ExpoSolar Colombia 2025
9ª VERSIÓN

16 AL 18 OCTUBRE
EN CORFERIAS

DIGITAL ACTIVATION GUIDELINE

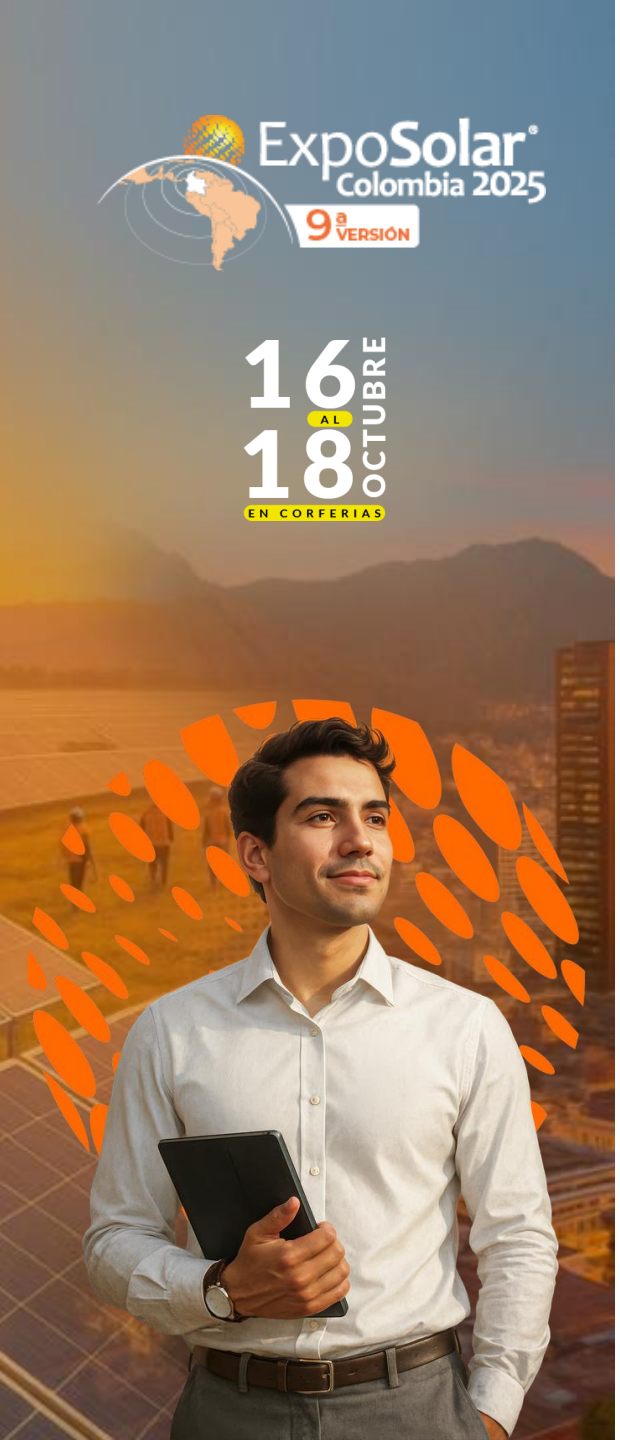
Hacemos parte de :

econexia
ECOSISTEMA DIGITAL DE CONEXIONES & NEGOCIOS
operado por corferias

Organizan:

Centro de Ciencia y Sensibilización Ambiental

corferias
Generadores de Oportunidades y Progreso



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.

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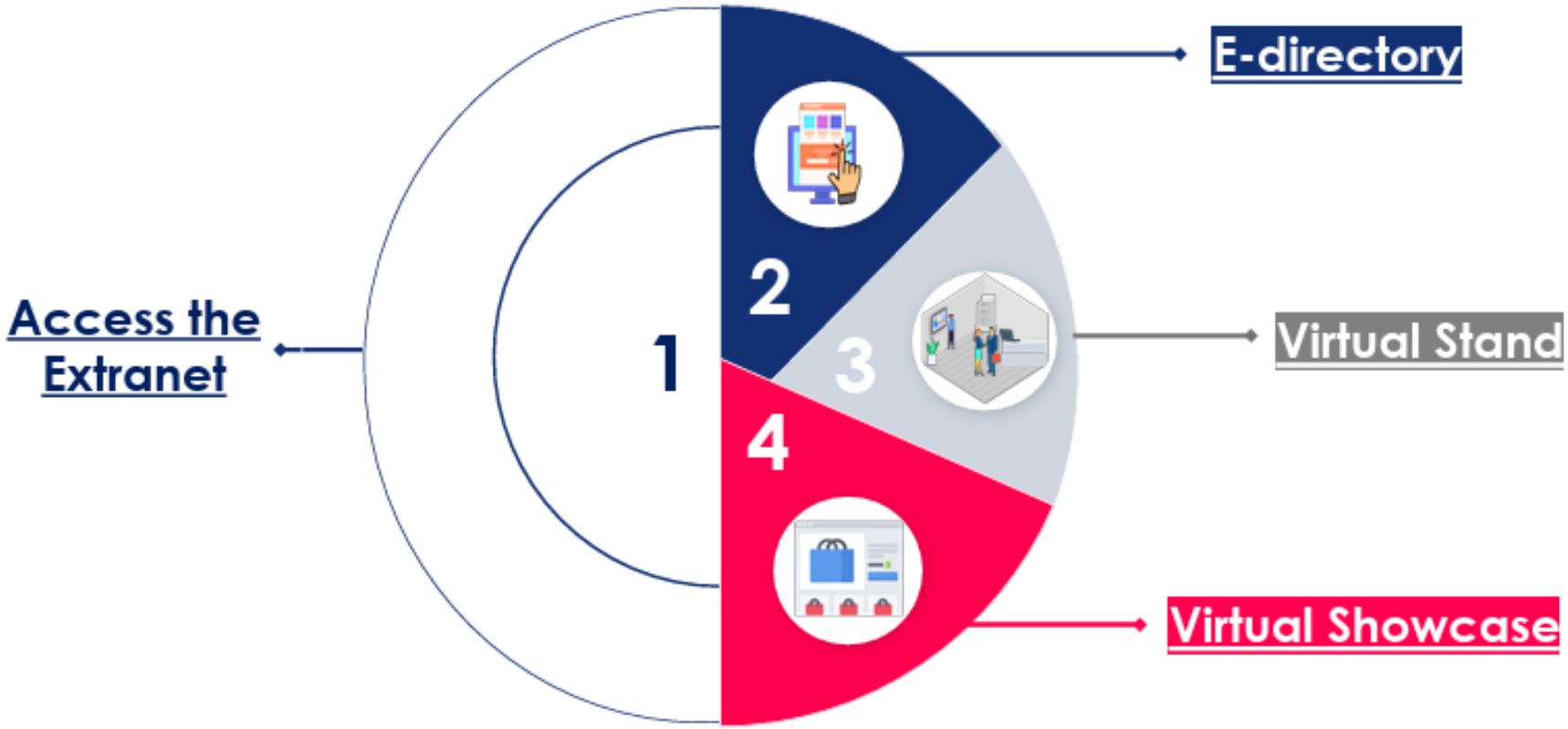

1 EXTRANET - ACCESS TO THE EXHIBITORS' PLATFORM

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

f 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.

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.

2

E-DIRECTORY - EXHIBITOR PROFILE CONFIGURATION

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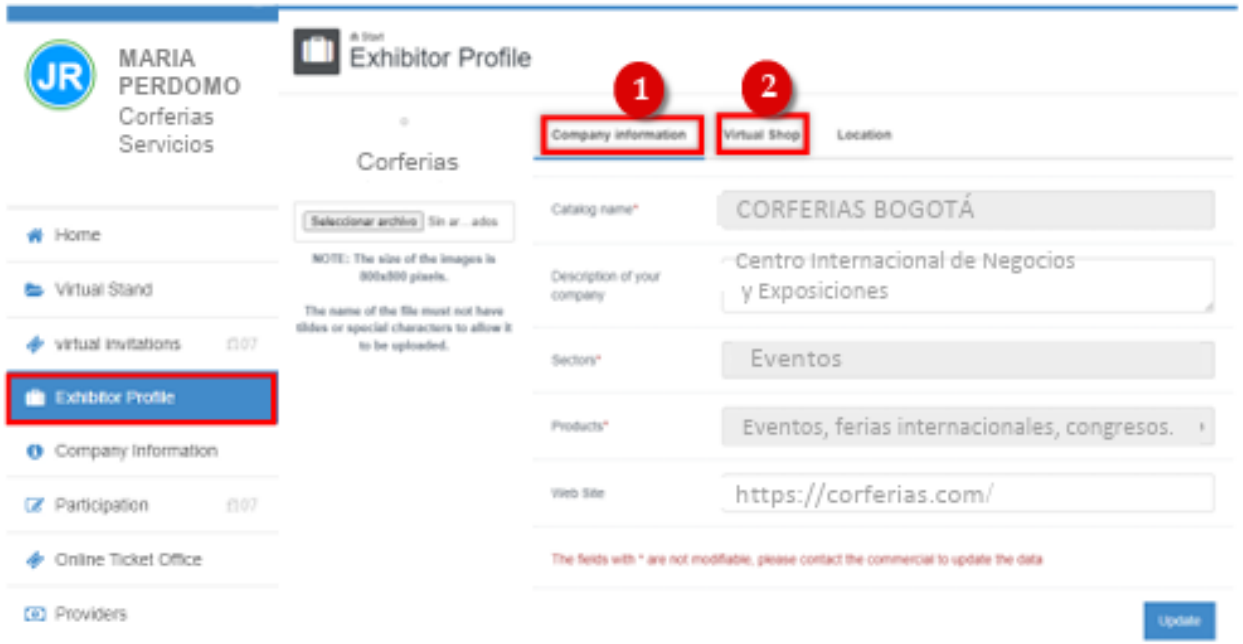
To set up your digital activation, the exhibitor profile must be fully completed.

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.

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



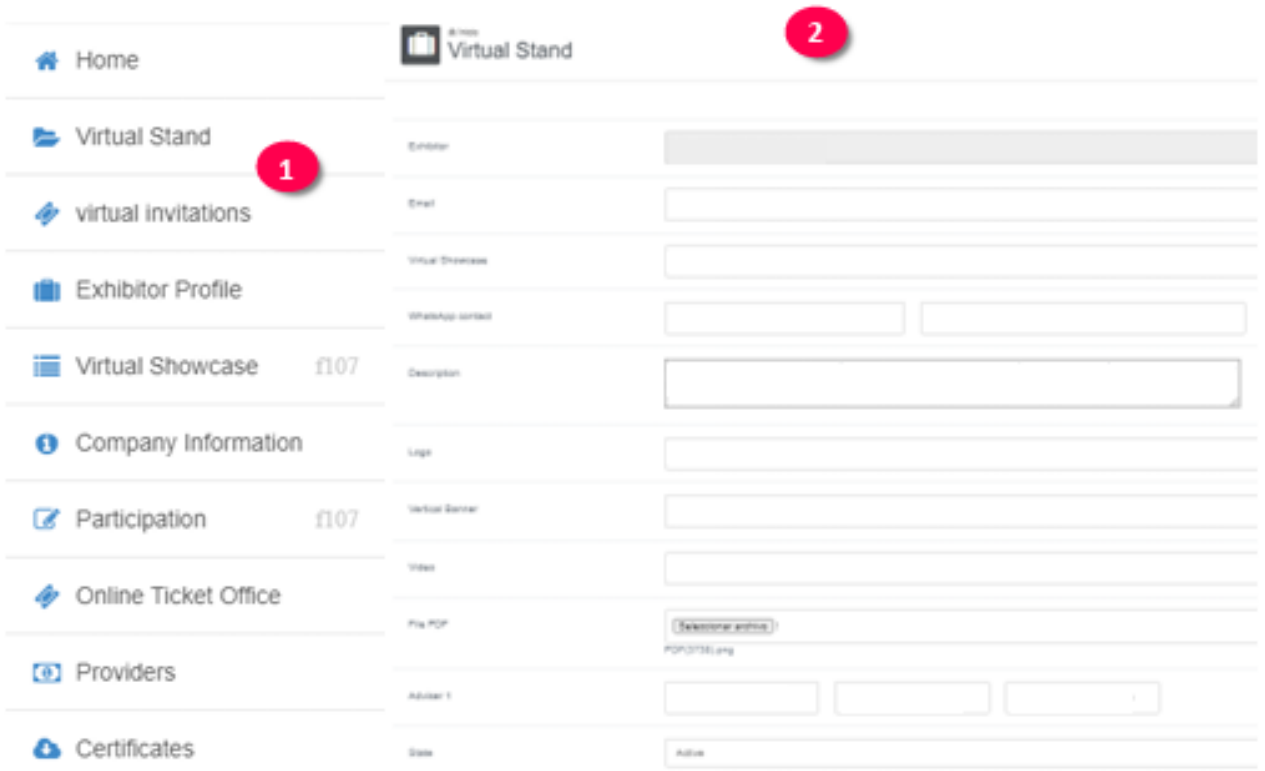
3 VIRTUAL STAND

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.



VIRTUAL SHOWCASE ACTIVATION

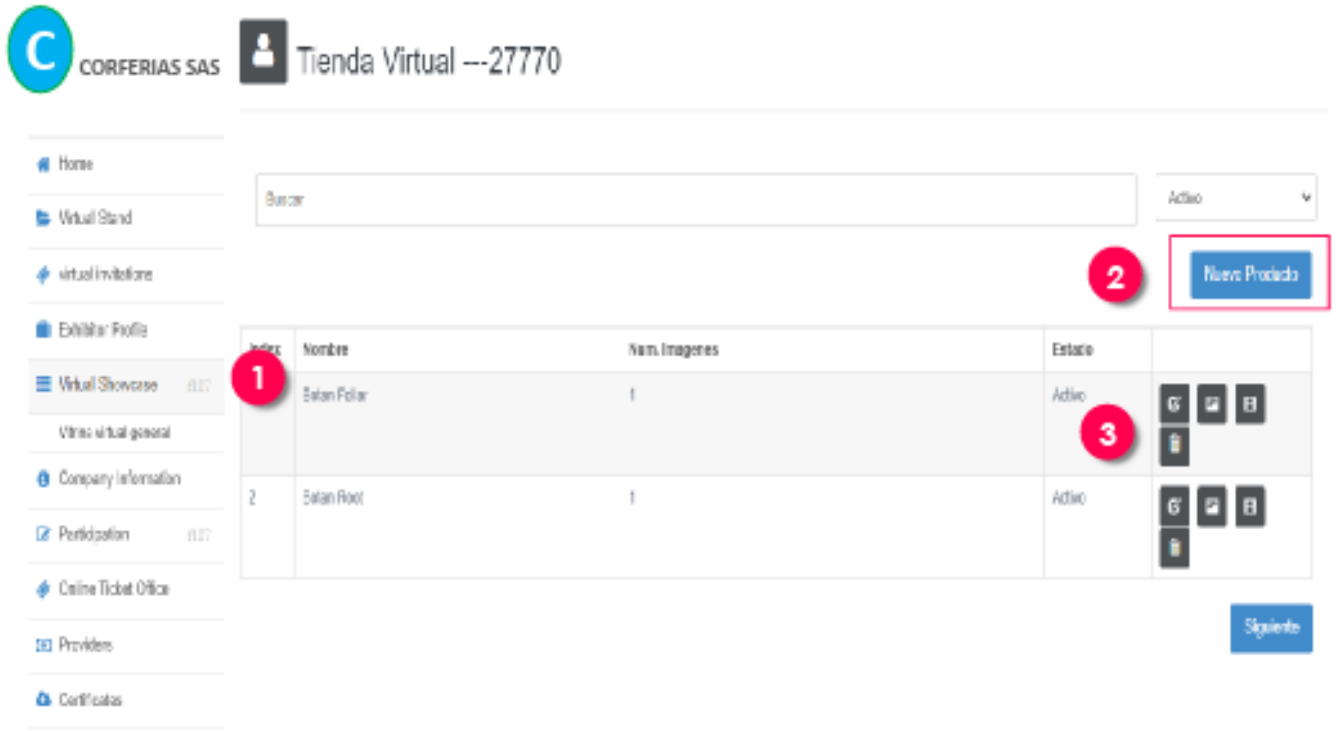
In the upper right corner, select the **ecosystem** to which your company belongs.

4 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.



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

4 VIRTUAL SHOWCASE – PRODUCT UPLOAD

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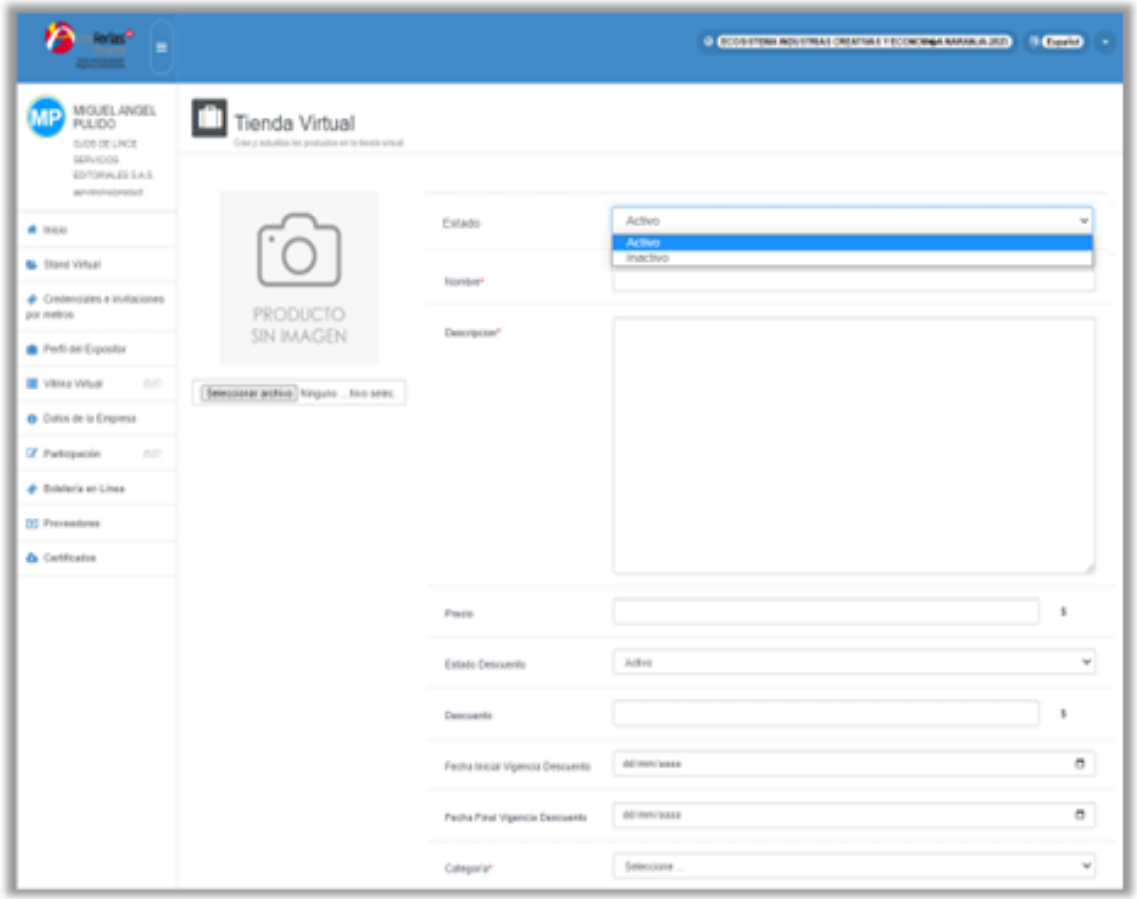
By selecting each product, you can activate or deactivate it to control its visibility in the showcase.

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.



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THANK YOU!

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

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