GOEXHIBIT!™ BADGE SCANNING SETUP
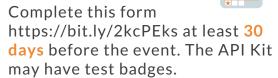
It's easy to set up GoExhibit!™ for badge scanning at your events by following the process below.

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1 CONTACT EVENT ORGANIZER

Contact the event organizer and purchase an API Kit. It may also be called a Software Developer's Kit, or SDK.

2 CREATE FORM

Create your Event Lead Capture Form in Lead Liaison.

3 SEND API KIT

Complete this form https://bit.ly/2kcPEks at least **30 days** before the event. The API Kit may have test badges.

4 INTEGRATION

Lead Liaison will integrate the badge provider with your form. You'll be notified by event-team@leadliaison.com when your form is ready.

5 EVENT-SPECIFIC INSTRUCTIONS

Follow any additional event-specific instructions from Lead Liaison support.

6 TEST

Do a scan using your test badge.

7 TEST PRODUCTION BADGE

If possible, obtain a production badge from the event organizer as early as possible and do a scan.

8 TEST PRODUCTION BADGE, AGAIN

At a minimum, scan your badge a day before your event using the actual badge issued to you when you check-in at the event.

9 QUESTIONS?

Reply to the email you received in **#4** above if you have any questions or concerns to create a support ticket.

STILL NEED HELP? CONTACT SUPPORT@LEADLIAISON.COM

GOEXHIBIT!™
BADGE SCANNING SETUP
FAQ'S

? ## WHAT IF THE SHOW PROVIDER DOES NOT OFFER A DEVELOPER'S KIT?

Lead Liaison also offers automatic post-show data merge, also known as post-show reconciliation. This method may be used when lead retrieval providers do not offer a Developer's Kit for integration.

? ## HOW CAN I TEST THE BADGES?

The lead retrieval provider should provide a test badge and a production badge. If the lead retrieval provider only provides a test badge, then you'll need to provide Lead Liaison with a production badge at least 24 hours in advance. Typically, you will get your production badge by mail or during the check-in process.

? ## WHAT BADGE TYPES DO YOU SUPPORT?

GoExhibit! supports badge scanning for barcodes, QR codes, and even NFC (Near Field Communication) badges!

? ## WHICH PROVIDERS DO YOU INTEGRATE WITH?

GoExhibit! integrates with any provider that has an API kit. We currently integrate with: Cvent, Experient, Conexsys, Expo Leads, iLeads.com, ExpoBadge, CompuSystems, Convention Data Services, Experient, ATS, ITN, and more. *Note: Even if you see your show's provider on this list, you still need to follow the process above. API documentation can change from show to show. It is important you send us everything you receive from the show organizer.