



16 AL 18 OCTUBRE
EN CORFERIAS

DIGITAL ACTIVATION GUIDELINE

Hacemos parte de :



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What is digital activation about?

Through the exhibitors' platform [Extranet](#) you will be able to manage your digital activation, which includes:



E- Directory: Increase your company's visibility in the exhibitor directory on the website of the trade fair that you are participating in.



Virtual Stand: Digitally recreate your stand with the company's information, videos and contacts. This will be displayed on the trade fair's website that you are participating in.

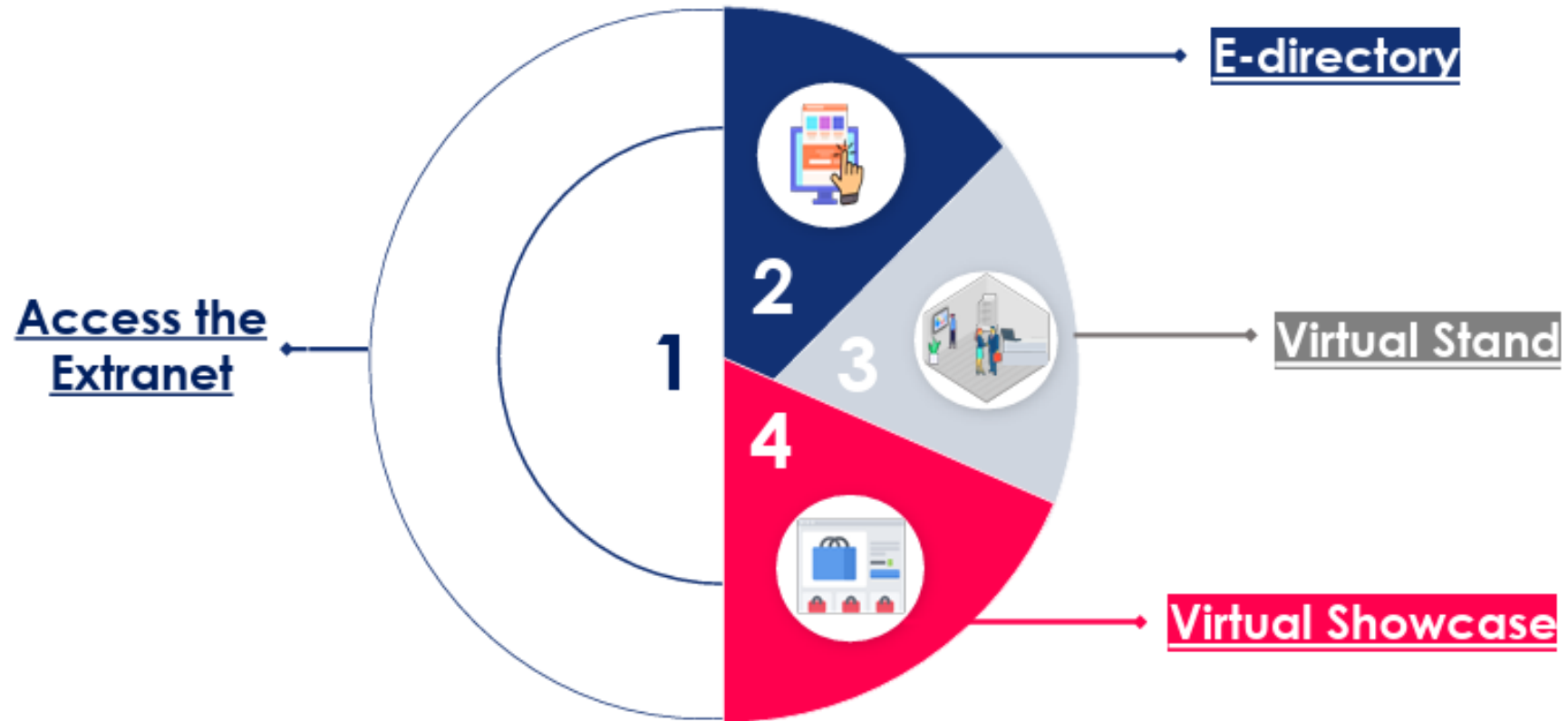


Virtual showcase: Display your products in the ecosystem you belong to, through Econexia, the digital platform for business and connections.

This guide will show you how to activate each of these modules through the Extranet.

**Digital modules subject to availability depending on the trade fair you are participating in.*

Content

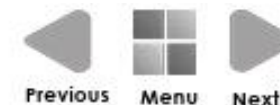




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EXTRANET - ACCESS TO THE EXHIBITORS' PLATFORM



Login into the platform: <https://extranet.corferias.com>
use your username and password.

If this is your first time logging in, select "**Register**" and you will receive an email with your login credentials.

*If you do not remember your password, click on "**I don't remember my password or I haven't activated my account**", enter your email address in the pop-up window, and you will receive a login link along with a temporary key (code) to activate your account or reset your password.

The screenshot shows the Corferias Bogotá login and registration page. At the top is the Corferias Bogotá logo with the tagline 'Centro Internacional de Negocios y Suplementos'. Below the logo are two input fields: 'Username' with a person icon and 'Password' with a lock icon. Under the password field, there is a link that says 'I don't remember my password, or I haven't activated my account Register'. To the right of this link are two buttons: an orange 'ES' button with a dropdown arrow and a green 'Login >' button. At the bottom of the form is a large orange button labeled 'MANUAL ENTRY AND REGISTRATION PLATFORM'.

PLEASE NOTE: *The user must be the same e-mail address registered in the contract as the responsible for the participation.*



E-DIRECTORY AND VIRTUAL STAND ACTIVATION



When you access the platform, go to the top right corner and select the trade fair you are participating in.



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E-DIRECTORY - EXHIBITOR PROFILE CONFIGURATION



To set up your digital activation, the exhibitor profile must be fully completed.

1. Go to the **Exhibitor's Profile** and in the **Company Information** section complete the information.
2. In the **Virtual Shop** section, enter the details of the person responsible for handling inquiries from potential buyers of the products you will upload to the virtual showcase.

Exhibitor Profile

Company Information **Virtual Shop** Location

Catalog name* CORFERIAS BOGOTÁ

Description of your company Centro Internacional de Negocios y Exposiciones

Sectors* Eventos

Products* Eventos, ferias internacionales, congresos.

Web Site https://corferias.com/

The fields with * are not modifiable, please contact the commercial to update the data

Update

Note: Files or images must not exceed 200 kB in size.



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VIRTUAL STAND



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1. Select the virtual stand section.

2. Fill in the required fields in the stand configuration and upload the files following the specified dimensions.

Once finished, click "Save".

Note: Files or images must not exceed 200 kB in size.

[Home](#)
[Virtual Stand](#)
[virtual invitations](#)
[Exhibitor Profile](#)
[Virtual Showcase](#)
[Company Information](#)
[Participation](#)
[Online Ticket Office](#)
[Providers](#)
[Certificates](#)

Virtual Stand

Exhibitor

Email

Virtual Showcase

WhatsApp contact

Description

Logo

Virtual Banner

Video

File PDF

Seleccionar archivo

PDF(213K).png

Address 1

State



VIRTUAL SHOWCASE ACTIVATION

In the upper right corner, select the **ecosystem** to which your company belongs.



AGRIBUSINESS
& FOOD
ECOSYSTEM

LIFESTYLE
& CONSUMPTION
ECOSYSTEM

INDUSTRY, CONSTRUCTION
& ENVIRONMENT
ECOSYSTEM

CREATIVE & CULTURAL
INDUSTRIES
ECOSYSTEM

FASHION & CLOTHING
MANUFACTURE
ECOSYSTEM



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VIRTUAL SHOWCASE – PRODUCT UPLOAD



1. Go to the "**Virtual Showcase**" module and select the general showcase, as corresponds.

2. **New products:** In this section, you can upload the products and/or services from your portfolio.

3. Fill in the product information and upload the images.

CORFERIAS SAS Tienda Virtual ---27770

Home Virtual Stand virtual invitations Exhibitor Profile Virtual Showcase (1/1) Vitrina virtual general Company information Periodization (1/1) Online Ticket Office Providers Certificates

Buscar Estado Activo

2 Nuevo Producto

Index	Nombre	Num. Imágenes	Estado
1	Balan Pollar	1	Activo
2	Balan Root	1	Activo

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Siguiente

Remember: Once the products are uploaded, you can manage them and choose to: Add, edit, or remove products and their images.



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VIRTUAL SHOWCASE – PRODUCT UPLOAD



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By selecting each product, you can activate or deactivate it to control its visibility in the showcase.

NOTES:

- Image size must be 800 x 800 pixels.
- File names must not contain accents or special characters to ensure proper uploading.
- Accepted formats: JPEG, JPG, PNG.
Maximum file size: 150KB.

Remember: The virtual showcase is displayed through [ECONEXIA](#), the digital platform for business and networking.

The screenshot shows the 'Tienda Virtual' interface for product management. On the left is a sidebar menu with options: Inicio, Stand Virtual, Credenciales e invitaciones por correo, Perfil del Expositor, Vitrina Virtual, Datos de la Empresa, Participación, Exhibición en Línea, Previsiones, and Certificados. The main area is titled 'Tienda Virtual' and contains a form for adding or editing a product. The form includes a placeholder for a product image (800x800 pixels), a dropdown for 'Estado' (Active/Inactive), a text field for 'Nombre', a text area for 'Descripción', a price field, a discount dropdown, a discount percentage field, start and end dates for the discount, and a category dropdown. A 'Guardar' button is at the bottom right.



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THANK YOU!

For questions or concerns, please contact us
at activaciondigital@corferias.com

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