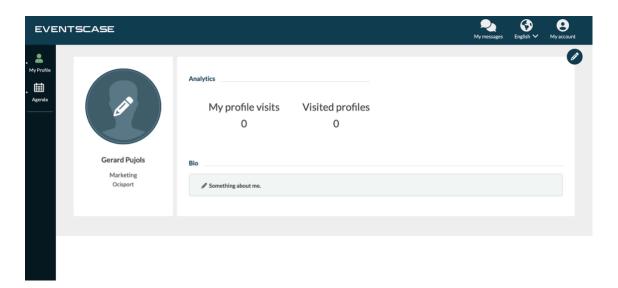


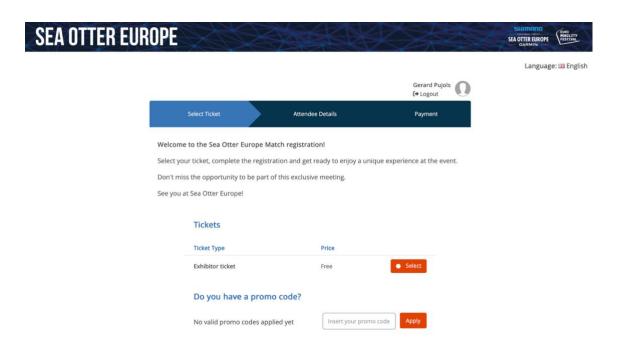


Step by step guide to register as an exhibitor (stand member) in the Sea Otter Europe app.

 Before starting the registration process, you can edit and complete your profile information through the Dashboard link in the email and using your credential (This can also be done later via the app)



2. Access the URL in the email and select the exhibitor ticket.



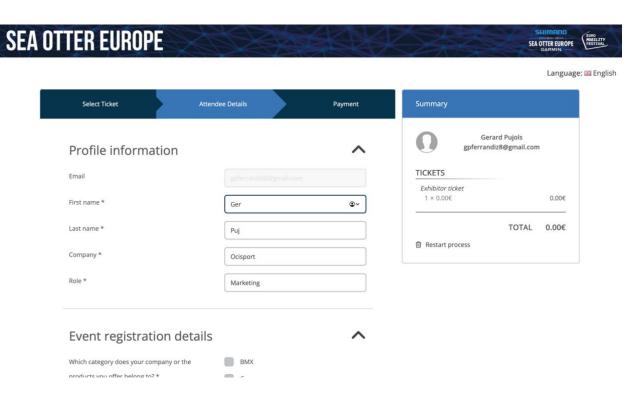




3. Enter your email address (attached in your credentials).



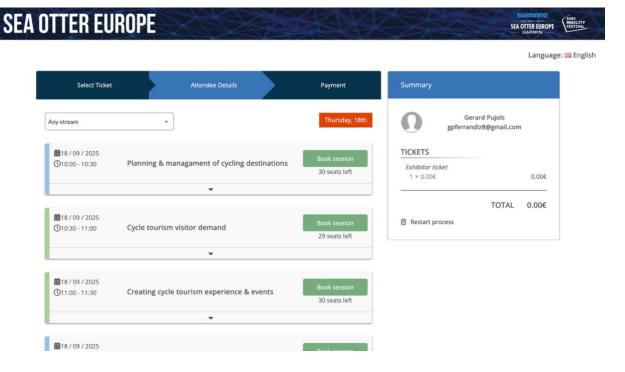
4. **Fill in the main registration fields** that will help professionals connect with your brand.



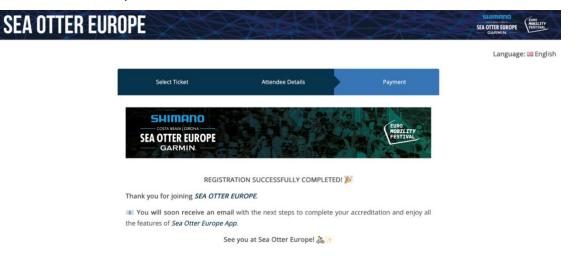




5. **Book your place** in the talks and networking events.



6. **Complete the registration** and you'll receive a confirmation email with the next steps and relevant instructions







- 7. Once registered...
  - a. **Download the Sea Otter Europe app** to access all functionalities: **Android** o **iOS**.







b. **Log in using your credentials**. Access the application with you registered email and password



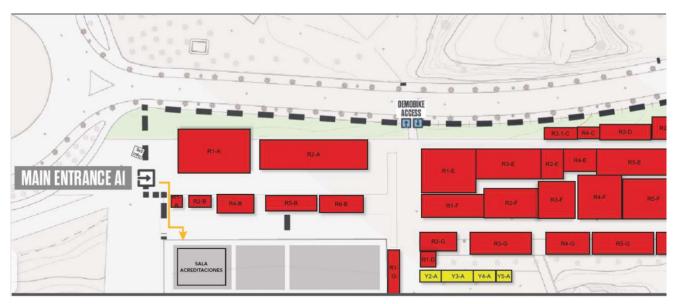


- c. If you are the stand manager, complete your stand's information and add your team members by clicking the "Edit stand and add staff" button I the app. (we recommend doing it from the email you received, before this, and using a computer, although it's also possible form your phone)
- d. If you're a stand staff member, it is essential that you complete your information and edit your profile to ensure you can collect your accreditation without any issues. Each team member will receive a personal accreditation required to access the festival.





- 8. **¡All set!** Once everything is completed, you'll be ready to showcase your brand to professionals and the public through the app and during the event.
- 9. Collect your accreditation
  - 9.1 Go to the **festival accreditation point** on the day of the event



- 1. Enter the venue through the main entrance (A1).
- 2. Go through the entrance gate.
- 3. Walk along the right-hand side.
- 4. Enter the pavilion through the first door.
- 5. At the counter, you will be able to collect your accreditation.





9.2 Scan your **personal QR code** from your profile in the Sea Otter Europe app. This will generate your official badge and activate your access to the festival.



9.3 Once you have your accreditation, **show it at the festival's entry and exit points** during the days of Sea Otter Europe for quick and hassle-free access

## 10. Suport & contact

For any questions about the app or to get in touch with the support team: help@seaottereurope.com