



EXHIBITOR MOBILE APP GUIDE

Thank you for exhibiting!

This guide shows how to use key AMC Mobile App features to make the most of your event participation.

For a full guide of features*, go to: [Exhibitors | Attendees & Exhibitors Help Center](#)

*Note that some features of the Swapcard system are not part of the AMC Mobile App.

UPDATING YOUR MOBILE APP LISTING

1

UPDATE YOUR COMPANY PROFILE

Company descriptions/contact information you entered in the 2026 online directory are already included.

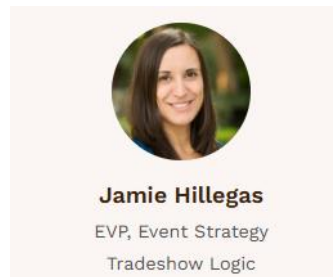
If you exhibited in 2025, graphics & logos you uploaded in the Mobile App last year are already included.

Add more info to stand out to attendees!

2

UPDATE YOUR INDIVIDUAL PROFILE

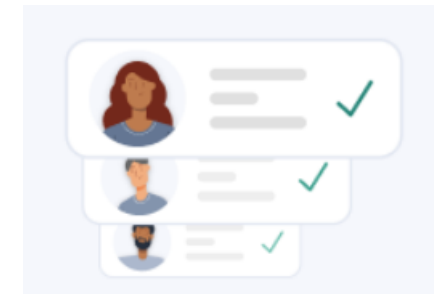
Add your photo and information about you to increase how often you are recommended to other attendees and to facilitate connections.



3

CAPTURE AND TRACK LEADS

Use the complimentary lead retrieval built into the Mobile App to track connections.

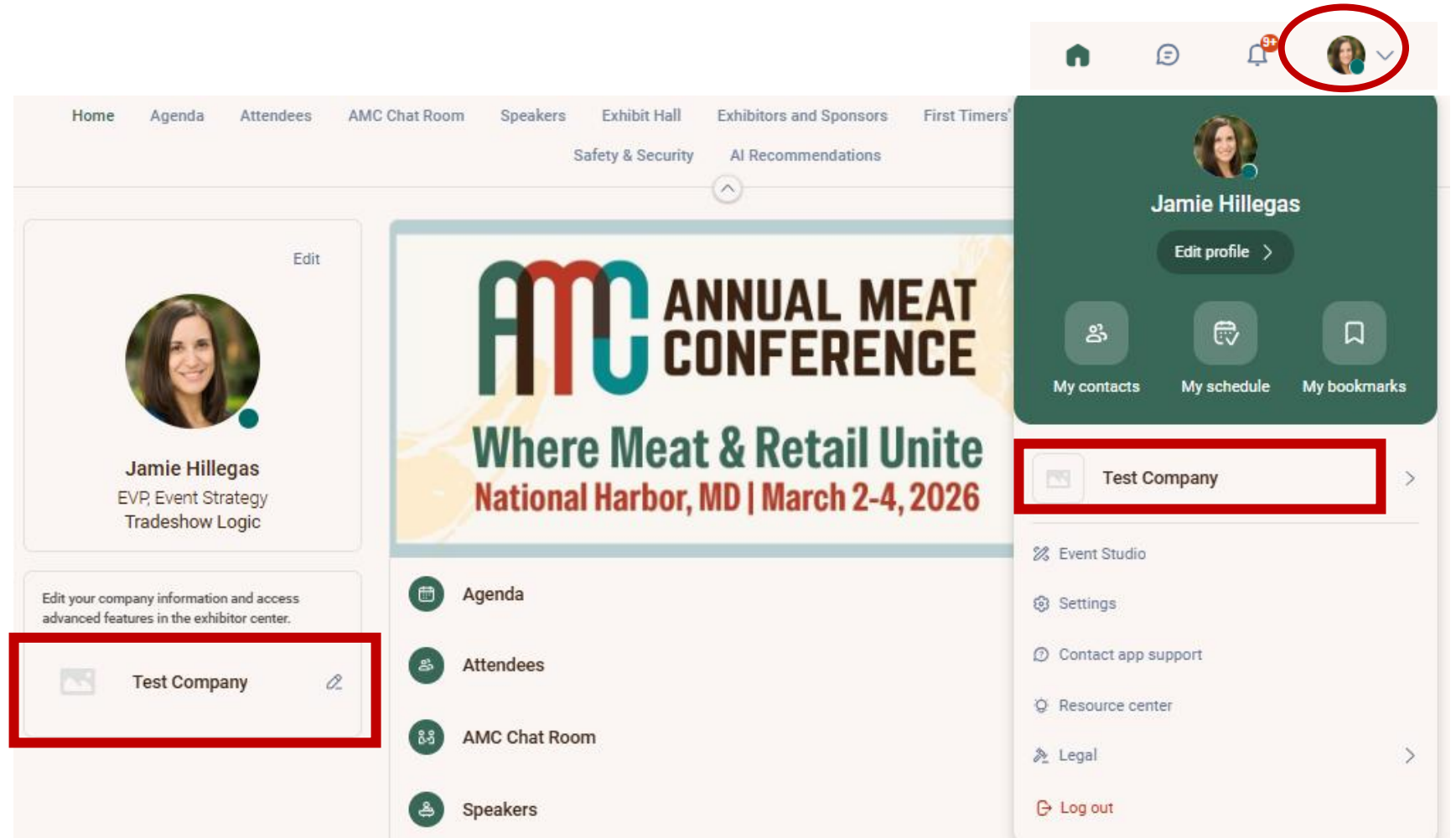


All Exhibitors MUST review/update their company profile to ensure information is up-to-date!

ACCESSING YOUR COMPANY PROFILE

Open your company profile to edit your listing:

Click on your Company Name from the left side of the homepage OR from the drop-down menu on the right side.



EDITING YOUR COMPANY PROFILE

swapcard Exhibitor Center

2026 Annual Meat Conference
Mar 2, 2026 - Mar 4, 2026

Home

Company profile

Overview

Documents & Links

Team members

Leads

Meetings

Test Company

[Customize](#)

Information

Please add a description of your company

[Edit](#)

Product Category

Product Category

Social media

Please link your social media's pages of your company

[Edit](#)

Contact details

Please add your company's contact details here

[Edit](#)

Virtual booth QR code

Get the QR code that is redirecting to your company page in the event app, to display it on your onsite booth or in your email signature.



[Customize](#)

[Download QR code](#)

Virtual booth advertising

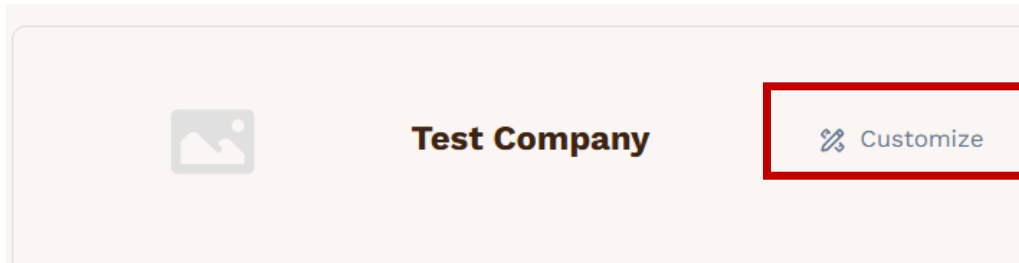
On web desktop, the image is displayed in a vertical banner ad on the left side of your company profile. On mobile, your ad appears at the bottom of it.

[Add an ad](#)

Select “Customize” or “Edit” next to the section you wish to update.

Company descriptions and contact information you entered in the 2026 online directory are already included.

ADDING IMAGES TO STAND OUT



Select “Customize” to open Main Information menu and add a header or video image, background or logo.

If you exhibited in 2025, graphics & logos you uploaded in the Mobile App last year are already included.

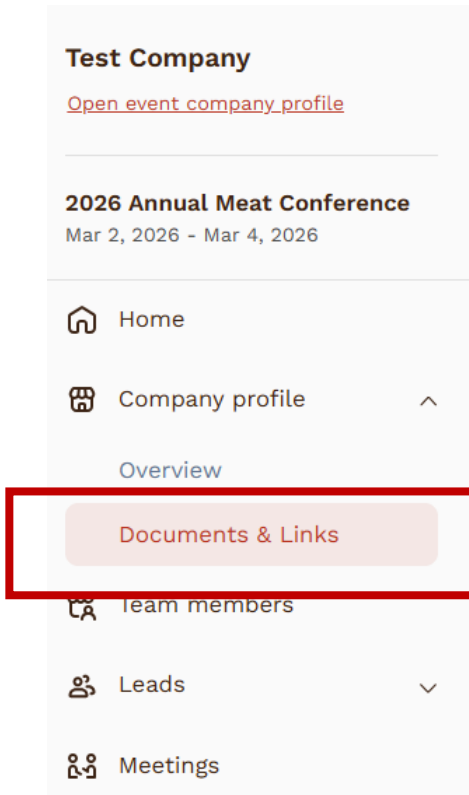
- Header Image: 1200x675px (16:9 ratio)
- Video: Upload to Youtube, Vimeo or other provider and paste id or src link.
- Background Image: 2560x1600px (16:10 ratio)
 - Logo: 400x200px (2:1 ratio)

A screenshot of the 'Main information' customization menu. The title 'Main information' is at the top right with a close 'X' icon. The menu is divided into three sections: 'Header image', 'Background image', and 'Logo'. The 'Header image' section includes a large grey box with a white plus icon and a text box for a video ID, which currently contains a YouTube link. The 'Background image' section has a similar grey box with a plus icon. The 'Logo' section features a brown box with a white plus icon. Each section has descriptive text about image requirements and a 1MB size limit.

ADDING DOCUMENTS AND LINKS

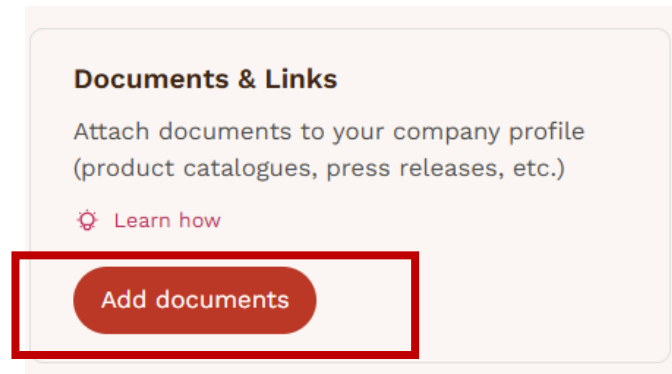
1

Select “Documents & Links”
from menu on left.



2

Select “Add Documents”



3

Add a document

Paste a link (with http://) or import a file (pdf, doc, docx, ppt, pptx, png or jpg), then add a name and a short description.

* Document

Upload your document or insert the URL

* Title

Title of the document (max. 80 characters)

0/80 characters maximum

Overview

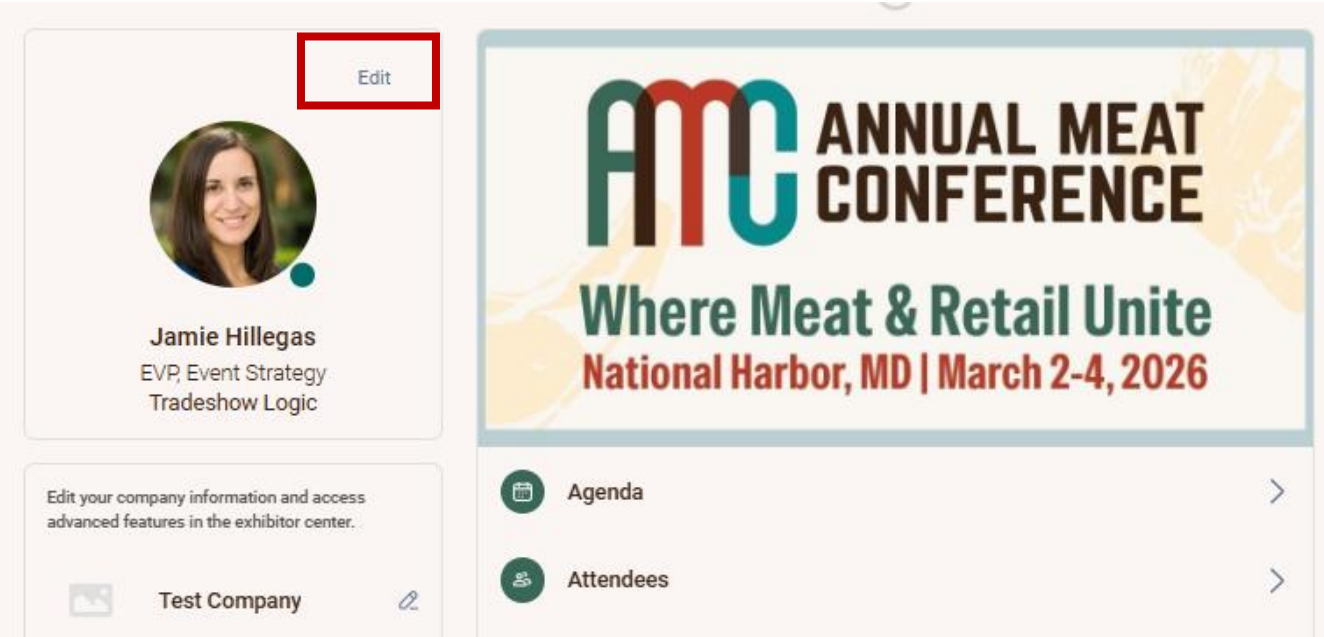
Describe in a few words the document (max. 160 characters)

0/160 characters maximum

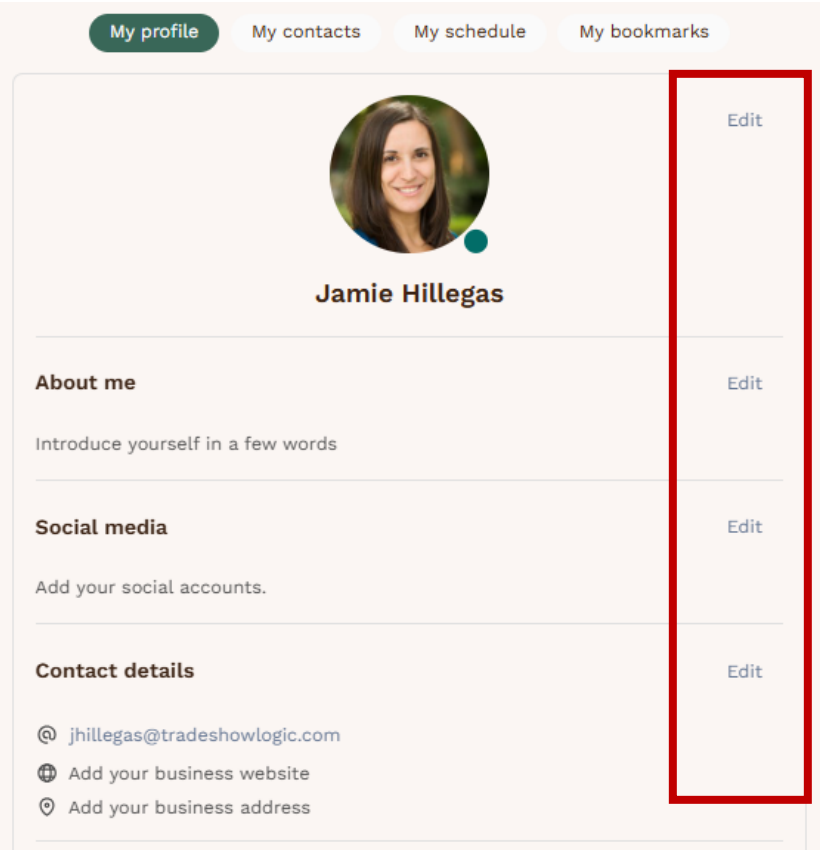
Create document

UPDATING INDIVIDUAL PROFILE = MORE CONNECTIONS

From the Home page, select “Edit” over your name on the left menu.

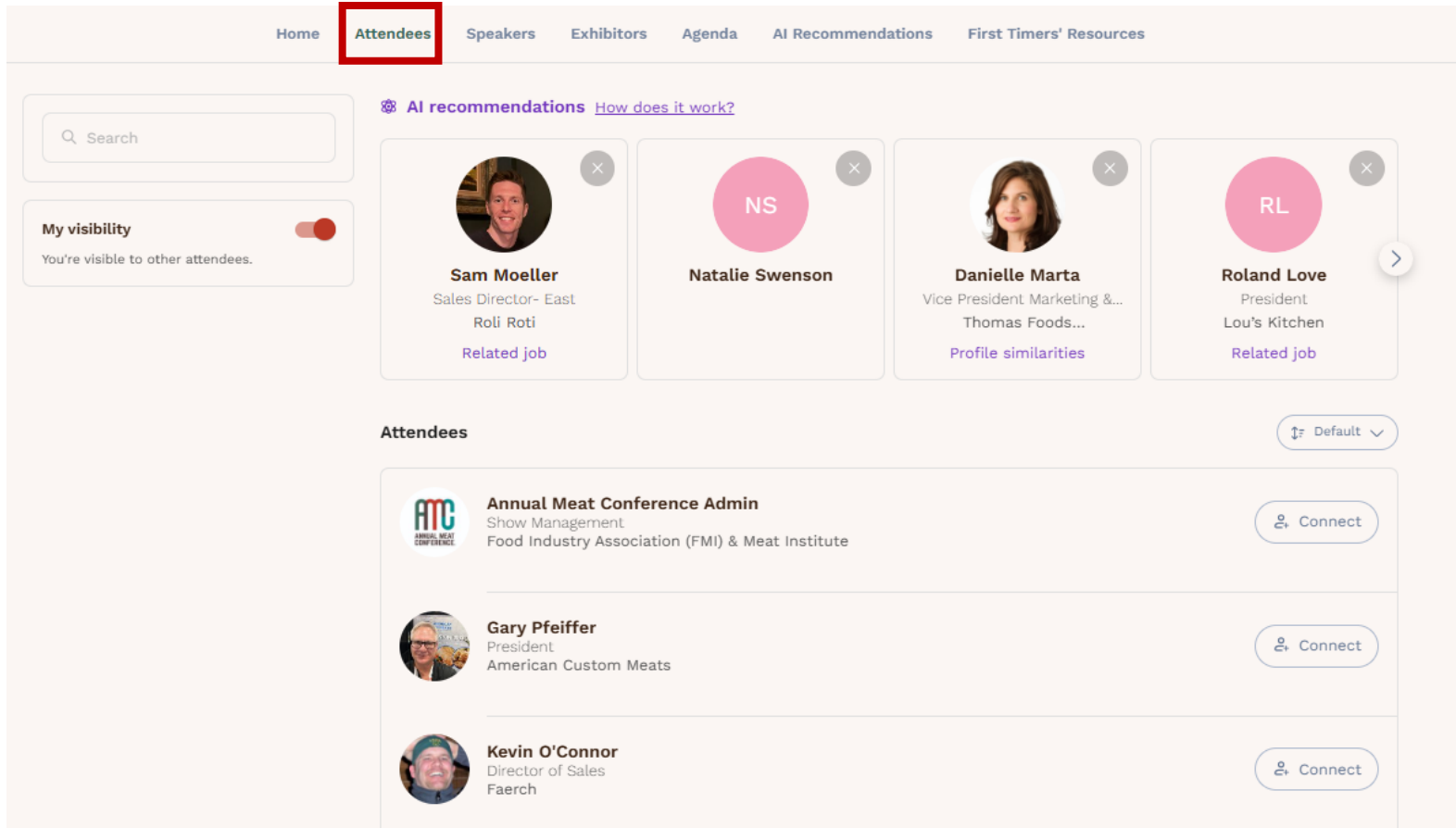


Click “Edit” next to each section to add your photo and other info about you.

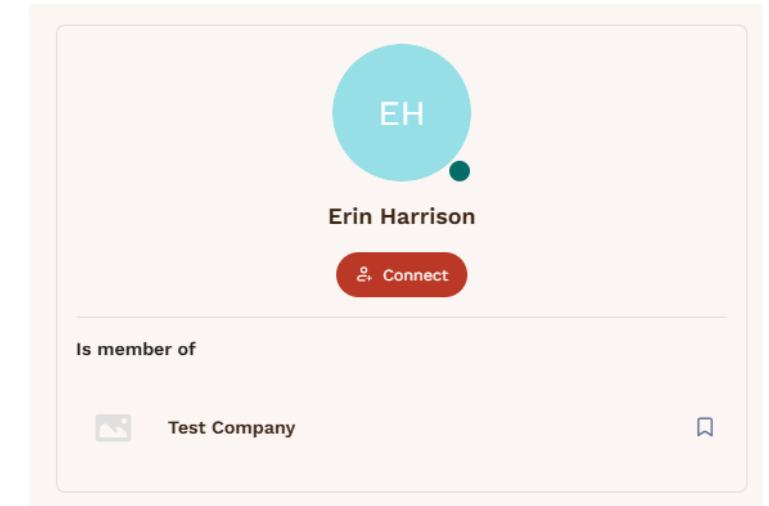


FINDING AND CONNECTING WITH ATTENDEES

Select “Attendees” from top navigation to search attendees or see AI recommendations of who to connect with.



Select profile of individual you wish to connect with and click “Connect” to send a connection request.

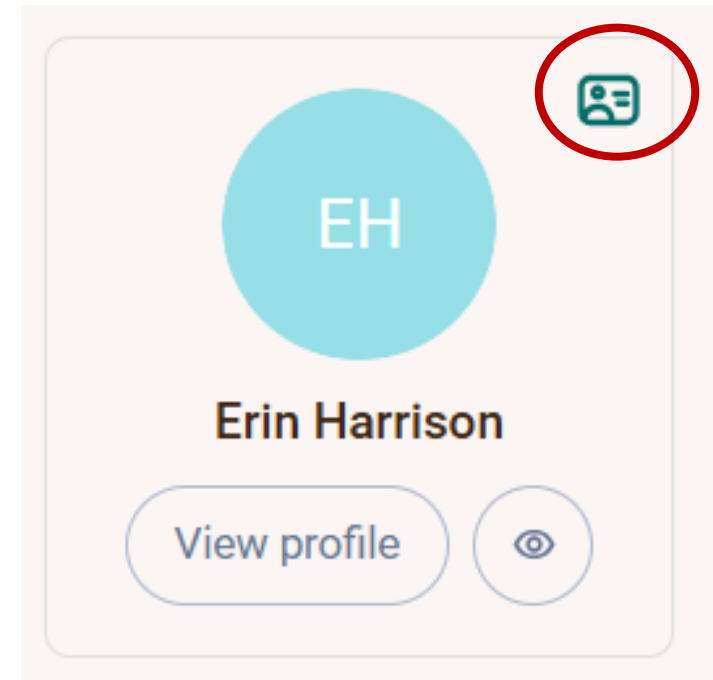


CAPTURING LEADS

Take advantage of the complimentary lead capture that is part of the Mobile App!

Ensure Team Members are Sharing Contacts

1. Click on Team members from the left navigation menu.
2. Hover over the icon in the top right corner of each team member to ensure they are sharing contacts they scan so that you can access them from the dashboard. Click on icon if you need to turn it on.



SCANNING LEADS

- 1 Download the Swapcard App
- 2 Login and click the scan icon on the bottom of the screen to open a QR code/barcode scanner.
- 3 Scan the QR code or barcode on a printed badge or from the Mobile App.
- 4 Scanning automatically creates a connection between you and the person you scan, and they will land in your contact list and the team's.



MANAGING & EXPORTING LEADS

Manage Leads

From the “Leads” section on the left navigation menu of your dashboard you can:

- View leads captured & track connections
- View AI recommended leads
- Export Leads for post show follow-up

 Export leads

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 Home

 Company profile 

 Team members

 Leads 

Team's contacts

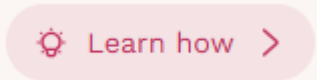
AI Recommended leads

Export

 Meetings

NEED HELP?

There are a variety of ways to get help!

1. Use the  button located across different pages of the App.
2. Use the online library to see a comprehensive list of what you can do in the App, and how to do it, at [Exhibitors | Attendees & Exhibitors Help Center](#)
3. Select “Contact App Support” from the drop-down menu on the right side of your screen to search the help center or send a message and get live assistance.

