

Cvent Lead Capture Information:

We are giving all of our vendors a FREE lead capture license so you can easily capture leads at the conference and run reports, etc. You can customize the system to ask questions pertinent to your company, and easily keep track of the contacts you meet. Every attendee badge will have a QR code containing their first name, last name, contact information, that you can easily scan.

In order to participate in the Exhibitor Passport Program, you must scan attendee badges using this lead capture system. It is the only way we can track exhibitor participation. Exhibitors will expect to be scanned at your booth so they can participate in the raffle prize, so please be sure your team is prepared and download your free CVENT license.

Only one staff can sign in with their email to use this license and the license can only be downloaded to one device. You can use any of the approved devices listed below as long as they have a camera. If you would like everyone at your booth to have access to the license, we suggest bringing a communal device (ie an ipad) to download and sign in, so all staff can use. If you want additional licenses, you can purchase them for \$149+.

Please note we will have a Lead Capture Desk on site to assist with any questions and to help you navigate this system.

Devices for Lead Capture Licenses

iOS (14.1 version) and Android (8+) devices supported

We support iOS devices running on 14.1 iOS and higher. If your device is not running on 14.1 iOS parts of LeadCapture may not work on your device. If you have an older device, check that it supports 14.1 iOS and make sure that you always update to the most recent version of LeadCapture.

We support Android devices running on 8 and higher and have access to the Google Play Store. If you have an older device that can't run on Android 8+, does not support the Google Play Store (Kindle Fire), or you have not updated to 8+, parts of LeadCapture may not work. Always make sure your LeadCapture app is updated to the most recent version to have the best experience.

Helpful articles to customize your questions:

[2023 Fall LeadCapture form.](#)

[Using the Exhibitor Portal \(cvent.com\)](#) This article shows you how to assign a license and customize questions

[Scanning Leads](#)

[How to Download LeadCapture \(Apple\)](#)

[How to Download LeadCapture \(Android\)](#)