



## EXHIBITOR LEAD RETRIEVAL INFORMATION

### Steps to Purchase Lead Retrieval

1. Go to the Exhibitor Portal from the link sent to you via email (check spam/junk and search "Lead Retrieval Invitation for 2023 Converters Expo")  
If you cannot locate the email and need it resent, please reach out to Stephanie Matal @ [smatal@executiveevents.com](mailto:smatal@executiveevents.com)
2. Indicate the number of licenses you'd like to purchase
3. Set up your surveys/questionnaire and content/marketing materials, *if desired*
4. Have each person who is assigned a license download the "Aventri Leads Capture" app from the App Store
5. Provide the **activation code** from the confirmation email, or you can access the code through the Exhibitor Portal "Orders" tab
6. Enter the activation code into the mobile app and get scanning!

### Additional Information

- Your portal will have everything you need for reporting, lead management and tracking
- You can manually add leads into the portal vs. scanning, if needed
- If you need to switch/disable a license for a new employee, you will do this in the Leads Capture App

For any questions, please reach out to Stephanie Matal @  
[smatal@executiveevents.com](mailto:smatal@executiveevents.com)