

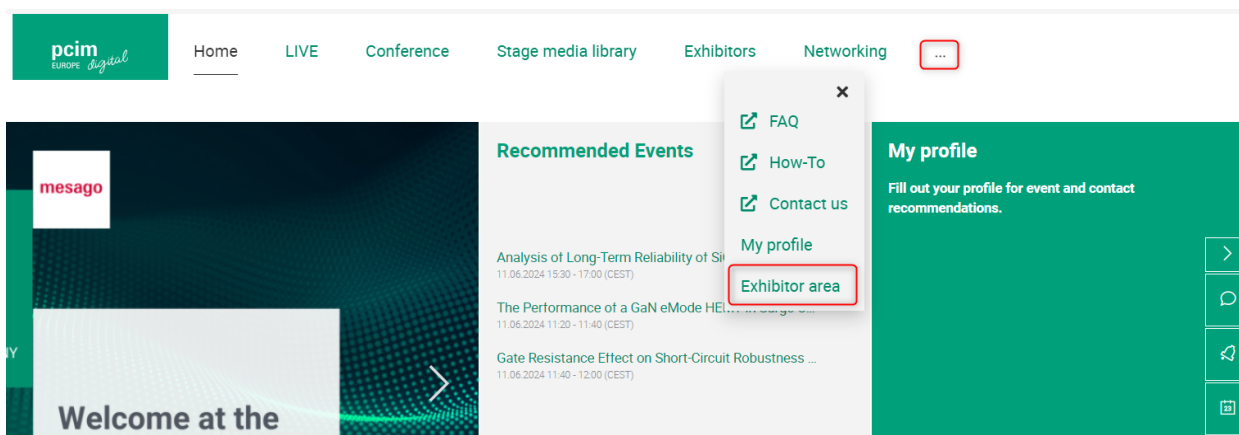
# How To: Exhibitor area

pcim  
EUROPE

The exhibitor area is used to configure your digital corporate presence.

## How do I access the exhibitor area?

You need a valid Messe-Login as well as an exhibitor pass. After logging in, click on the three dots and "Exhibitor area" at the top right or use the jump option from the dashboard "Visit Exhibitor area".



## How can I complete my company profile?

In the „Company profile“ section you will find the link to the Media Package Manager (MPM), where you can complete your profile. The data from the MPM will automatically be transferred to the event platform.

Welcome **Company profile** Team Roundtables

You can manage your company profile and your products in the Media Package Manager.

Click here for your personal Media Package Manager: <https://mediapackage.messefrankfurt.com/?language=EN>

After logging in with your personal access data, you can complete your profile.

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## How can I appoint deputies?

As your company's main contact you will find an overview of all employees with a valid exhibitor pass who have logged in at least once with their Messe-Login and gone through the onboarding process under the "Team" section.

You have the option of appointing employees from your company as deputies. To do this, click the checkbox in the column "Deputy". This gives an employee the same rights and duties as the main contact person (team administration, worklist as part of the contact manager, etc.). Deputies can appoint and dismiss other deputies. If employees are not created as deputies, they only have access to the Lead Manager and not to the individual tabs Company profile, Team.

Welcome

Company profile

Team

Here you can organise your team and activate your team members for the platform.

Please note that only those team members are displayed who already have an exhibitor pass and have registered on the platform with the Messe-Login for the first time. In order to be visible as a contact person and to be able to use the interactive functions (e.g. video call, chat), please activate your team members here.

Please appoint alternate members who may have admin rights in addition to you.

Search:

First name	Family name	E-Mail	Registration date	Live contact visible	Admin
Marc-André	Stoppert	stoppert@eventit.ag	27.09.2021 09:11	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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## How do I activate employees as contact persons for the company profile?

Under „Team“ you can activate employees in order for them to be visible as contact persons in the digital company profile. To do this, click the checkbox in the column "Live contact visible". The person then appears as a contact person for participants in the company profile and can be contacted.

Welcome

Company profile

**Team**

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Do you have any questions?

We will be happy to help you by e-mail: [digital@mesago.com](mailto:digital@mesago.com)