



Quick User Guide: ProExpo App

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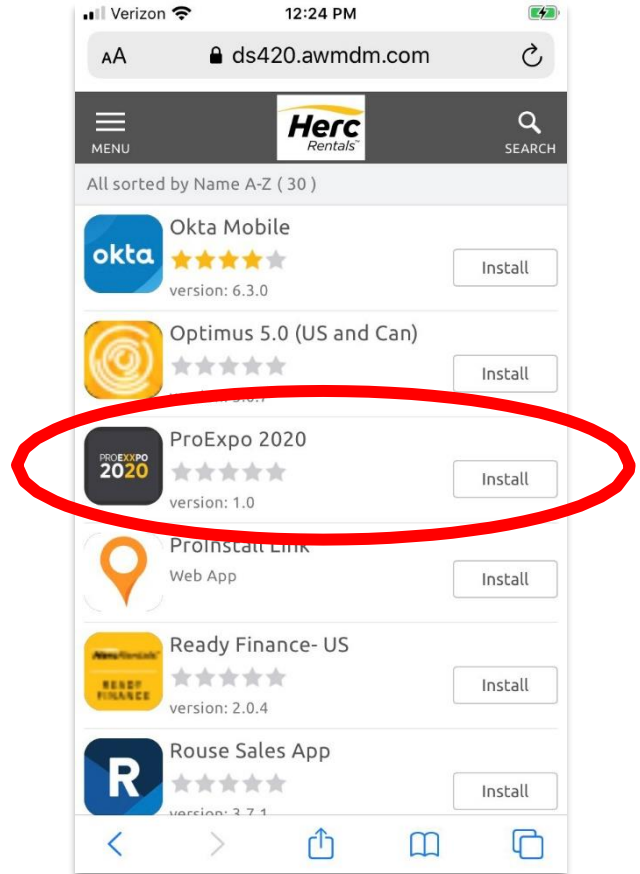
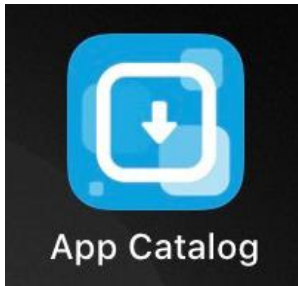
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Getting Started:

Signing Up

1. Download the Herc Rentals ProExpo App from the App Catalog on your company issued mobile device.



2. Install and launch the app which will take you to the screen below.



ProExpo

Email

Password

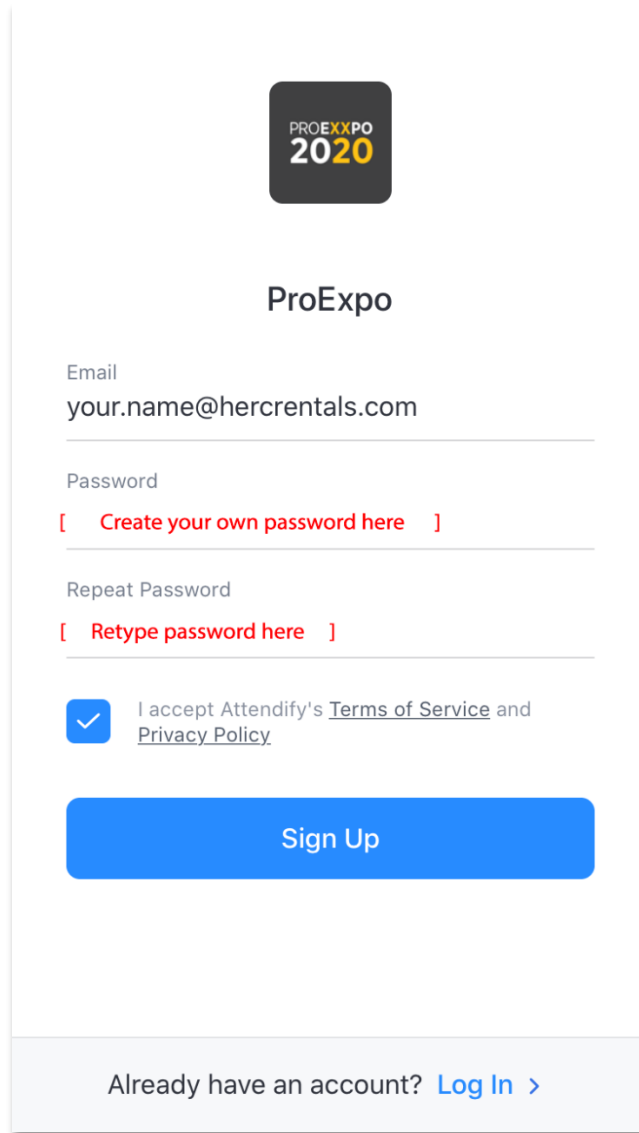
Repeat Password

I accept Attendify's [Terms of Service](#) and [Privacy Policy](#).

Sign Up

Already have an account? [Log In >](#)

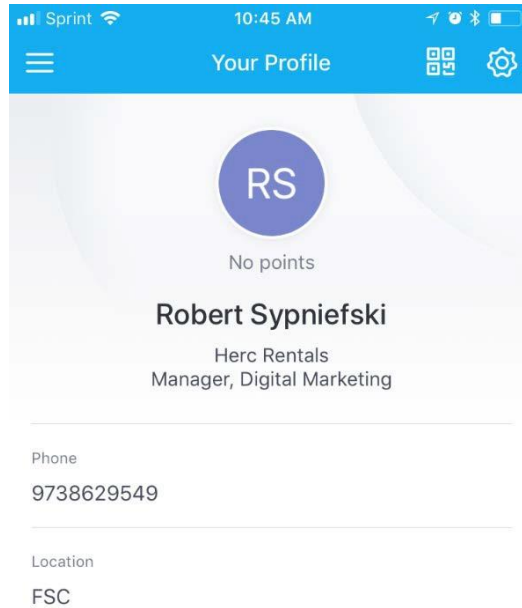
3. Enter your work email and create your own password, then click sign-up.



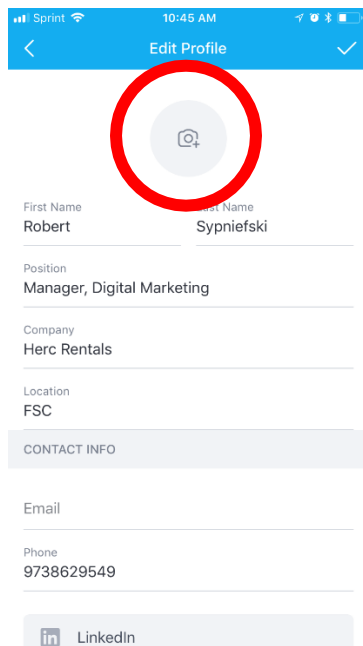
The image shows a sign-up form for ProExpo 2020. At the top is the logo, which consists of a dark square with the text 'PROEXPO 2020' in white and yellow. Below the logo is the heading 'ProExpo'. The form contains three input fields: 'Email' with the placeholder 'your.name@hercrentals.com', 'Password' with a red placeholder 'Create your own password here', and 'Repeat Password' with a red placeholder 'Retype password here'. Below the password fields is a checkbox with a checkmark and the text 'I accept Attendify's [Terms of Service](#) and [Privacy Policy](#)'. A large blue button labeled 'Sign Up' is positioned below the checkbox. At the bottom of the form, there is a link: 'Already have an account? [Log In >](#)'.

4. You'll receive an email with a confirmation link. Click the link and your sign-up is complete!

Updating Profile Information

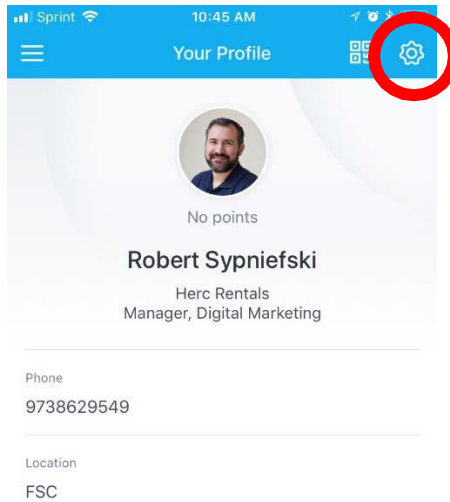


1. Once signed-up, re-launch the app. You should be brought to your profile screen; review your personal information and add a profile picture (steps below).
 - a. Click the camera icon and choose to add either an existing photo or take a new photo of yourself to add to your profile.

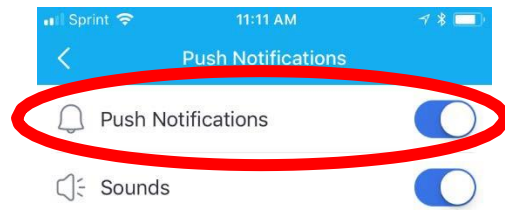
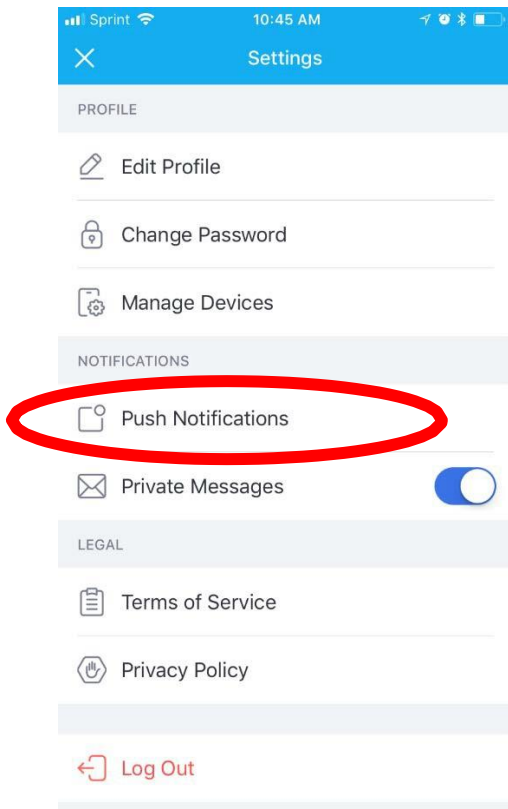


Turning Notifications ON

1. Now that your profile is updated with a picture, it should look like below. Now click the Settings icon on the top right of your screen.



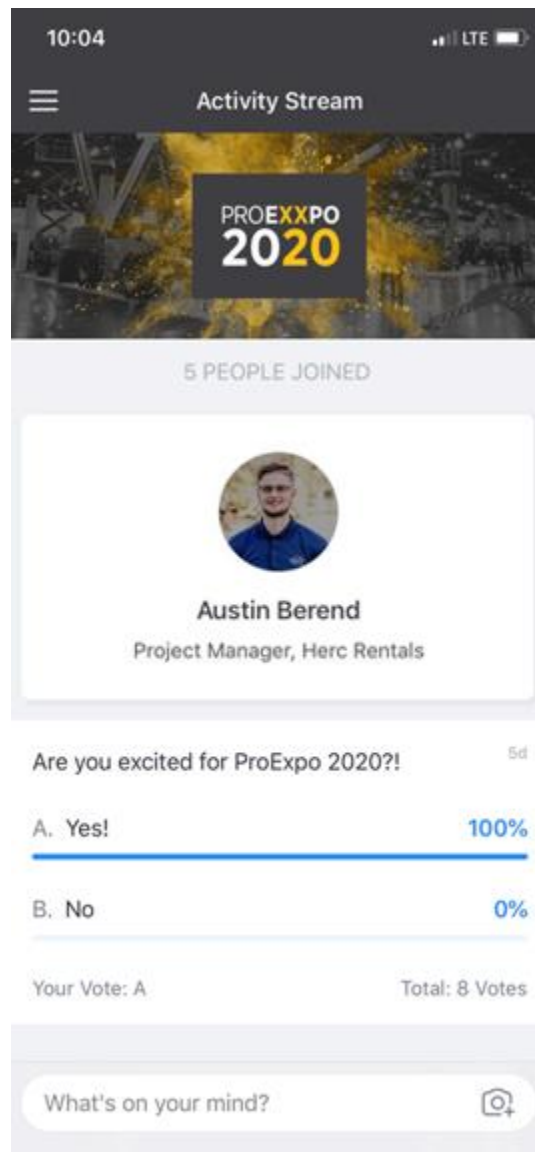
2. Click on Push Notifications and make sure the button is positioned to the right and showing blue. This will ensure you do not miss any important alerts or changes to the agenda.



Overview of App Features:

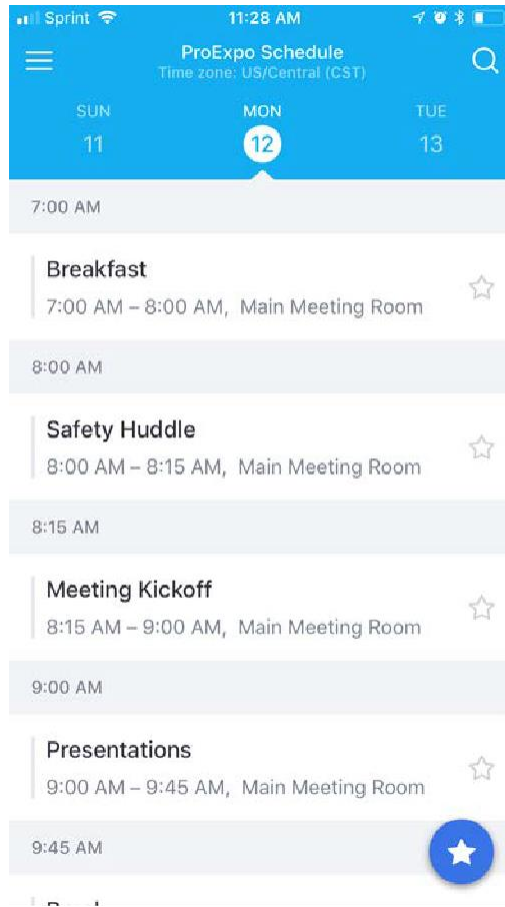
Activity Stream

1. The Activity Stream is the equivalent of Chatter on Salesforce. We encourage you to share pictures and cool information with your colleagues during the event. You can comment and like other posts. **Also, look out for multiple choice and true/false questions regarding Exhibitors' booths during the event.**



Agenda

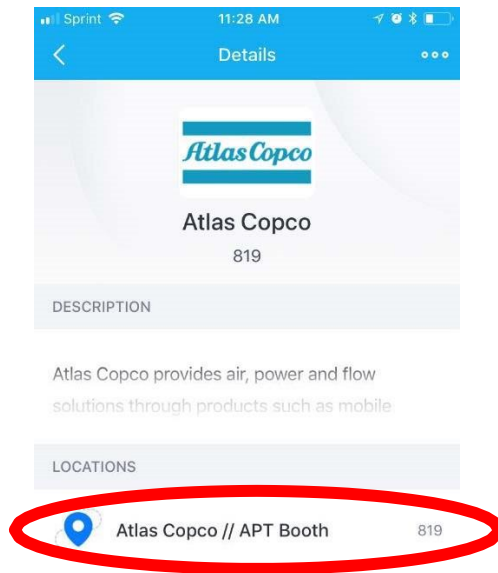
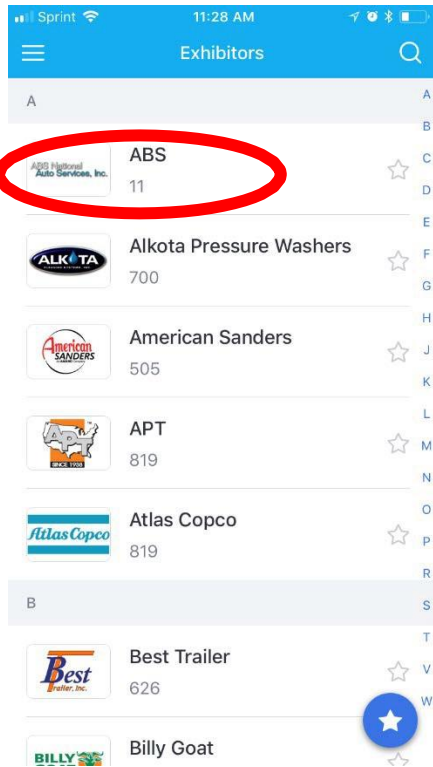
1. The Agenda section is a full schedule of all meetings & events to help keep you on task. This will be updated if there are any changes, so please check back regularly and be on the lookout for special notifications.



***Times are subject to change. Any changes will be updated live in the ProExpo App.**

Exhibitors

1. The Exhibitors section lists all suppliers that have a booth at ProExpo. The booth number is listed under the supplier's name in the list view, and you can click each supplier name to bring you to the details page. The details page includes; a short bio and link to the Interactive Map (shows you the location of the booth on the Venue Map).



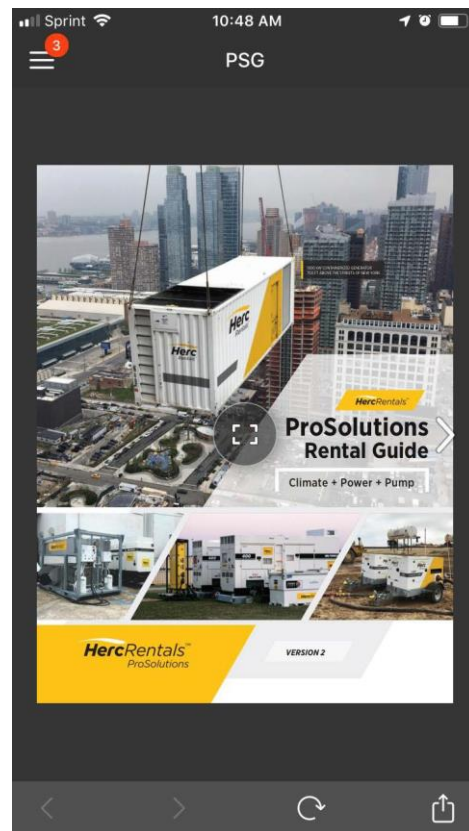
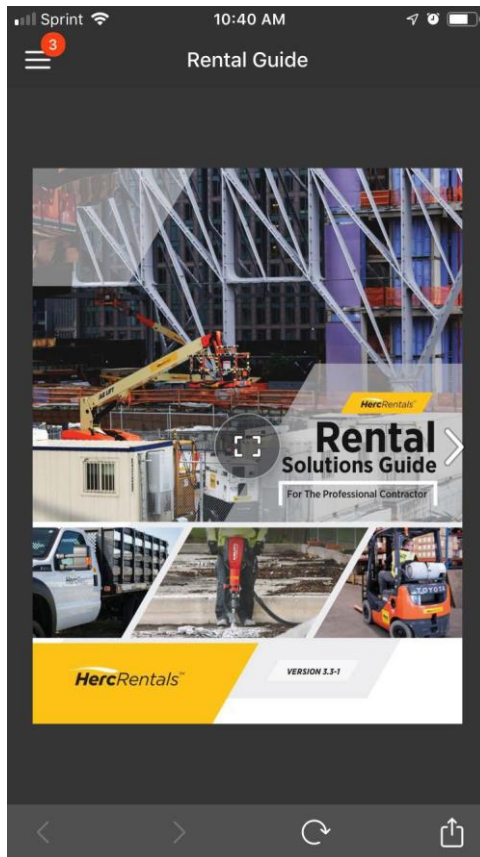
Interactive Maps

1. The Interactive Map provides the layout of the venue and shows the location of all supplier booths inside the Orlando County Convention Center. The map is zoomable and clickable to show you the name of the supplier at each exhibitor booth.



Solutions Guides

1. The Rental Guide & PSG sections have the most recent digital version of the Rental Solutions & ProSolutions guides for easy reference during the event.



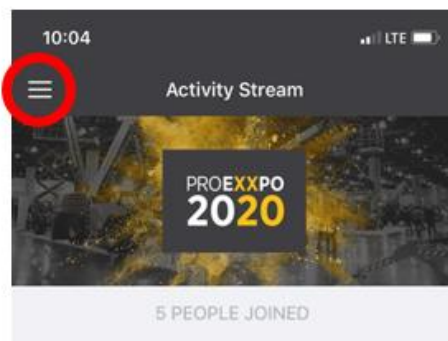
Interacting with Suppliers:

QR Code Exchange

1. In order to save you some time and help you visit as many booths as possible, there is a QR business card exchange tool. Exhibitors will be able to scan your personal QR code to quickly exchange your digital business card.

Displaying your Personal QR Code

- a. Click the three lines to bring up your side navigation menu



- b. Click "Contact Scan" and your QR code will be displayed to be scanned.

