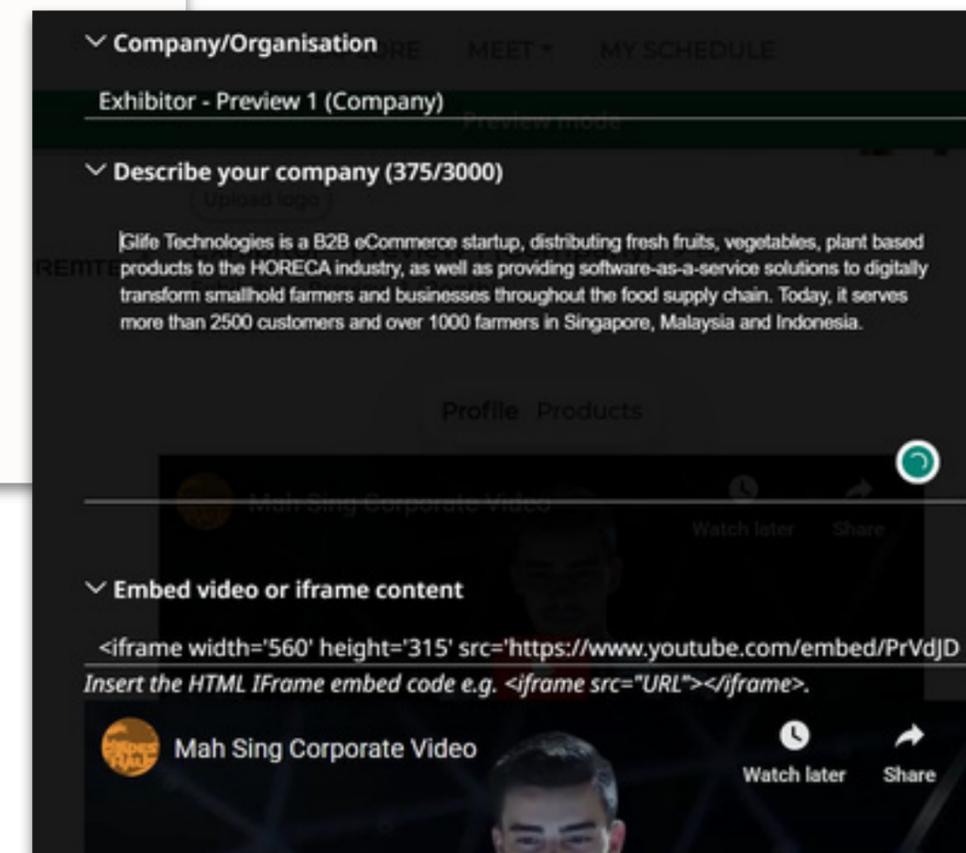
Profile Products

Complete your Profile

Complete your Profile - My Company (Web)

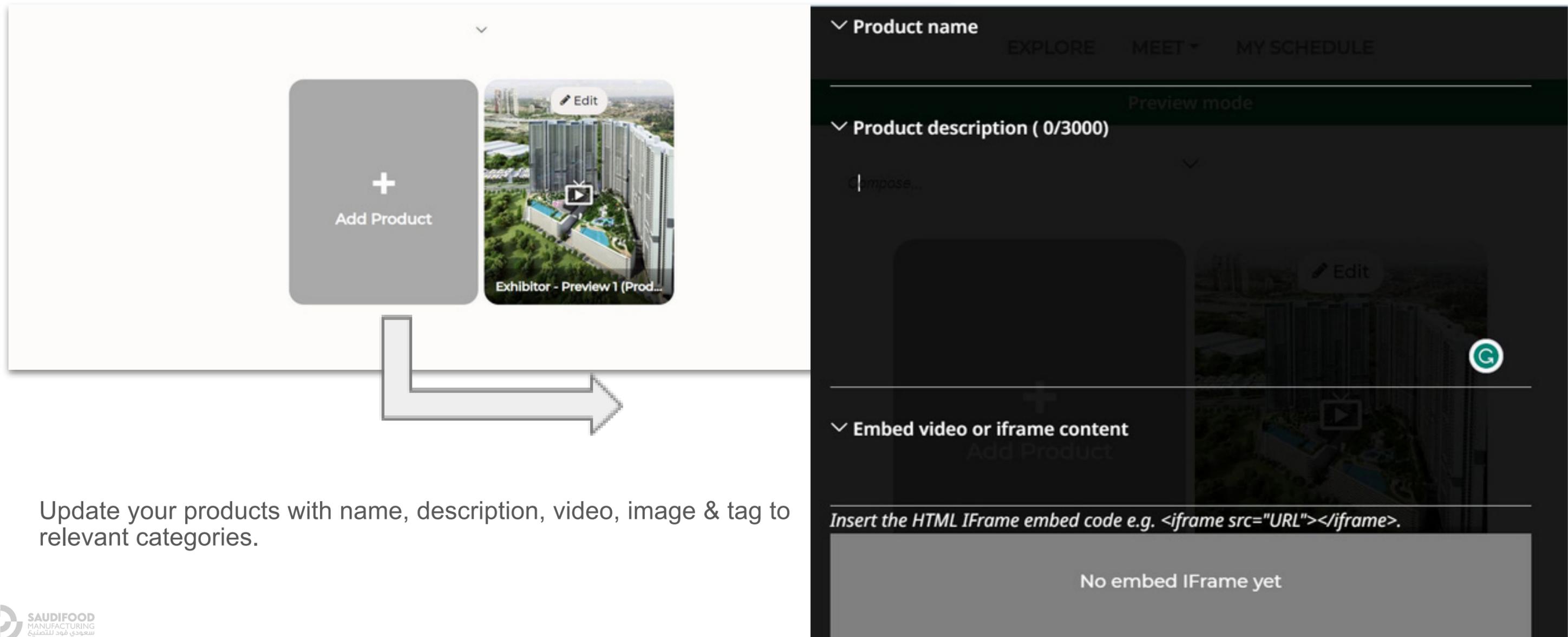


Update your company logo, banner, description, video, PDF, URL & social links.



Complete your Profile

Complete your Profile - My Products (Web)



Update your products with name, description, video, image & tag to relevant categories.

Product name
EXPLORE MEET MY SCHEDULE

Product description (0/3000)
Compose

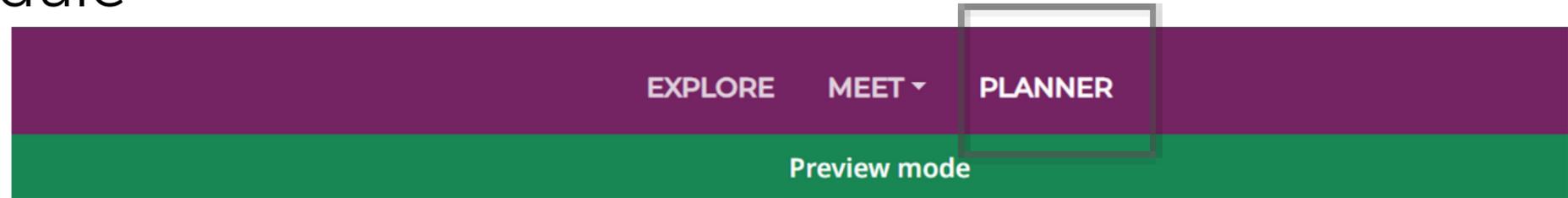
Embed video or iframe content
Add Product

Insert the HTML IFrame embed code e.g. `<iframe src="URL"></iframe>`.

No embed IFrame yet

TAWASUL MEETINGS PROGRAMME

Confirm your schedule



▼ Tuesday, 30 Apr 2024 (UTC+3)

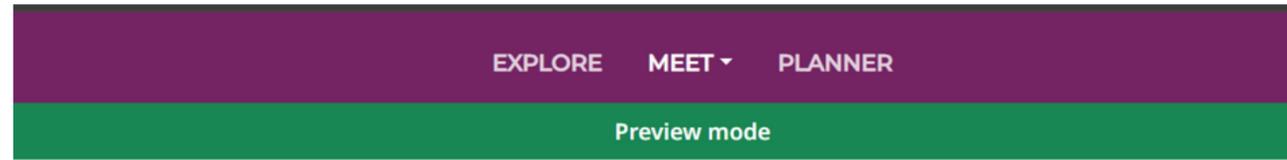
Onsite ✗ 12:40	Onsite ✓ 13:00	Onsite ✓ 13:20	Onsite ✓ 13:40
Onsite ✓ 14:00	Onsite ✓ 14:20	Onsite ✓ 14:40	Onsite ✓ 15:00
Onsite ✓ 15:20	Onsite ✓ 15:40	Onsite ✓ 16:00	Onsite ✓ 16:20
Onsite ✓ 16:40	Onsite ✓ 17:00	Onsite ✓ 17:20	Onsite ✓ 17:40

▼ Wednesday, 01 May 2024 (UTC+3)

Onsite ✓ 12:00	Onsite ✓ 12:20	Onsite ✓ 12:40	Onsite ✓ 13:00
Onsite ✓ 13:20	Onsite ✓ 13:40	Onsite ✓ 14:00	Onsite ✓ 14:20
Onsite	Onsite	Onsite	Onsite

TAWASUL MEETINGS PROGRAMME

Click on meet to book your meetings



For you Search Requests Received Sent Archived

Showing 50 meeting request(s) sent

<p>Abdul Bazeeth Executive Assistant Fanar Al Khaleej Trading</p> <p>Exhibitor</p> <p>Bookmark Meet Archive</p>	<p>Abdullah Alharshani CEO Asra Organic</p> <p>Exhibitor</p> <p>Bookmark Meet Archive</p>
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<p>Abdulmonem Bukhari Marketing Manager Ahmad A. Abed Trading Company (Closed Joint ...</p> <p>Exhibitor</p> <p>Bookmark Meet Archive</p>	<p>Abdul Samad General Manager ABC Industries LLC</p> <p>Exhibitor</p> <p>Bookmark Meet Archive</p>
<p>Abed Elrahman Alhadj Sales Director MEPA Packaging</p> <p>Exhibitor</p> <p>Bookmark Meet Archive</p>	<p>Abhishek Kapoor Director Aarkay Food Products Ltd.</p> <p>Exhibitor</p> <p>Bookmark Meet Archive</p>
<p>Aboobakar Kalladka Sales Manager</p>	<p>Adel Vaelizadeh Partner</p>

TAWASUL MEETINGS PROGRAMME

This screenshot shows the 'Send meeting request' form. At the top, there are navigation tabs: 'EXPLORE', 'MEET', and 'MY SCHEDULE'. The main heading is 'x Meet'. Below this, there are two profile cards for 'VIP - Preview 1' and 'VIP - Preview 2'. The form asks 'How would you like to meet?' with two options: 'Meet in person at the onsite event.' and 'No meeting. Connect only over Messages chat.' Below this, there is a text input field for a personal note, a character count '(/400)', and a 'Send meeting request' button.

This screenshot shows the meeting availability confirmation screen. It features a 'CONFIRM' button at the top. Below the button, there is a list of meeting times for two days: 'Monday, 19 Feb 2024 (UTC+4)' and 'Tuesday, 20 Feb 2024 (UTC+4)'. Each day has a grid of 'Onsite' slots with specific times. The times are: 10:00, 10:40, 11:20, 12:00, 12:40, 13:20, 14:00, 14:40, 15:20, 16:00, 16:40, and 17:20. Each slot has a checkmark and a yellow background, indicating availability.

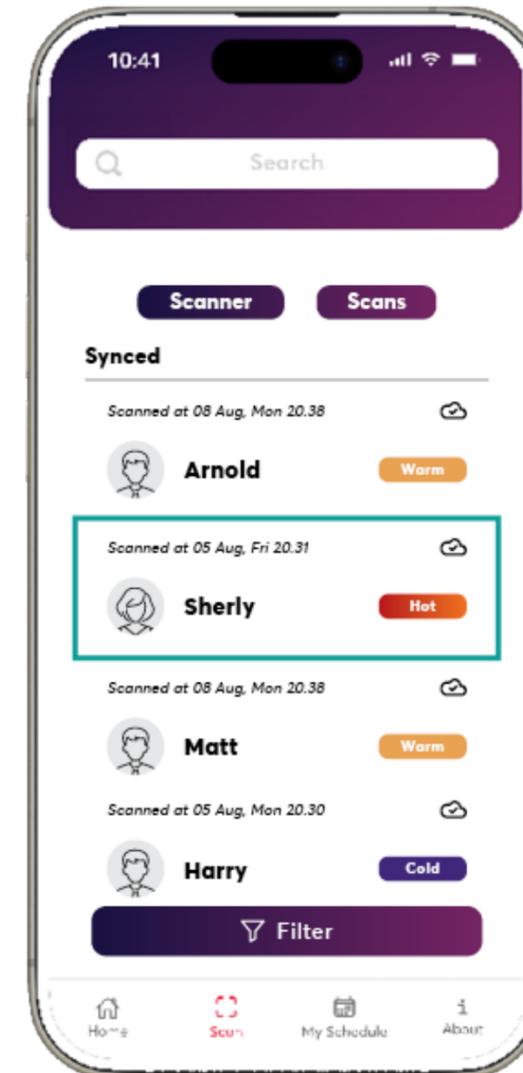
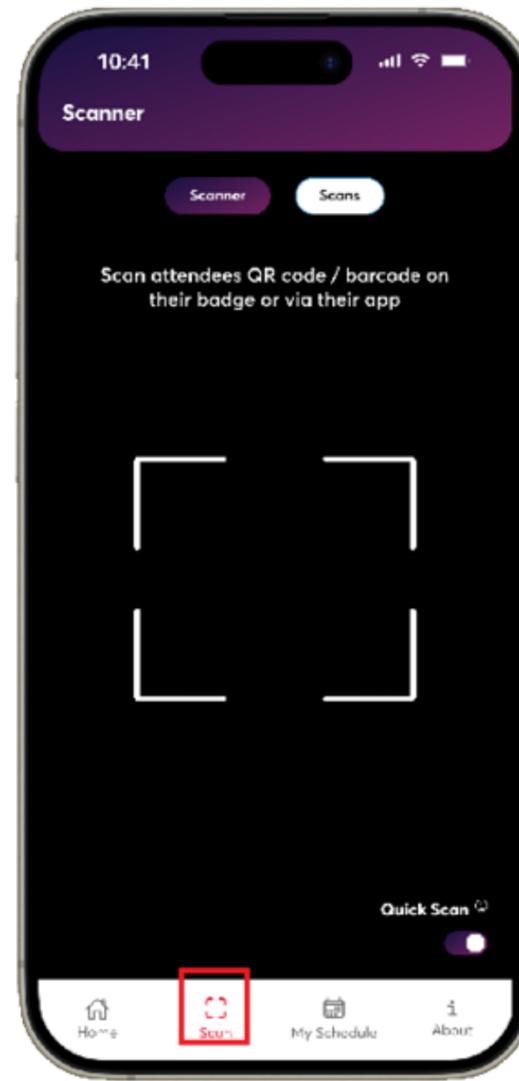
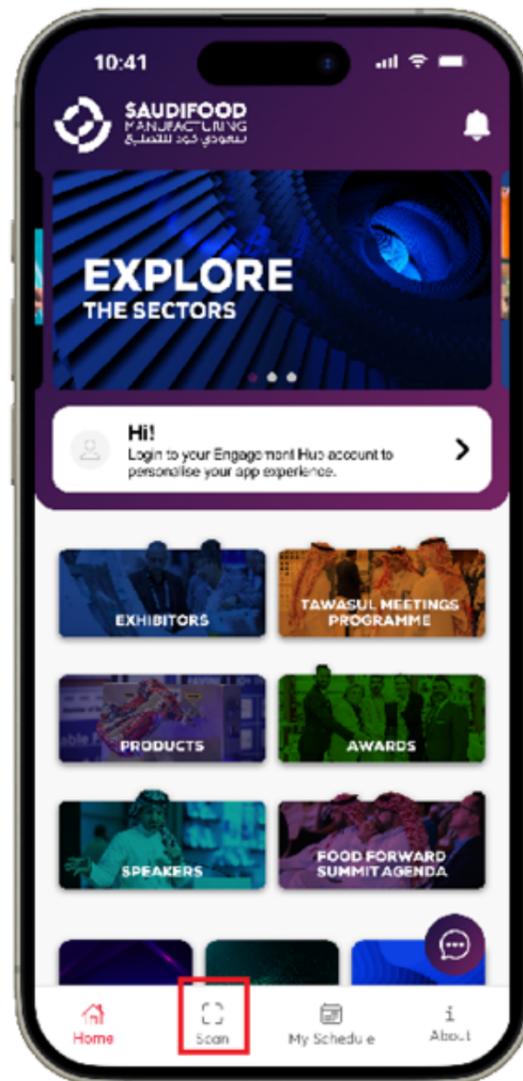
Onsite	Onsite	Onsite	Onsite
✓ 10:00	✓ 10:40	✓ 11:20	✓ 12:00
✓ 12:40	✓ 13:20	✓ 14:00	✓ 14:40
✓ 15:20	✓ 16:00	✓ 16:40	✓ 17:20

Onsite	Onsite	Onsite	Onsite
✓ 10:00	✓ 10:40	✓ 11:20	✓ 12:00
Onsite	Onsite	Onsite	Onsite

Lead Capture Tool

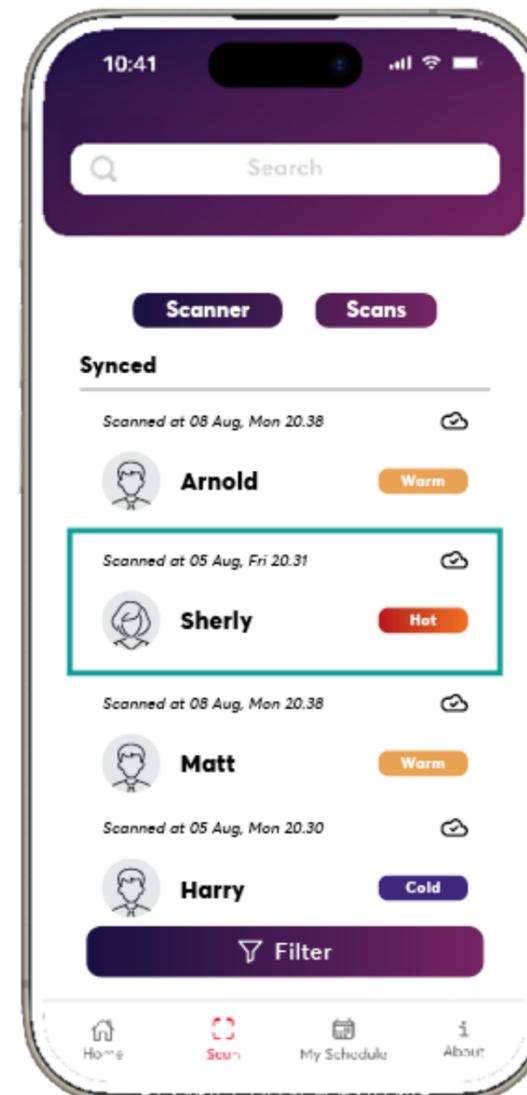
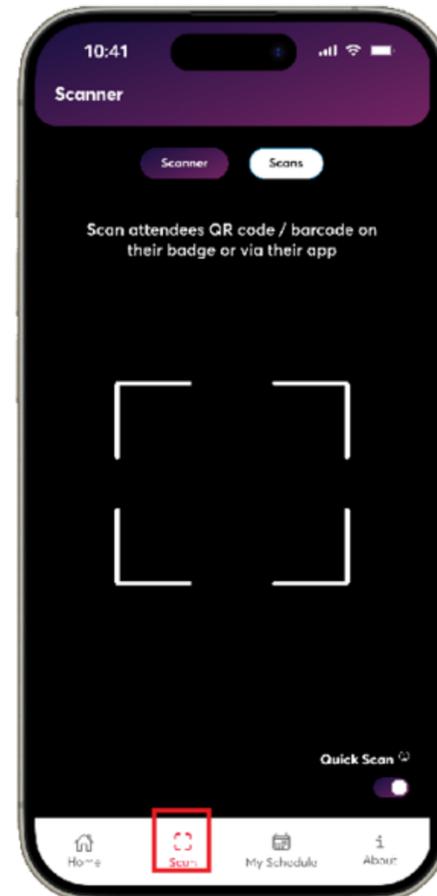
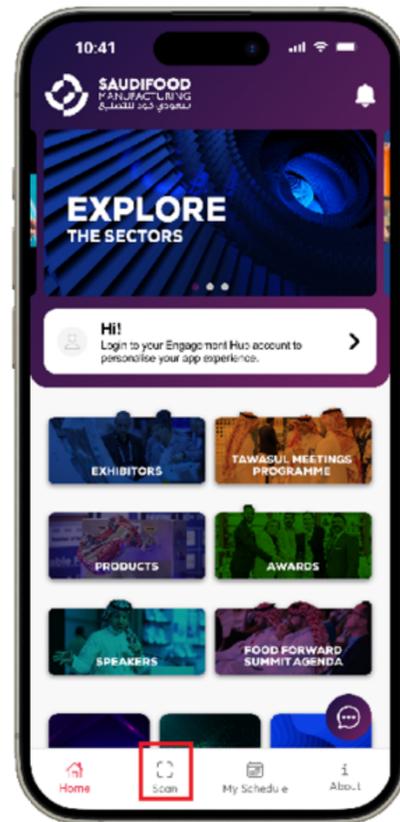
How to Scan

*once you purchase the lead capture tool you can scan badges of all visitors at your stand



Lead Capture Tool

How To Manage & Export The Scanned Lead

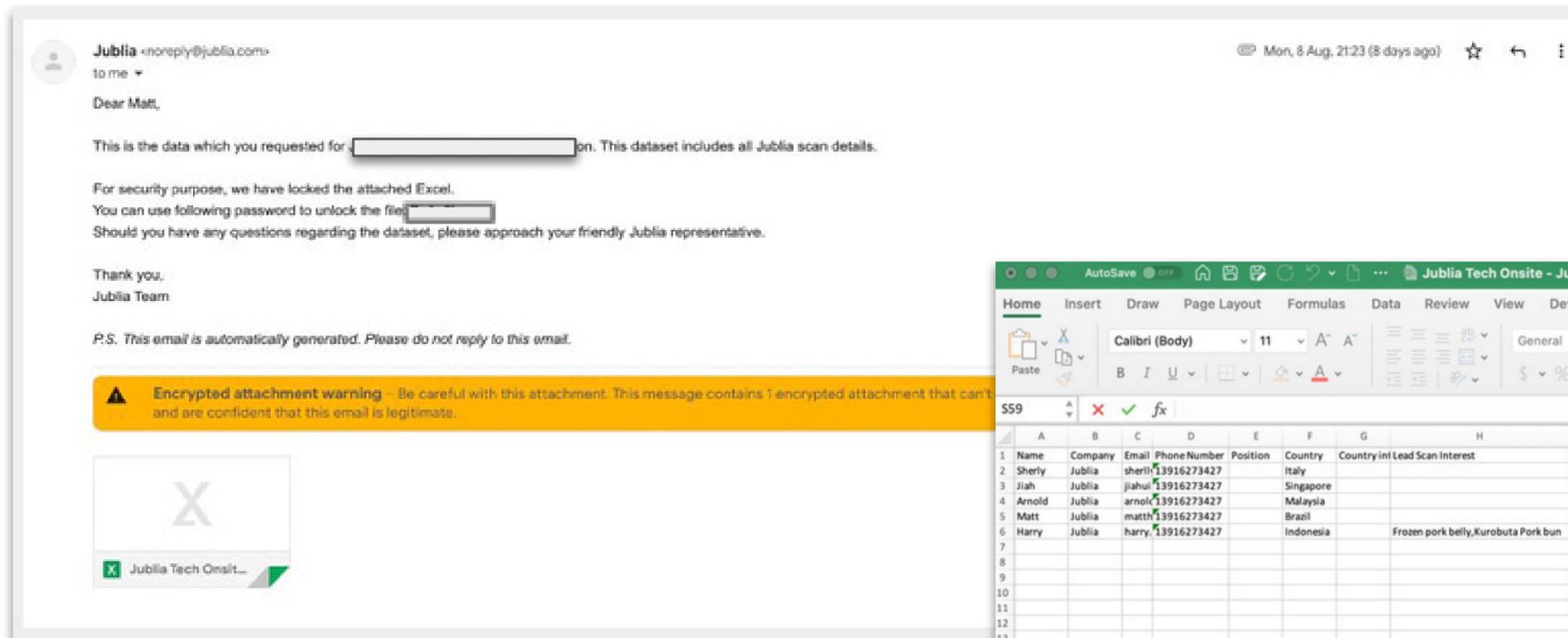


Note:

- The exported file will be sent to your registered email address.
- Export button will only be available for the main Premium exhibitor account
- Swipe the lead to left and click Delete button to delete the lead.

Lead Capture Tool

Export The Scanned Lead



The screenshot shows an Excel spreadsheet titled "Jublia Tech Onsite - June 2022 Edition - Scan Details (08 Aug 2022, 13_22)". The spreadsheet contains the following data:

Name	Company	Email	Phone Number	Position	Country	Country in	Lead Scan Interest	Notes	Score	Scanned By	Scanned On
Sherly	Jublia	sherly	13916273427		Italy			Good Exb	Hot	Matt	20:13, 05 Aug
Jiah	Jublia	jiahul	13916273427		Singapore				Warm	Matt	20:24, 05 Aug
Arnold	Jublia	arnol	13916273427		Malaysia				Cold	Matt	20:28, 05 Aug
Matt	Jublia	matth	13916273427		Brasil				Hot	Matt	20:29, 05 Aug
Harry	Jublia	harry	13916273427		Indonesia		Frozen pork belly, Kurobuta Pork bun	DoubleInterest	Warm	Matt	20:18, 08 Aug

NEED HELP? CONTACT THE TEAM:

Stand-related

operations@saudifoodmanufacturing.com

Marketing

marketing@saudifoodmanufacturing.com

Meetings Programme

tawasul@saudifoodmanufacturing.com