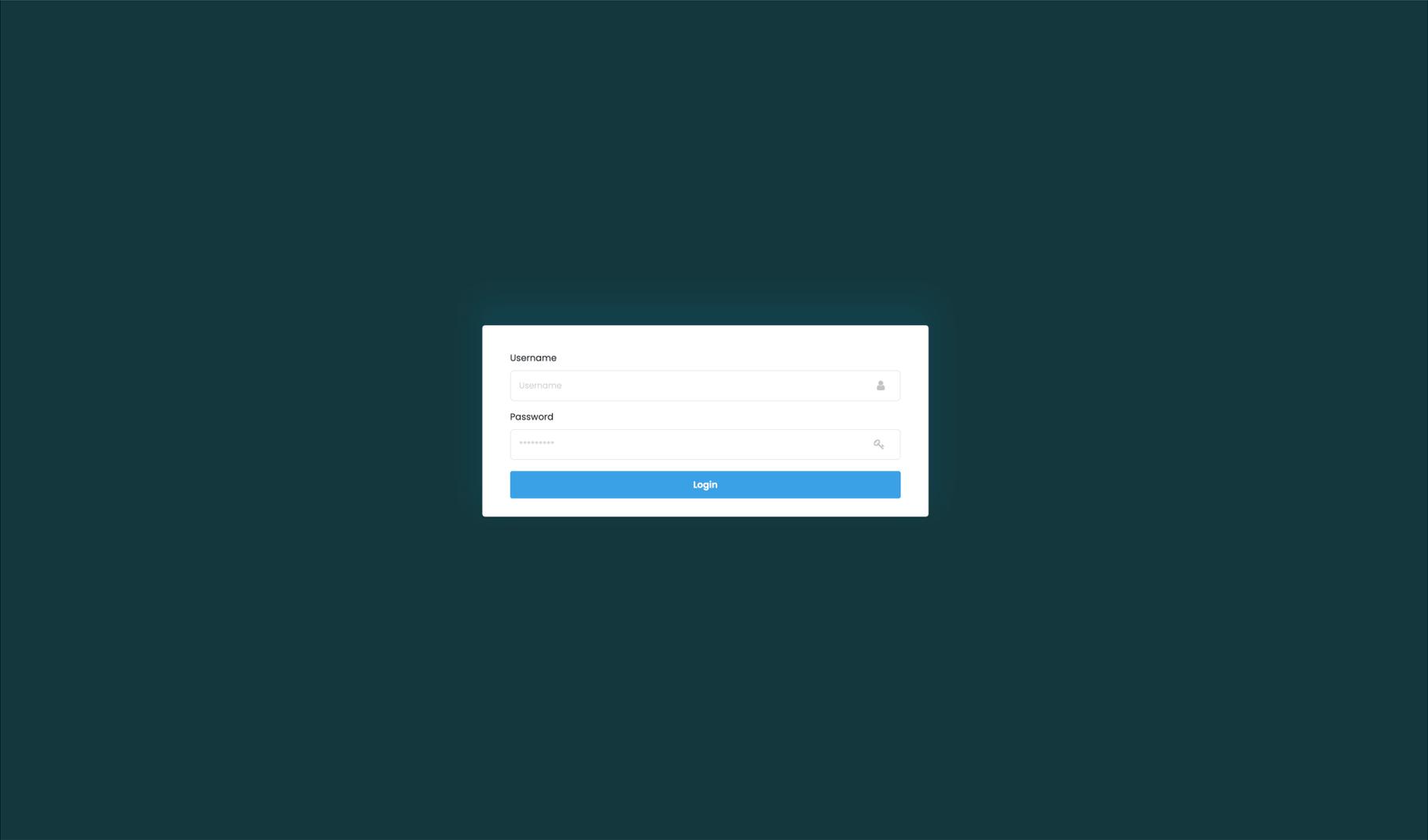
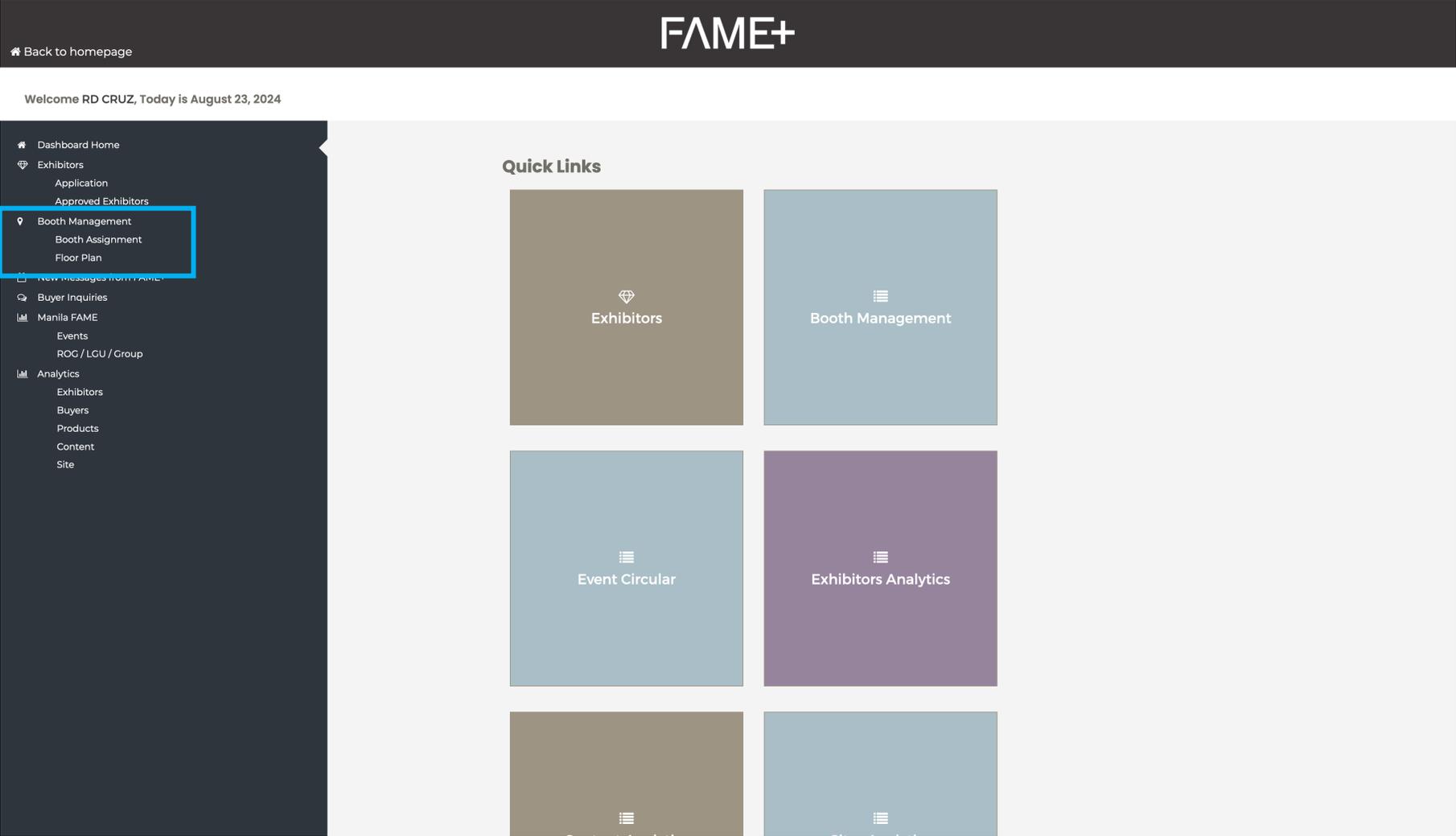


**FAME Booth Management System 1.0 – User Manual**

- 1. Login using your assigned credentials. Link: <https://fameplus.com/admin/login>



2. You can locate the link to the Booth Management System on the side navigation.



3. Click Booth Assignment to start assigning booth spaces to approved exhibitors.

🏠 Back to homepage
FAME+

Welcome RD CRUZ, Today is August 23, 2024

- 🏠 Dashboard Home
- 👤 Exhibitors
  - Application
  - Approved Exhibitors
- 📍 Booth Management
  - Booth Assignment
  - Floor Plan
- 📧 New Messages from FAME+
- 🔍 Buyer Inquiries
- 📄 Manila FAME
  - Events
  - ROG / LGU / Group
- 📊 Analytics
  - Exhibitors
  - Buyers
  - Products
  - Content
  - Site

### BOOTH MANAGEMENT

385

All Booth Spaces

Not identified: **1**  
Aluminum Booth System: **39**  
Raw Space Only: **69**

0

Assigned Booth Numbers

385

Available Booth Numbers

0

Exhibitors with Assigned Booth Numbers

109

Exhibitors without Assigned Booth Numbers

Download Records

Show 10 entries Search:

Exhibitors	Individual/Group	Booth Number	Booth Type	Booth Name	Actions
23rd by Deanne Corporation	Individual		Raw Space Only	Twenty Third	+
33 POINT 3 EXPORTS, INC.	Individual		Raw Space Only	33 POINT 3 EXPORTS, INC.	+
A. GARCIA LIFESTYLE INC.	Individual		Raw Space Only	A. GARCIA LIFESTYLE INC.	+

Booth Assignment page also has a summary/count of the following: total booth spaces, assigned booth numbers, available booth numbers, exhibitors with assigned booth spaces, and exhibitors without assigned booth space.

4. You can download a CSV file of the records displayed on the table.

**FAME+**

Welcome RD CRUZ, Today is August 23, 2024

**BOOTH MANAGEMENT**

385 All Booth Spaces

0 Assigned Booth Numbers

385 Available Booth Numbers

Not identified: 1  
Aluminum Booth System: 39  
Raw Space Only: 69

0 Exhibitors with Assigned Booth Numbers

109 Exhibitors without Assigned Booth Numbers

Download Records

Show 10 entries Search:

Exhibitors	Individual/Group	Booth Number	Booth Type	Booth Name	Actions
23rd by Deanne Corporation	Individual		Raw Space Only	Twenty Third	+
33 POINT 3 EXPORTS, INC.	Individual		Raw Space Only	33 POINT 3 EXPORTS, INC.	+
A. GARCIA LIFESTYLE INC.	Individual		Raw Space Only	A. GARCIA LIFESTYLE INC.	+

Click the Download Records to download the file. Filename is automatically generated with the date and time when it was downloaded.

5. The following data is shown on the table: exhibitor’s company name, participation type, assigned booth number(s), booth type, and booth name.

Content  
Site

0  
 Exhibitors with Assigned Booth Numbers

109  
 Exhibitors without Assigned Booth Numbers

Download Records

Show  entries
Search:

Exhibitors	Individual/Group	Booth Number	Booth Type	Booth Name	Actions
23rd by Deanne Corporation	Individual		Raw Space Only	Twenty Third	+
33 POINT 3 EXPORTS, INC.	Individual		Raw Space Only	33 POINT 3 EXPORTS, INC.	+
A. GARCIA LIFESTYLE INC.	Individual		Raw Space Only	A. GARCIA LIFESTYLE INC.	+
ABEL PH GIFT SHOP	Individual		Aluminum Booth System	ABEL PHILIPPINES	+
ACENTO COLLECCION INC	Individual		Raw Space Only	Acento Colleccion	+
Adorno '72 Home Decors	Individual		Raw Space Only	ADORNO 72 HOME DECORS	+
AISHE FASHION	Individual		Raw Space Only	Al-She Fashion	+
Albertina Export and Import Inc	Individual		Aluminum Booth System	ALBERTINA	+
ALMAR JEWELRY	Individual		Aluminum Booth System	Almar Jewelry	+
ALPHAVINES INTERNATIONAL TRADING	Individual		Aluminum Booth System	ALPHAVINES INT'L TRADING	+

Showing 1 to 10 of 109 entries

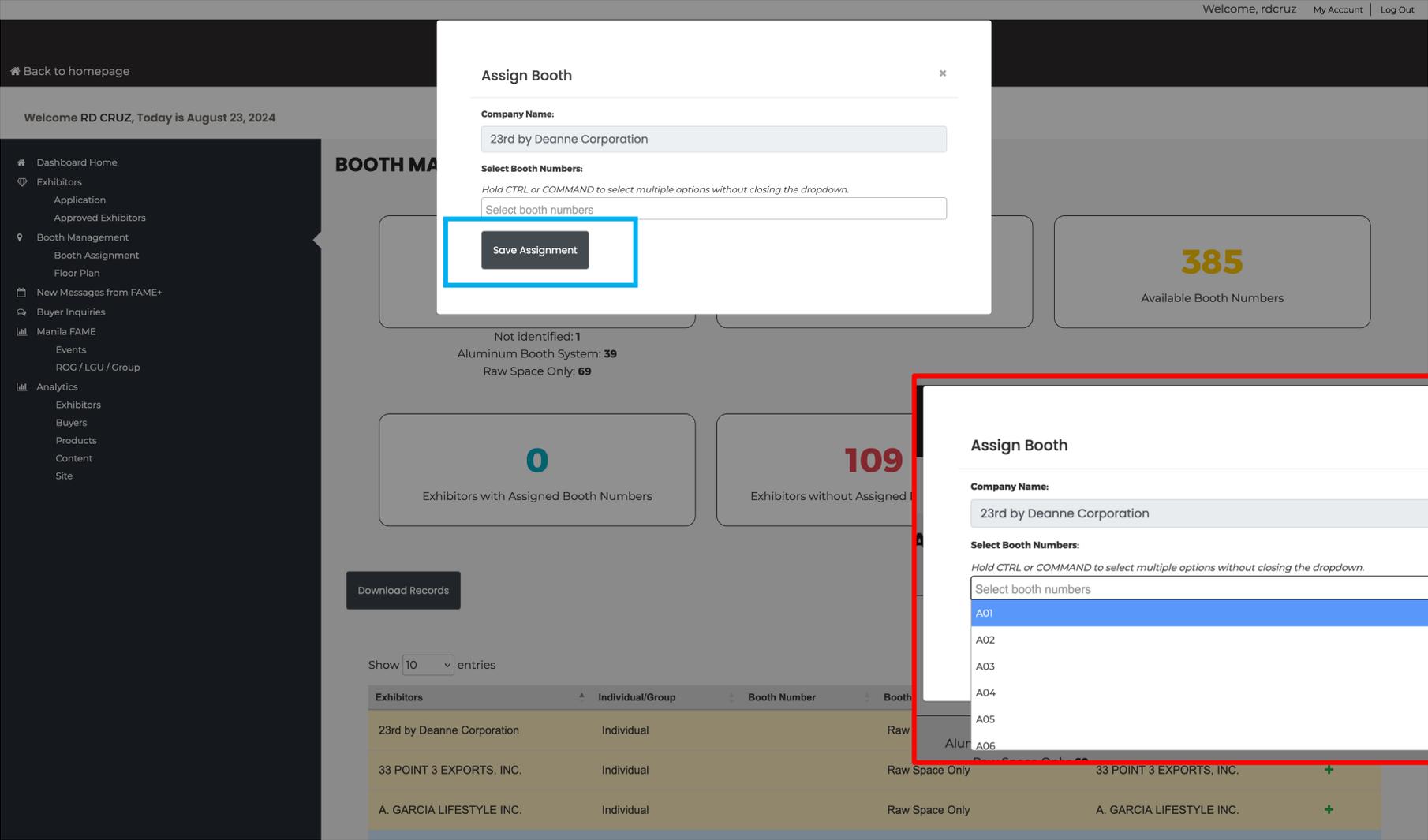
 Previous 1 2 3 4 5 ... 11 Next

The last column contains actions:

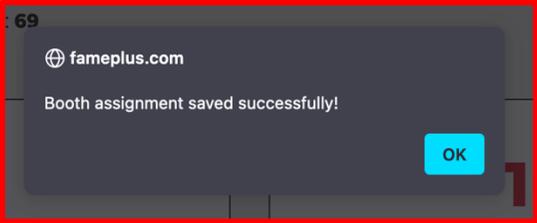
- Add (plus icon) – allows you to assign booth spaces to the exhibitor.
- Download (download icon) – allows you to download a PDF file of the floor plan. Assigned booth spaces to the exhibitor is shaded in red.
- Delete (times (x) icon) – allows you to delete all the assigned booth spaces to the exhibitor.

Search function will allow you to search for company name, participation type, booth number, booth type, and booth name.

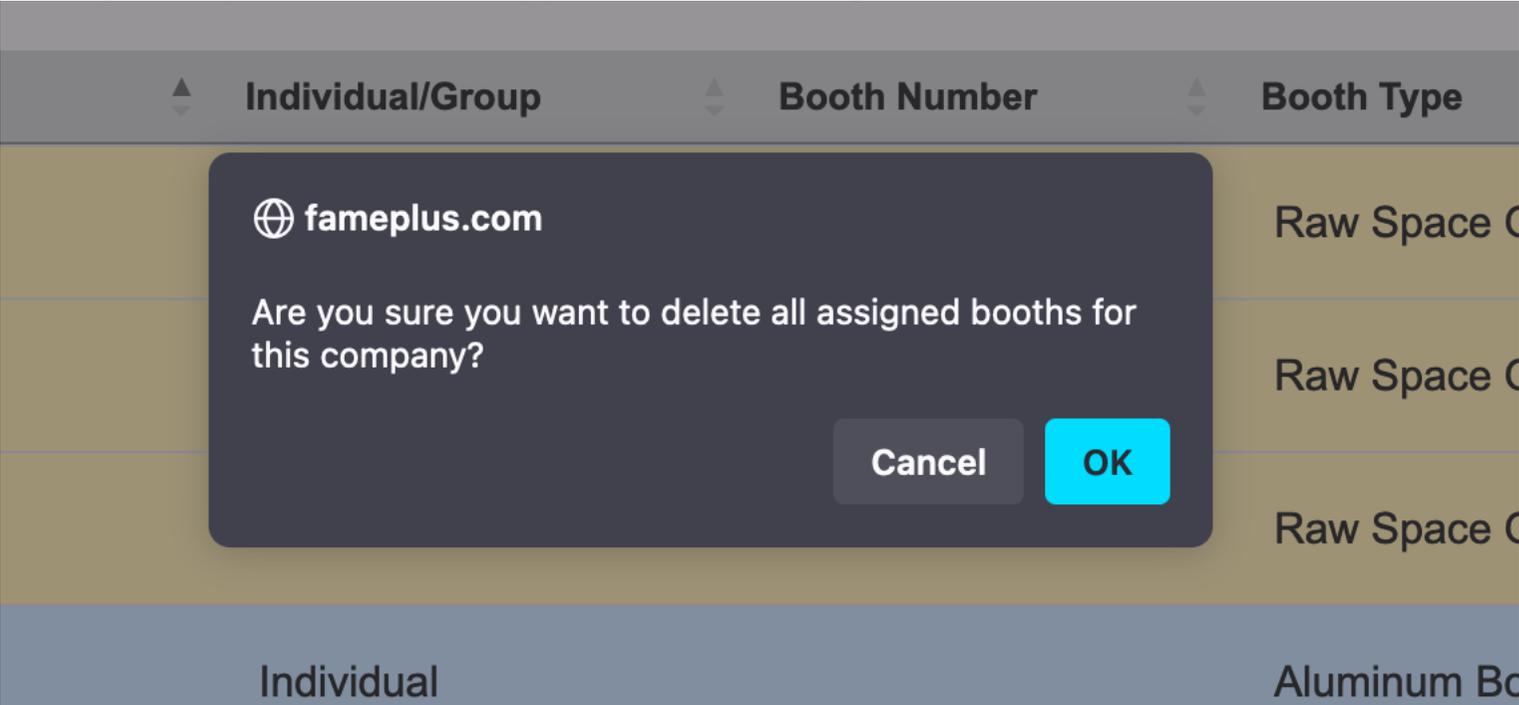
6. Assign booth space: Click the plus icon to select booth numbers and add them to the exhibitor.



Hold CTRL or COMMAND to select multiple booth numbers without closing the dropdown. Once you are done selecting booth numbers, click anywhere to close the dropdown. Click Save Assignment to save your changes. A popup notification will confirm if you save the assignment successfully or not. Click OK to close the prompt.

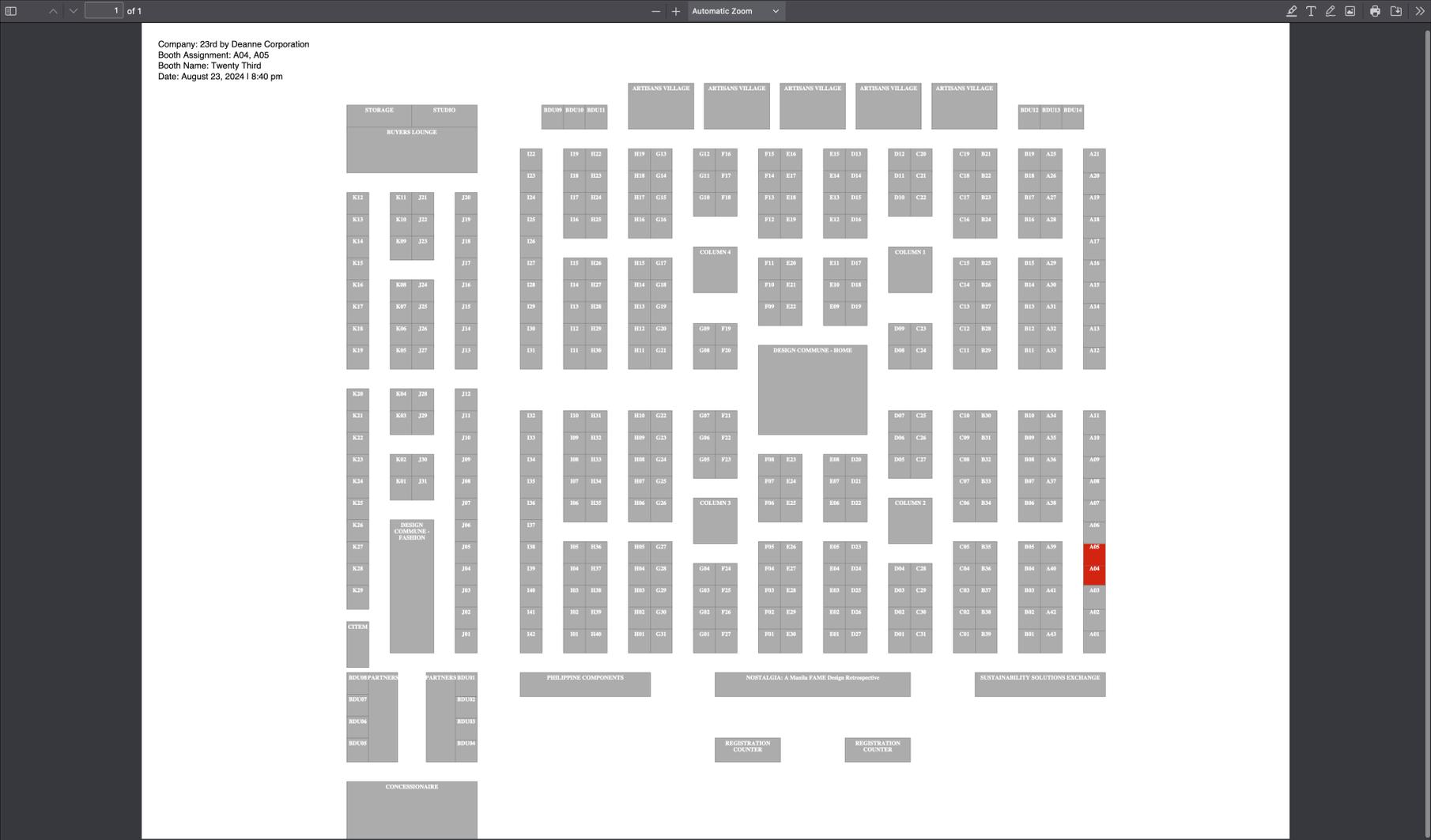


7. Deleting booth space: Click the times (x) icon to delete all assigned booth numbers to the exhibitor.



A popup notification will appear to confirm your selected action. If you are sure you want to delete all assigned booth numbers to the exhibitor, click OK.

8. Downloading the floor plan: Click the download icon to proceed.



The PDF file will be opened in a new tab.

On the upper left corner of the page, the following details are added: company name, booth numbers, booth name, and date the file was generated.

All assigned booth numbers to the exhibitor will be shaded red.

Save the file to download the floor plan.

9. You can also view the floor plan by clicking the Floor Plan on the side navigation.

Grayed out blocks are unassigned booth spaces.  
 Red shaded blocks are assigned to a single exhibitor.  
 Blue shaded blocks are shared booth spaces.

