



FERIA VALENCIA

Feria Valencia APP

Catalogue

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APP Web Access:

The access address is: <https://apps.feriavalencia.com>

You can find the username and password in the e-mail that will be forwarded to your company inbox under matter «Credenciales de acceso / Access credentials».

The access role you must choose is “Exhibitor”.

Feria Valencia

User

Password

Keep session alive

Login

[Forgot password?](#)



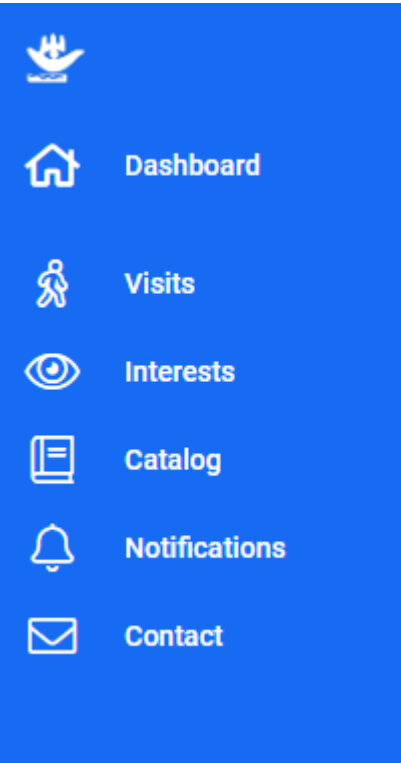
What you will find in the Web APP

You can consult and manage different aspects of your participation in the Valencia Fair events and contests, for example:

- **Catalog:** Self-management of basic information as an exhibitor to display in the Online Web Catalog and in the App Catalog
- **Visitor Registration:** consultation of the data of visits obtained through the Valencia Fair App.
- **Interests:** consult the data of visitors obtained through the App of Feria Valencia and also from the catalog both in web environment and from the App.
- **Appointment management:** you can manage the appointments that are requested through the online catalogue.
- **Visitor Notifications:** you will be able to see all the notifications received.

Management of the Web APP:

The functionalities are divided into 4 groups



- **Visits:** gives access to the Visits menu. Show the list of visits.
- **Interests:** It shows two options, one for the list of Interests that visitors have shown about our company and another for interest on our products.
- **Catalog:** shows two options:
 - “Exhibitor Catalog” from where we can check and modify our data that will be displayed in the online catalog (App and Web), Products, brands, activity and sectors.
 - "Products Catalog" which, although they can be managed from the previous menu, an entry in the menu has been established here as well.
- **Notifications:** view all notifications received.

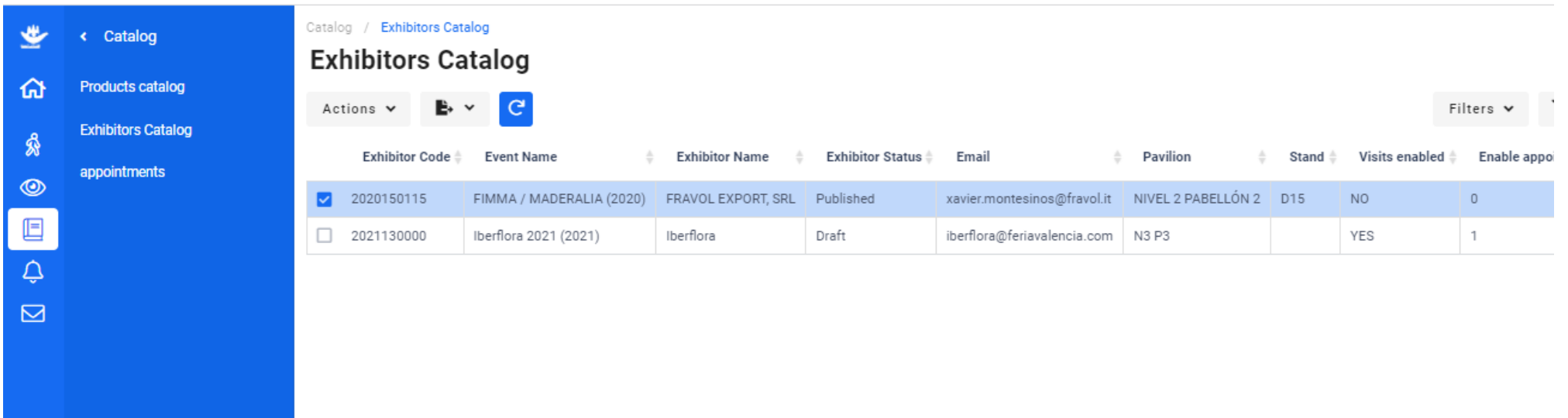
Contact: to consult directly with Feria Valencia for any questions.

Exhibitor Catalogue

Catalog data management

If you access the "Catalog" menu you will find several options. When you press the option "**Exhibitor Catalog**" you will see a list showing an entry that refers to your company as a participant in a contest.

Attention: If your company participates in several fairs or has several stands in different places, there will be several entries. By "double clicking" you can consult and edit your information.



The screenshot displays the "Exhibitors Catalog" interface. On the left is a blue sidebar with navigation icons and labels: "Catalog", "Products catalog", "Exhibitors Catalog", "appointments", and a document icon. The main content area shows the breadcrumb "Catalog / Exhibitors Catalog" and the title "Exhibitors Catalog". Below the title are "Actions" and "Filters" dropdown menus. A table lists exhibitor entries with columns: Exhibitor Code, Event Name, Exhibitor Name, Exhibitor Status, Email, Pavilion, Stand, Visits enabled, and Enable appoi. Two entries are visible: one for FIMMA / MADERALIA (2020) with status "Published" and one for Iberflora 2021 (2021) with status "Draft".

Exhibitor Code	Event Name	Exhibitor Name	Exhibitor Status	Email	Pavilion	Stand	Visits enabled	Enable appoi
<input checked="" type="checkbox"/> 2020150115	FIMMA / MADERALIA (2020)	FRAVOL EXPORT, SRL	Published	xavier.montesinos@fravol.it	NIVEL 2 PABELLÓN 2	D15	NO	0
<input type="checkbox"/> 2021130000	Iberflora 2021 (2021)	Iberflora	Draft	iberflora@feriavalencia.com	N3 P3		YES	1

Input Form

Once you access (by double clicking on the company), you will be able to see a top menu, divided into 5 parts: DATA; PRODUCTS; APPOINTMENTS; BRANDS; FIRMS. You can access each of them to manage.

You will be able to change the language, look at the top right.

The screenshot displays a web interface for managing an exhibitor. At the top left, there is a back arrow icon and the title "Exhibitor". Below this, a light gray box contains the exhibitor's name "ESPACIO COCINA-SICI - AMC" and its code "2022300027". A horizontal menu below the exhibitor information includes five items: "DATA", "PRODUCTS", "APPOINTMENTS", "BRANDS", and "FIRMS". The "DATA" item is selected and highlighted with a blue underline. Under the "DATA" section, there are two main areas: "Data" and "Contact Details". The "Data" area includes a dropdown menu for "Event *" with "FIMMA / MADERALIA" selected, and two toggle switches for "Enable visits" and "Enable appointments", both of which are currently turned on. The "Contact Details" area includes a text input field for "Contact Person" containing the name "Rohan Fuster".

Exhibitor	Code
ESPACIO COCINA-SICI - AMC	2022300027

DATA PRODUCTS APPOINTMENTS BRANDS FIRMS

Data

Event *
FIMMA / MADERALIA

Enable visits

Enable appointments

Contact Details

Contact Person
Rohan Fuster

Data Form

Here you can see and modify your contact information, name of the firm, location, company logo, cover image or video, sectors, ...

DATA PRODUCTS APPOINTMENTS BRANDS FIRMS

Data

Event *
FIMMA / MADERALIA

Enable visits Enable appointments

Exhibitor Code * Pavilion Stand Status *
202230002 NIVEL 3 PAI N3P1-A12 Published

Exhibitor Name * Email
ESPACIO COCINA-SICI - AMC rfuster@feriavalencia.com

Web

Contact Details

Contact Person
Rohan Fuster

Contact email Position
rfuster@feriavalencia.com

Phone 1 Phone 2
+34 963861206

Address

In the lower area of the form, you can save the information.

Save and new **Save and update** **Save and back**

The changes will be published again.

Data Form - Sectors

To add the sectors, you can select them by displaying the list, but the best way is to write part of what you want to search for and filter:

Sectors

- DOORS, WINDOWS, BLINDS, STAIRCASES, FLOORING
- DOOR, FURNITURE AND LOCK FITTINGS
- DOOR FRAMES
- METAL DOOR FRAMES
- LOUVRE DOORS
- OUTDOOR BLINDS

It is very important that you fill in this section, so that the visitor can do the search more precisely and they can find you more easily.


Data Form – Company Logo / Main Image / Video

To add the logo, cover image, or video:

Exhibitor Logo

--- the aspect ratio of the image must be of 16:9

Choose a Logo for your Exhibitor

 Select image




Clicking where it indicates "Select the image", the search window will open, select the image and click on "Upload"

Exhibitor Logo

--- the aspect ratio of the image must be of 16:9

Choose a Logo for your Exhibitor

Select image

 22 - Espacio Cocina-SICI I



Upload

Cancel

Exhibitor Image

--- the aspect ratio of the image must be of 16:9

Choose the Main Image for your Exhibitor

 Select image



Delete

The same procedure to add the cover image:

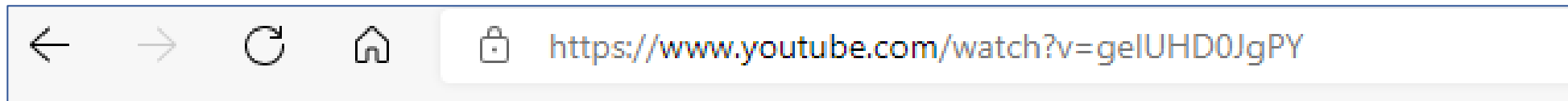
The image format must be a 16:9 ratio, in pixels it would correspond to some measurements as an example of 380px x 213px. It can be made proportional.

Data Form – Company Logo / Main Image / Video

If you add a video, **it will replace the cover image.**

It has to be published on some platform like YouTube, Vevo, etc.

To publish it, you must copy the video link and paste it in “URL Video” To publish it, you must copy the video link and paste it in "URL Video" in the browser navigation bar,



and paste them:

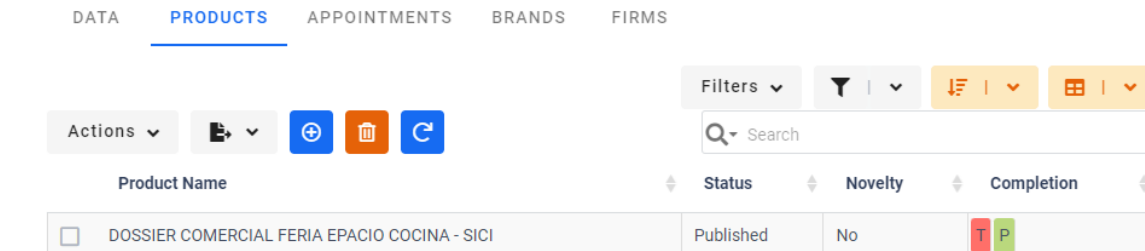
URL Video

<https://www.youtube.com/watch?v=geIUHD0JgPY&#amp;t=142s>

Sectoras

Products Form

The "**Product Catalog**" option allows you to register and publish products and news so that they are visible in the catalog.



To add a new product, just click on



You will enter the edit screen:

The screenshot shows the 'Product details' edit form. It includes fields for 'Exhibitor' (ESPACIO COCINA-SICI - AMC), 'Sector' (empty), 'Name' (empty), 'Status' (Draft), and 'Is novelty?' (checkbox). There are also fields for 'Web' and 'Video URL'. At the bottom, there is a 'Description' field with a rich text editor toolbar containing options like File, Edit, View, Insert, Format, Tools, Table, Paragraph, Bold, Italic, and text alignment options.

As you can see, you must choose one sector for your product.

When you save it, you will have more data options:



Product Form

To add an image, you must first save and reopen this product for editing:

Main image

Select image

You will also have the option to add “ATTACHED DOCUMENTS” and create an image gallery.

DATA ATTACHED DATA

Product details

Name *

Related documents

Description *

File name * Select file

Drop your file here...

Role *

Language

DATA ATTACHED DATA

Actions + 🗑️ ↻

	Id ▲	Model	Pk	Description
<input type="checkbox"/>	8490	productservice	4340	Logo img

Show 20 entries

Role *

productservice_primary

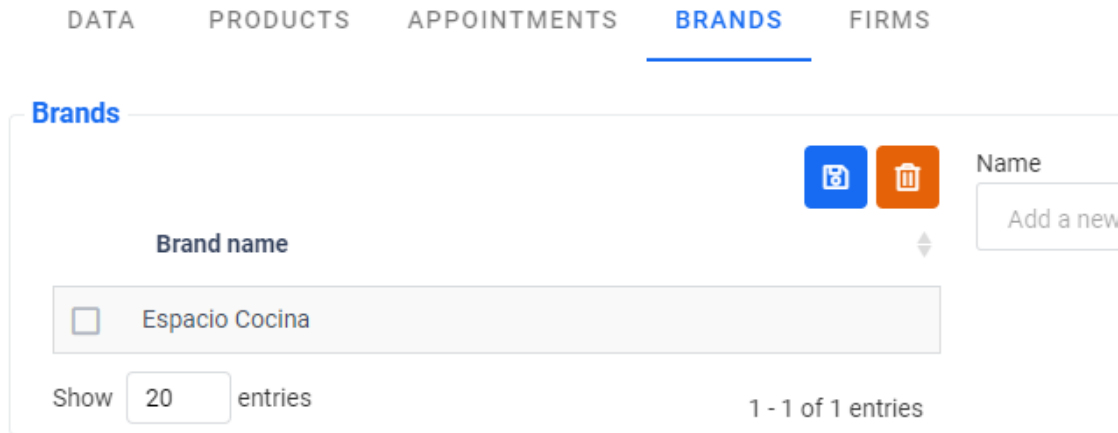
productservice_documents

gallery

Depending on the chosen role, the document will come out in one way or another.

Brand Form

Para que ponga las marcas que su empresa represente en la Feria.



The screenshot shows a web interface with a navigation bar at the top containing the following tabs: DATA, PRODUCTS, APPOINTMENTS, BRANDS (which is highlighted with a blue underline), and FIRMS. Below the navigation bar, the 'Brands' section is displayed. It features a 'Brand name' label above a list of items. The first item in the list is 'Espacio Cocina', which has a small square checkbox to its left. To the right of the list, there are two icons: a blue square with a white document icon and an orange square with a white trash can icon. Further to the right, there is a 'Name' label above a text input field containing the placeholder text 'Add a new'. At the bottom left of the form, there is a 'Show' label followed by a text input field containing the number '20' and the word 'entries'. At the bottom right, there is a status indicator that reads '1 - 1 of 1 entries'.

In “Name”, add the brand and then save



It is important to add them, since there will be a list with them in the Catalog.

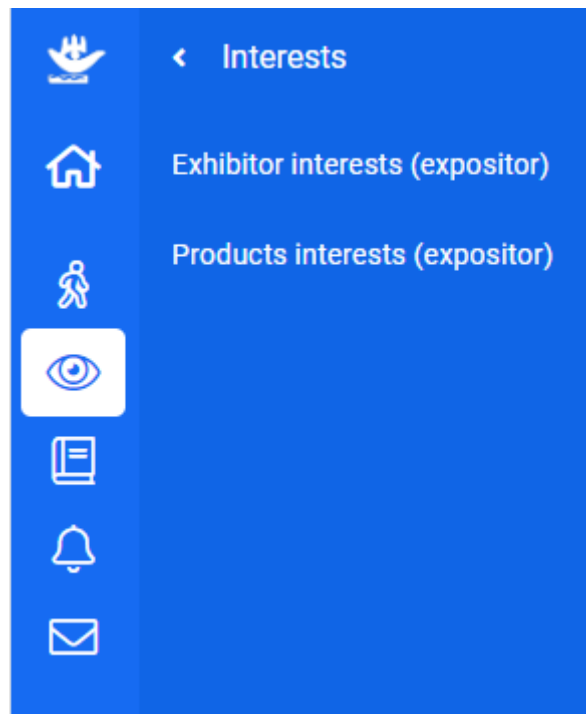
Firm Form

In this section you can put the companies that your company represents but they do not appear in the alphabetical list in the catalog unless you register them as exhibiting companies.

They will appear in your exhibitor file in the catalogue.

Interest

Exhibitor/ Products

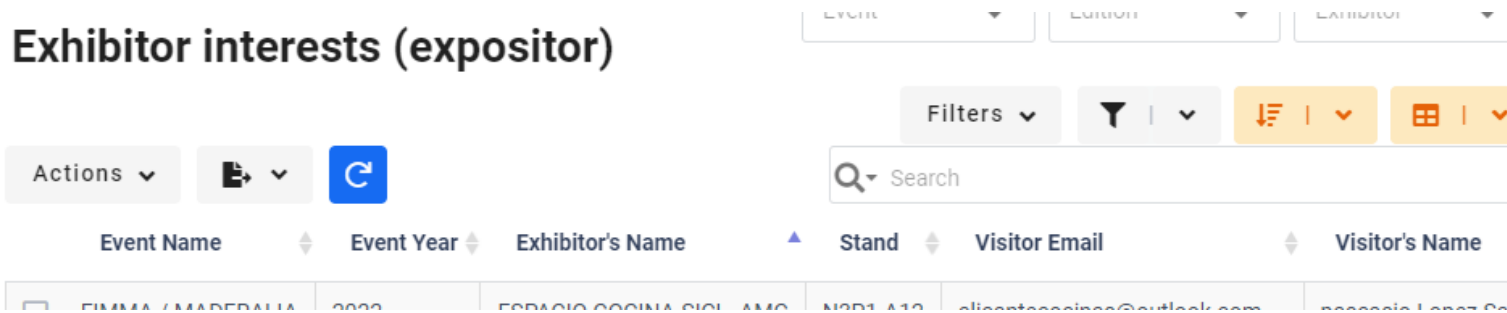


Exhibitor Interests

You can see the list of visitors who have marked that they are interested in your company.

You have the option to download the list, filter, etc.

Exhibitor interests (expositor)



The screenshot shows a web interface for managing exhibitor interests. At the top, there are three dropdown menus labeled 'EVENT', 'EXHIBITOR', and 'EXHIBITOR'. Below these are several action buttons: 'Actions' with a dropdown arrow, a document icon with a dropdown arrow, and a blue refresh button. To the right, there are 'Filters' and 'Search' options, along with icons for funnel, list, and grid views. The main part of the interface is a table with the following columns: Event Name, Event Year, Exhibitor's Name, Stand, Visitor Email, and Visitor's Name. The first row of data shows 'EMMA / MADERALLA', '2022', 'ESPACIO COCINA SICILIA', 'M001 A13', 'elientecocina@outlook.com', and 'espacio cocina Sicil'.

Event Name	Event Year	Exhibitor's Name	Stand	Visitor Email	Visitor's Name
EMMA / MADERALLA	2022	ESPACIO COCINA SICILIA	M001 A13	elientecocina@outlook.com	espacio cocina Sicil

Qr code for the stand:

You can download a Qr code, to place on your stand so that the visitor can scan it and mark your company as of interest.

To generate it, you must mark your company in the Exhibitor Catalog list, and from the Actions section, select the “Generate Qr code” section.

Product Interests

You can see the list of visitors who have marked their interest in any of your products.

You have the option to download the list, filter, etc.

Products interests (expositor)

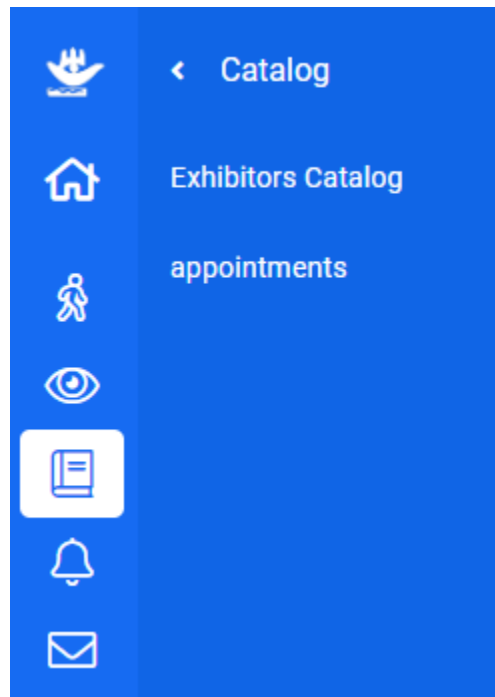
Event name Event year Exhibitor Stand ID Visitor Company Product

Qr code for the stand:

You can download a Qr code to place on your product so that the visitor at your stand can scan and mark it as interested.

To generate it, you must mark the product in the Products list, and from the Actions section, select the "Generate Qr code" section.

Appointments



Appointments

You can see the list of visitors who have requested an appointment for the days of the Fair.

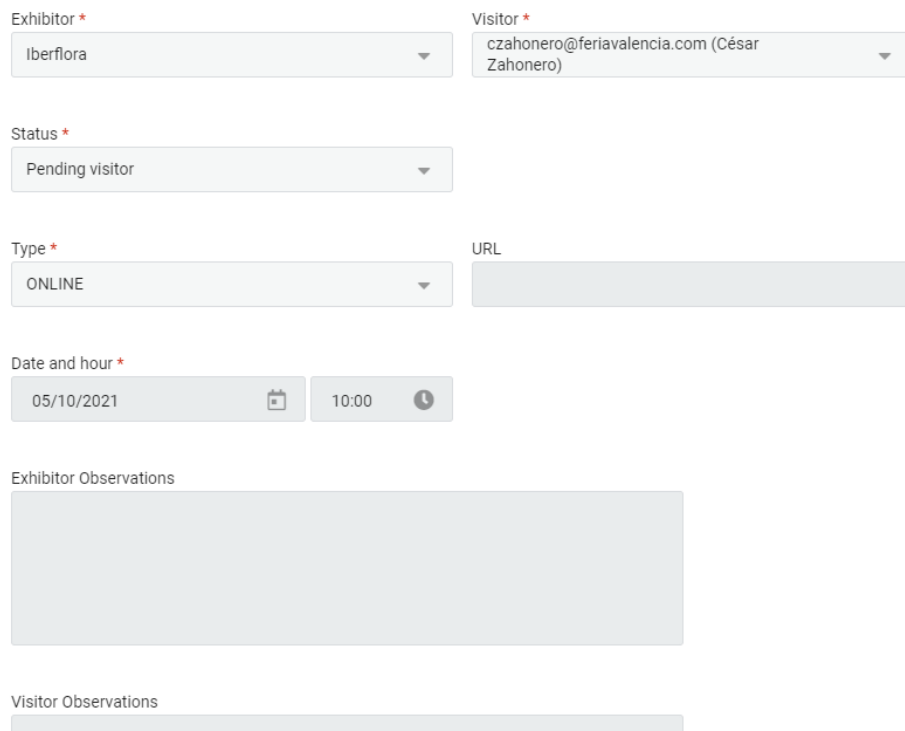
appointments



The screenshot shows a management interface for appointments. At the top, there are several utility buttons: 'Actions' with a dropdown arrow, a document icon with a dropdown arrow, a refresh icon, a 'Filters' dropdown, a funnel icon with a dropdown arrow, a list icon with a dropdown arrow, and a calendar icon with a dropdown arrow. Below these is a search bar with a magnifying glass icon and the text 'Search'. The main part of the interface is a table with the following columns: 'Event', 'Year', 'Exhibitor', 'Visitor email', 'Visitor name', 'Date and hour', 'Status', and 'Type'. The first row of data shows: 'Iberflora 2021', '2021', 'Iberflora', 'czahonero@feriavalencia.com', 'César Zahonero', '05/10/2021 10:00', 'PENDING VISITOR', and 'ONLINE'.

Event	Year	Exhibitor	Visitor email	Visitor name	Date and hour	Status	Type
Iberflora 2021	2021	Iberflora	czahonero@feriavalencia.com	César Zahonero	05/10/2021 10:00	PENDING VISITOR	ONLINE

< appointment



The screenshot shows a form for managing an appointment. It includes several fields:

- Exhibitor ***: A dropdown menu with 'Iberflora' selected.
- Visitor ***: A dropdown menu with 'czahonero@feriavalencia.com (César Zahonero)' selected.
- Status ***: A dropdown menu with 'Pending visitor' selected.
- Type ***: A dropdown menu with 'ONLINE' selected.
- URL**: An empty text input field.
- Date and hour ***: A date picker showing '05/10/2021' and a time picker showing '10:00'.
- Exhibitor Observations**: A large, empty text area.
- Visitor Observations**: A smaller, empty text area.

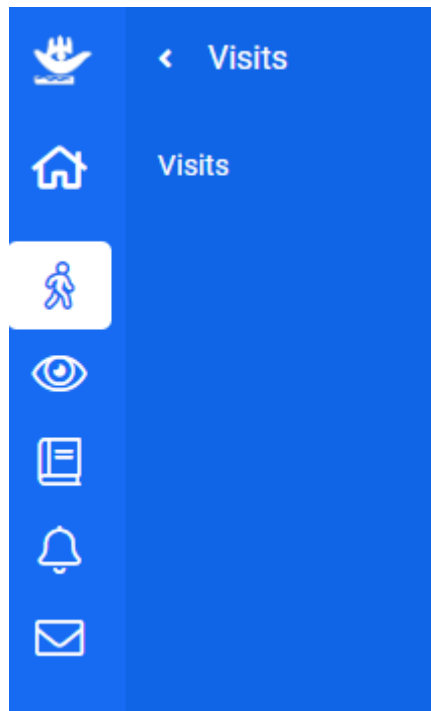
By double clicking on the appointment line you are interested in, you enter the management screen.

Here you can set:

- Type: Online, face-to-face.
- Date and Time.
- Exhibitor remarks.

Once you enter the data, and save, the visitor will receive the notification.

Visits



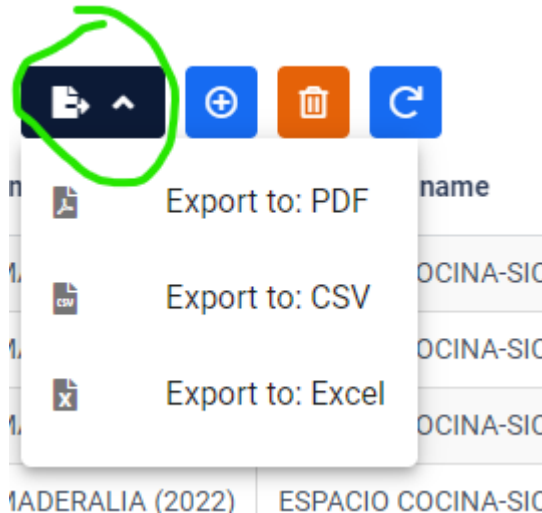
Visit management

Here you can manage the list of visits you have registered at your stand.

To see how the visitor log works, see the corresponding section.

Sections:

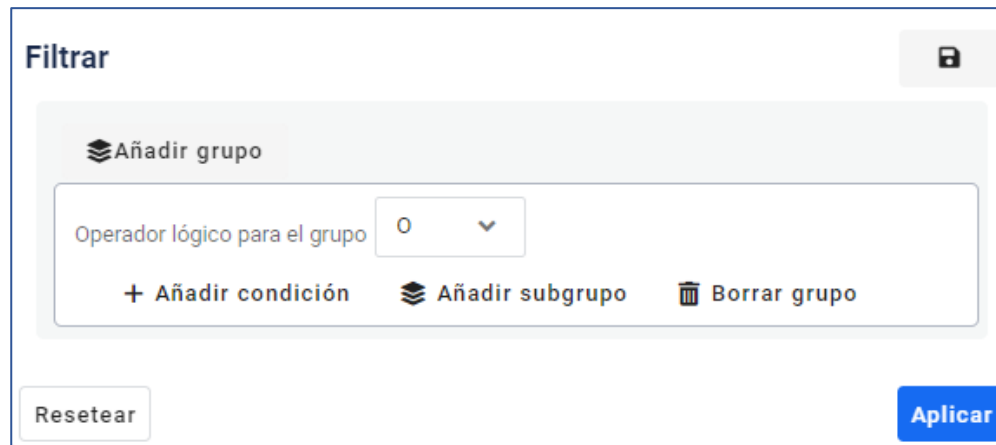
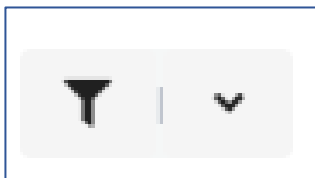
Formats to export the list.



Manually add a visit or delete an erroneous visit.



Filter the list.



You can make different filters.


- Put “or” or “and”.
- Add different conditions

Visit management

Sort the listing.



Sort

column ▾ Descending ▾ 



+ Add Column



Reset Apply

The most important thing.

Configurar los datos que Configure the data that appears..



Configure  

 Original config...  ▾

Select Columns

You can select the columns you want to appear or download, as well as save different settings.

Visit management

Modify data

Directly from the Visits list. By "double clicking" on any of the "visits" you access to see the details of the visit information.

English

← **Visit (exhibitor)**

COMPANY CONTACT INTERESTS NOTES EVALUATIONS ACTIONS

Company data

CIF	Name	Sign	
Q4673004J	FERIA		
Direction	Telephone	Telephone 2	
AVDA			
Country	Province	Web	
Spain	València		
Town	ZIP Code	Position	Department
VALENCIA	46035		
Observations			

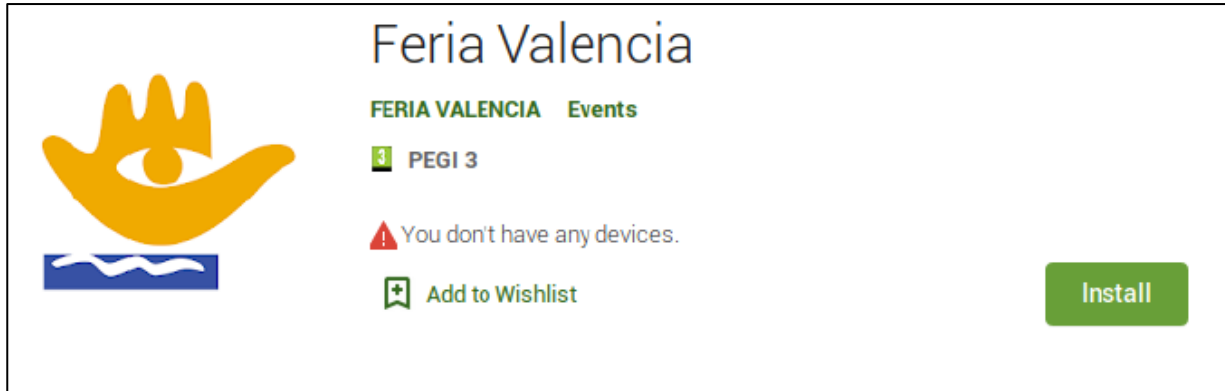
Feria Valencia APP

CATALOG VIEW

VISITS REGISTER

Facility

- App **FERIA VALENCIA** GOOGLE PAY or APP STORE



Android: [Google Play](#)



IOS: [App Store](#)



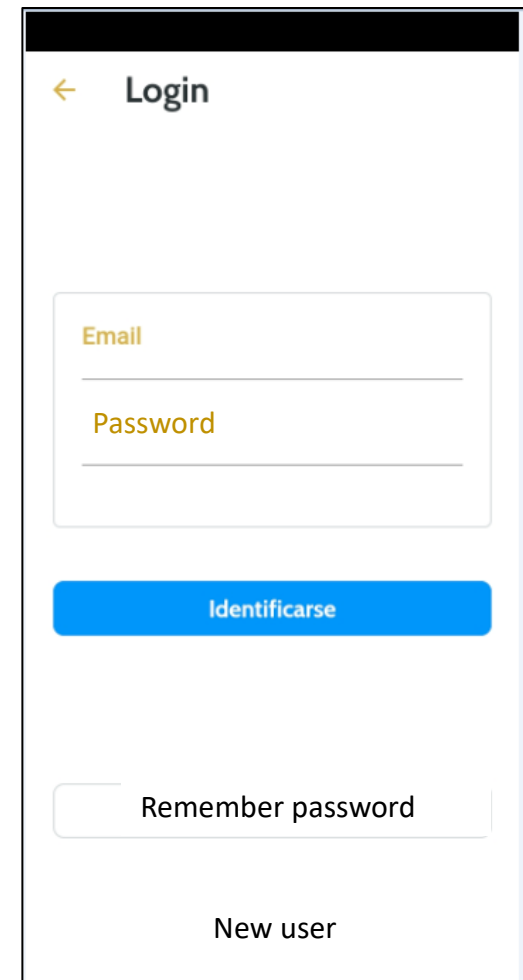
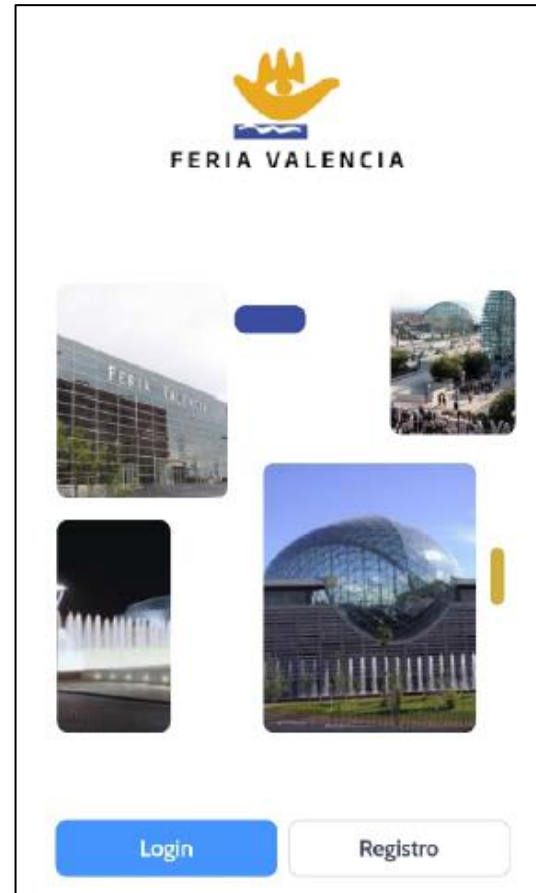
Access and authentication in the application

User and password

You can find the username and password in the e-mail that will be forwarded to your company in-box under matter «Credenciales de acceso / Access credentials».

Functionalities :

- Check the list of events.
- General information query.
- Plans, schedules, contact etc.
- Catalogue.
- Check your **Interests**
- On-stand Register **visitors**



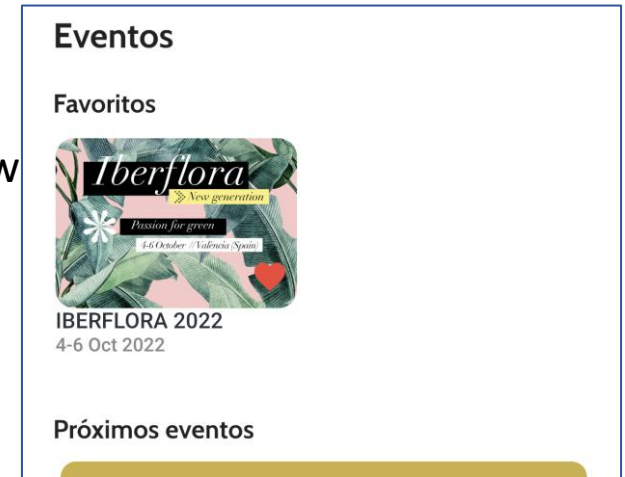
Home Screen – Fair Selection

You will be able to see all the events that are held at Feria Valencia, currently or soon.

In each event you can see



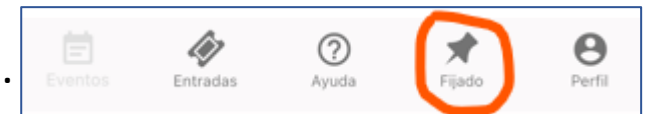
By marking the event as a Favorite, it will appear at the top of the screen:



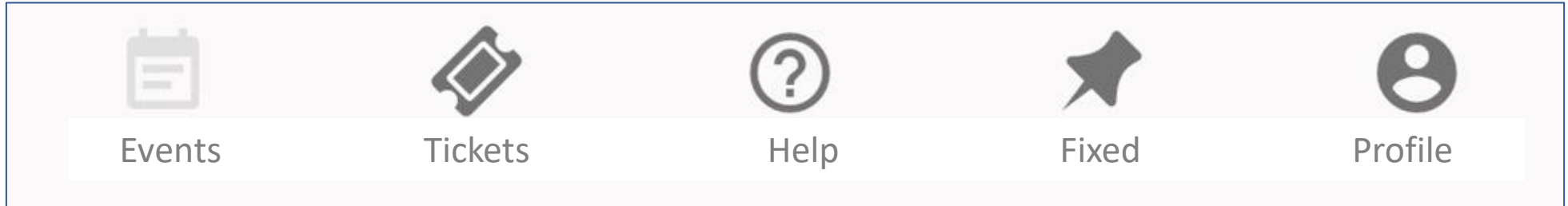
When you join an event, it will also give you the option to pin it or add it to favourites:



If you pin it, you can see it in the Pinned section of the home screen.



Home Screen – Bottom Menu

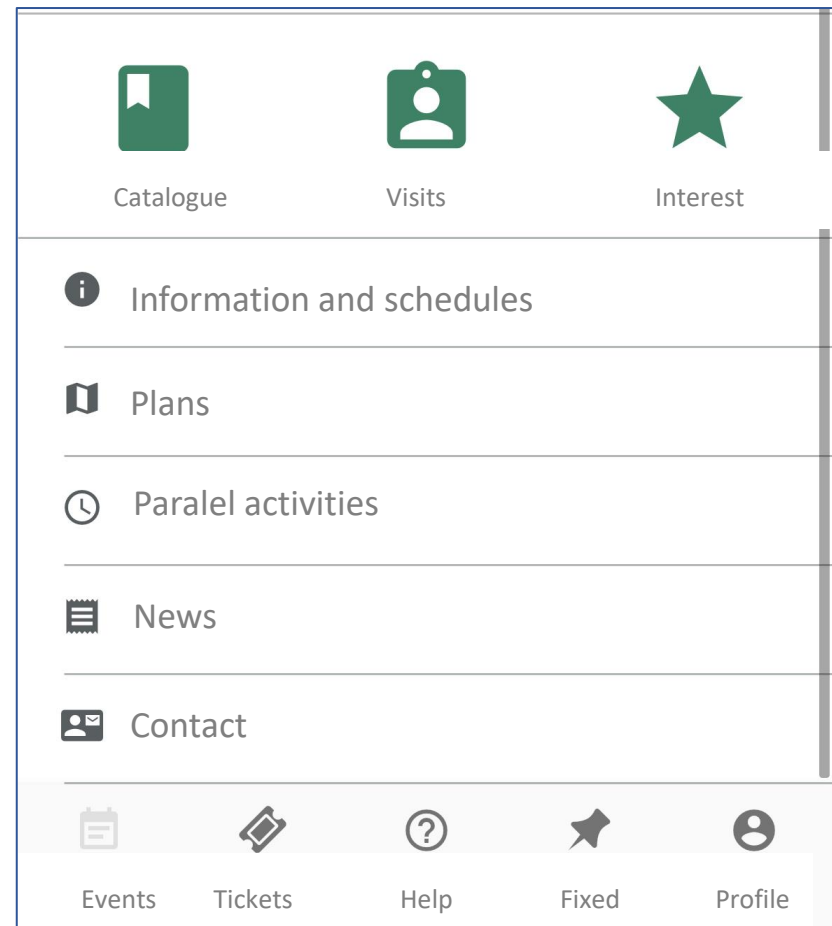


At the bottom of the screen, you can access to several features, of which we want to highlight two:

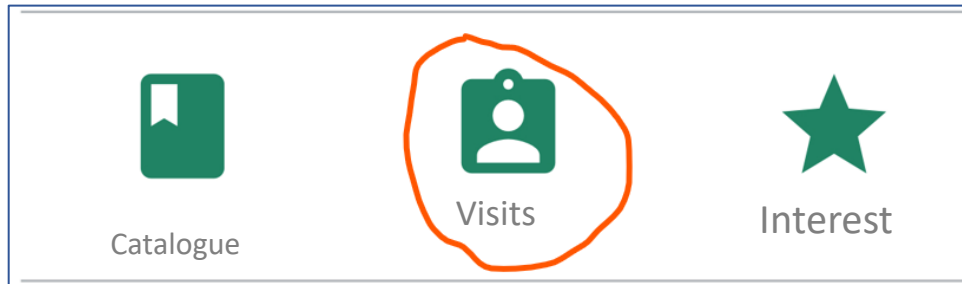
- **"Fixed"**: allows you to leave "fixed" the event of your interest, so that the next time you access the application, you will enter the event directly, thus speeding up the process.
- **Profile**: access to user profile information, where we can see that we are connected as an exhibitor.
- **Tickets**: You can see the tickets you have as a visitor to the different events. not as exhibitor.

Event Detail screen

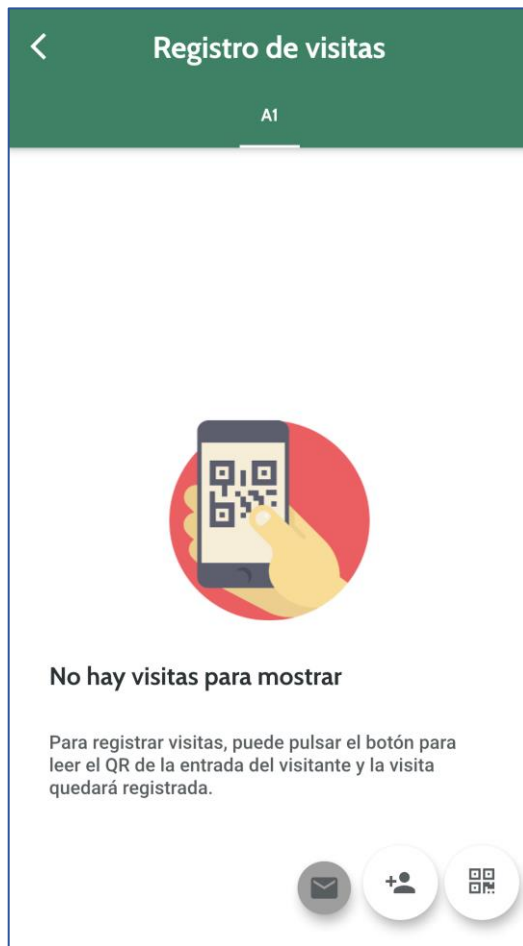
From the list of events and contests, if you click on an event, you can directly access the event detail screen, where you can see the access to the functionality of “Visits” and “Interests”, as well as access to the "General Information", floor plans, news, paralel activities and catalog.



On-stand Visitor Register

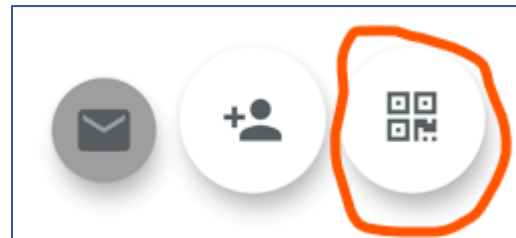


To access this functionality, click on the "Visits" icon and access the visit list directly.

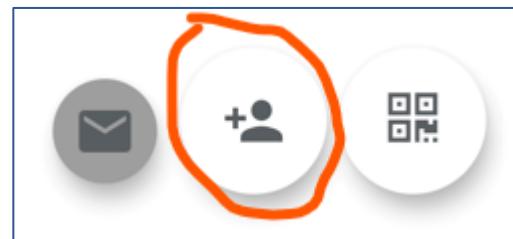


- To register a visit, you must scan the QR code that have the "tickets" that are delivered in the accreditations that visitors bring with them.

To do this, we must press the icon that activates the camera



In the event that the visitor's data is not recovered, for not having previously accredited, the data will be left without problems here:



In the details of the visit you can add information:

Company: basic information normally automatically retrieved from visitor data.

Contact: also automatically retrieved from visitor data.

Interests: allows to register the visitor's interest at the time of his visit.

13:42

← JUAN ANTONIO ...

Empresa Contacto Interés Notas Evaluación

Razón social
JUAN ANTONIO [REDACTED]

CIF
[REDACTED]

Dirección
[REDACTED]

C.P. [REDACTED] Población [REDACTED]

País
España ▼

Provincia
[REDACTED] ▼

5/5

Cancelar Guardar

← JUAN ANTONIO ...

Empresa Contacto Interés Notas Evaluación

Nombre
JUAN

Apellido 1
ANTONIO

Apellido 2
[REDACTED]

Cargo
[REDACTED]

Departamento
[REDACTED]

Email
[REDACTED]

Teléfono
[REDACTED]

Cancelar Guardar

← JUAN ANTONIO ...

Empresa Contacto Interés Notas Evaluación

Sectores

Productos

Cancelar Guardar

Notes: it allows you to collect notes from the meeting, you can also send a summary by e-mail to the visitor.

The screenshot shows the 'Notas' tab selected. The header includes a back arrow and the name 'JUAN ANTONIO ...'. Below the header is a navigation bar with tabs: 'Contacto', 'Interés', 'Notas' (highlighted), 'Evaluación', and 'Acciones'. The main content area contains two date and time input fields. The first field has 'Fecha inicio' (16/09/2019) and 'Hora inicio' (12:52). The second field has 'Fecha fin' (16/09/2019) and 'Hora fin' (12:52). Below these are two text input areas: 'Observaciones' and 'Resumen'. At the bottom, there is a checkbox labeled 'Enviar resumen por mail al cliente' and two buttons: 'Cancelar' and 'Guardar'.

Evaluation: allows you to internally evaluate the visit for later review.

The screenshot shows the 'Evaluación' tab selected. The header and navigation bar are identical to the previous screenshot. The main content area features five dropdown menus: 'Evaluación' (value 3), 'Tipo cliente' (value 3), 'Probabilidad de venta' (value 3), 'Expansión y desarrollo', and 'Próxima apertura'. Below these is a text input area labeled 'Observaciones'. At the bottom, there are 'Cancelar' and 'Guardar' buttons.

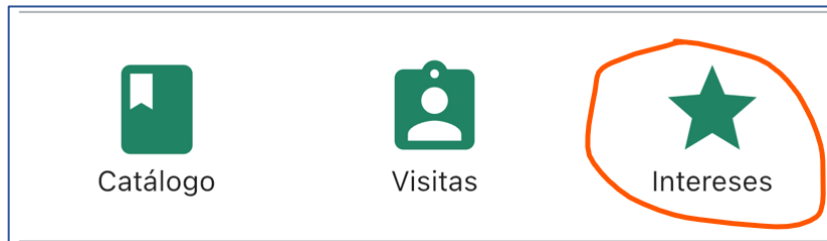
Actions: allows you to register a next action for a next visit, call, sending new information, etc.

The screenshot shows the 'Acciones' tab selected. The header and navigation bar are identical to the previous screenshots. The main content area has a text input field for 'Asunto', followed by a date and time field showing '16/09/2019 12:52', and a dropdown menu for 'Tipo'. Below these is a text input area for 'Observaciones'. At the bottom, there are 'Cancelar' and 'Guardar' buttons.

Check Visitor Record at the Stand

You have all the information in the Visit Management section of the Web APP

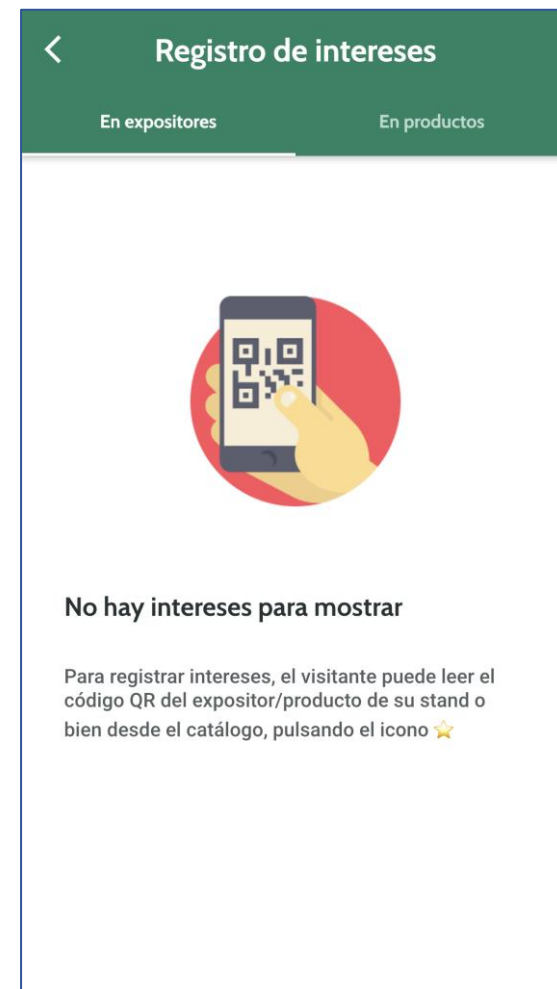
Consult Register of Interests in the Stand



This is indicated by the visitor and we can see it on this screen.

They can indicate it in the web catalog, or at our stand, by scanning the Qr of your company or product.

The Qr of your company or product can be generated from the Web APP.



Final Notes

Feria Valencia está trabajando para proporcionar las mejoras herramientas para que tanto los EXPOSITORES como los VISITANTES puedan conseguir que su participación sea lo más productiva posible. Feria Valencia is working to provide the best tools so that both EXHIBITORS and VISITORS can make their participation as productive as possible. Feria Valencia is committed to incorporating new features and improving existing ones that will make them increasingly useful and usable.



FERIA VALENCIA