COMPANY HUB

User Guide for Company Account Administrators

mapic® International Retail Leasing Hub | 3-4 NOV. 2026 | PALAIS DES FESTIVALS CANNES FRANCE

Built by RX In the business of building businesses

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GLOSSARY

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- **Affiliates :** Companies or individuals officially attached to the main stand holder, often for the purpose of marketing and sales.

- **Dashboard :** Interface where you can monitor your leads and your company page statistics

- **Lead Manager App on-site lead capture :** Lead Manager **A**pp that allows exhibitors to scan visitors' badges at the market and find their contacts in the online dashboard.

- **Primary administrator :** The main contact in your company to prepare the market who has access to the company page, receive Emperia lead notifications, register exhibitor delegates, invite affiliates and add other secondary administrators. Once added, secondary administrators can have the same rights as the primary one (unlimited additional secondary admins).

HOW TO LOG IN TO YOUR COMPANY SPACE ?

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Once your participation is confirmed, you will receive an email from RX Global : **no-reply@rxglobal.com**
If you **exceed this deadline** or if you have **not received the email** (remember to check your spam), contact our customer service. **Help Desk**

Click on the link **received by email** and **personalize your password**



HOMEPAGE OF YOUR COMPANY HUB

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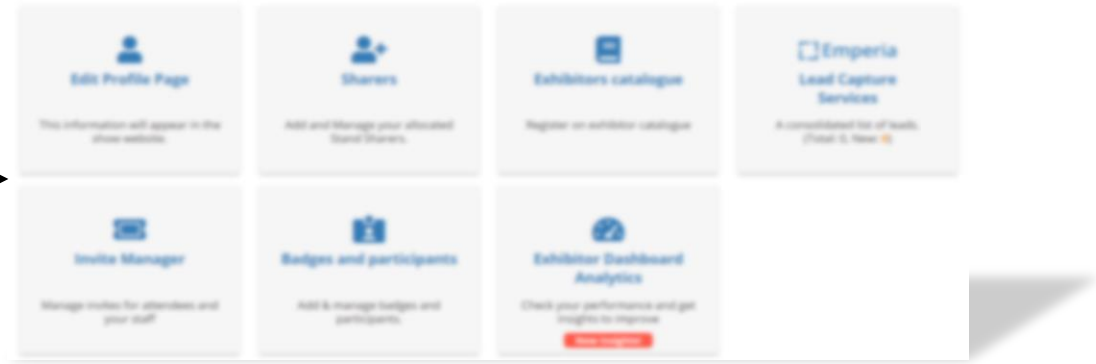
Here you will find the name of **your company**



Here you will find the name of your **package type**

Here are the details of **each section** of your Company Hub



EDIT MY PROFILE

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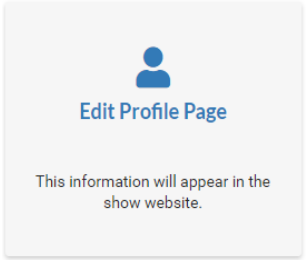
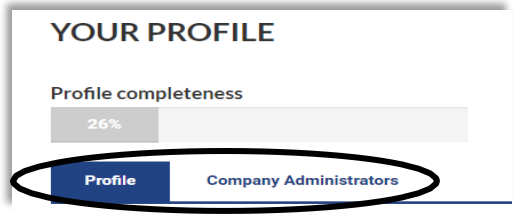
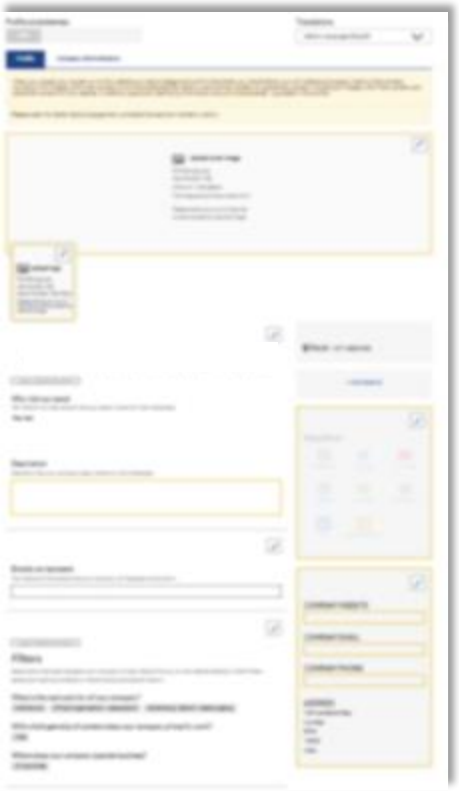


The profile editing section is made up of two parts, one dedicated to **editing your company profile**, the other to **managing/adding other administrators from your company**.

Complete all the elements that will be used for:

- your **listing on the fair's website** search engine
- your **recommendation to visitors** who pre-register





Here you will be able to **navigate between both parts**

- Profile
- Company Administrators

Access the **profile section** to modify your company's information

Please **complete your company profile** with as many details as possible !

Logo, description, cover image... **Boost your business opportunities!**

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EDIT MY PROFILE - COMPANY ADMINISTRATOR TAB

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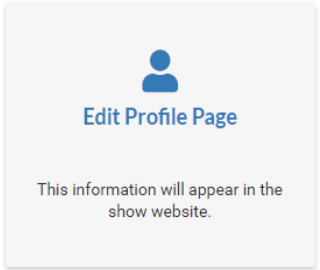
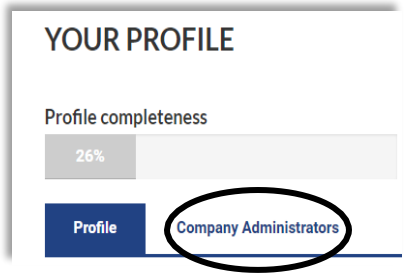


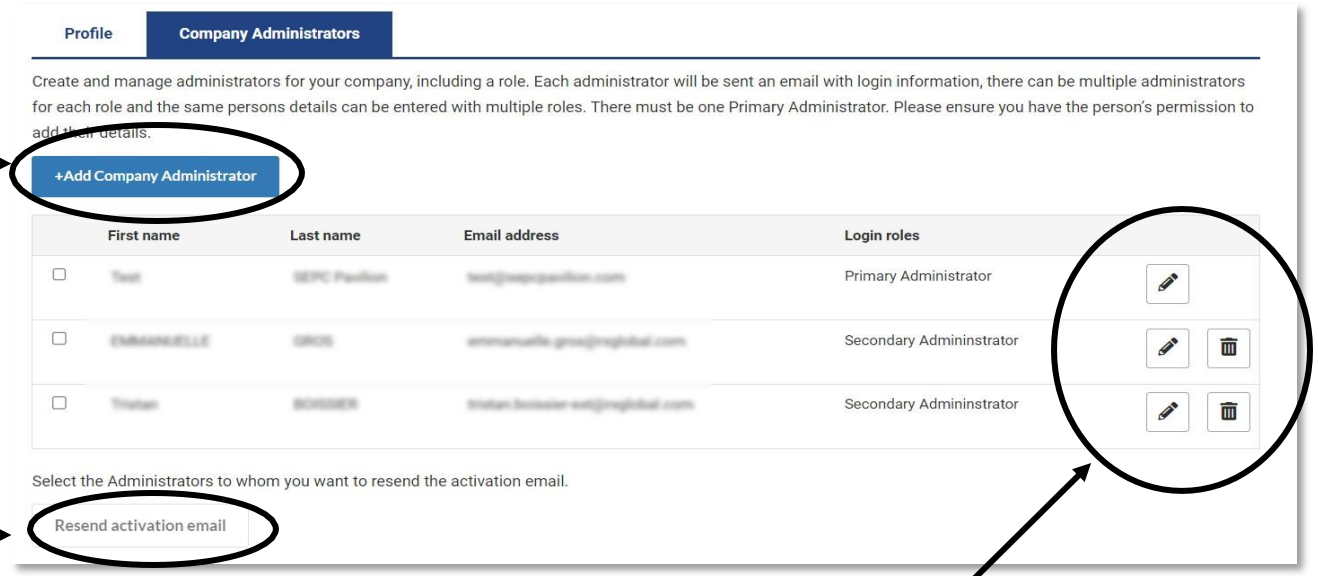
Exhibitor administrators are individuals from your company who require access to the exhibitor space. Secondary administrators **will have the same access as the primary administrator.**



Please add any of your colleagues who **should have access to the company page full set up.**

They will receive an activation email.

Resend the activation email to the company page (in case your colleague did not receive it)



Update your company admins list at anytime

Lead Manager App (ex-Emperia) : The Lead Generation Solution

Mobile App to scan visitors' badge

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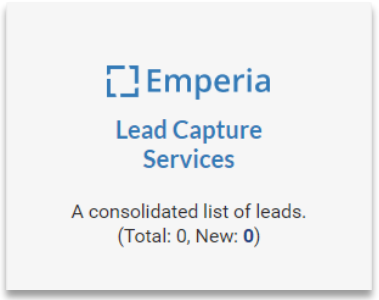
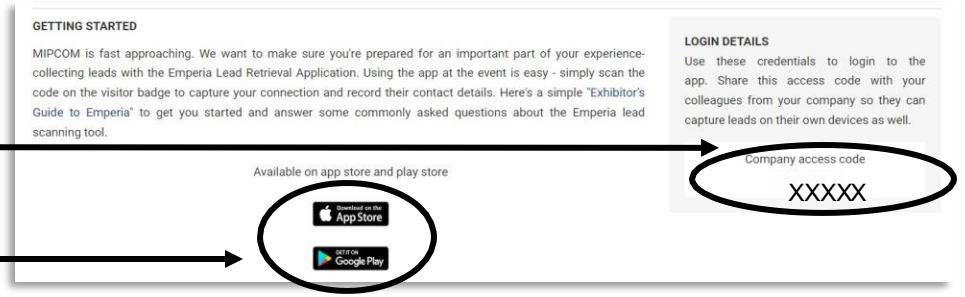


Lead Manager App is a mobile app **to scan visitors' badges at the exhibition**. Collect contacts and find them in your online report available on your exhibitor dashboard.

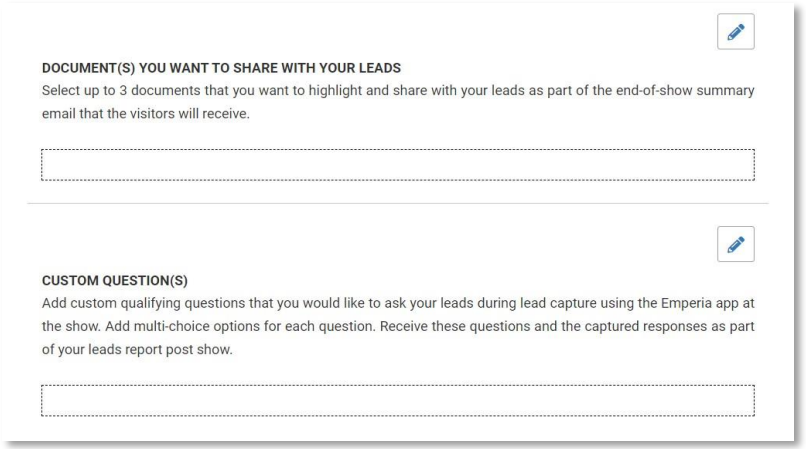
Customize your account by indicating your company access code

Download Lead Manager App from the App Store or Google Play



Upload up to 3 documents about your company sent to the visitors you scan at the market

Add personalized questions. These will be available on your Emperia application, so you can easily answer the questions you ask visitors on a recurring basis.



Lead Manager App (ex-Emperia) : The Lead Generation Solution

Download your leads

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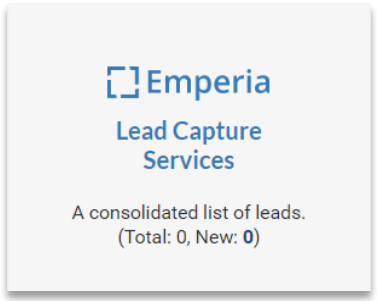
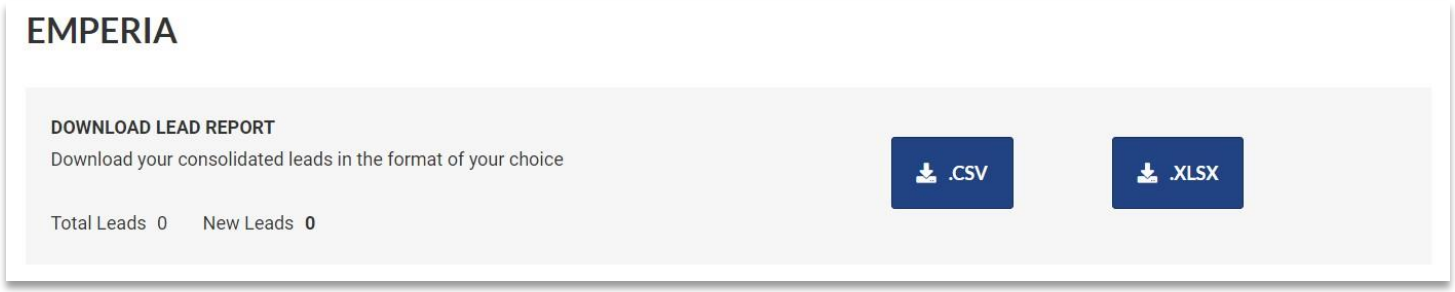


Every day during the fair or at its conclusion, you have **access to visitors who have been scanned** by all your collaborators.

At the end of the fair, individuals who have been scanned will **receive the documents you have uploaded in the Lead Manager App menu of your exhibitor space,** as well as your contact details.



Download the full list of all your online leads and scanned contacts in 1 report available in .csv or .xlsx format

MANAGE YOUR COMPANY BADGES

Managing delegates registrations in your stand quota

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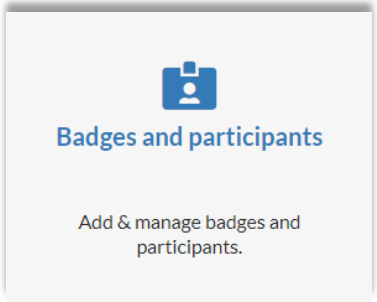


Exhibitor badges provide access to the fair before the opening hours for visitors and during the setup and dismantling days.

The Allocate Badges section **allows you to add one or more badges for your colleagues**.

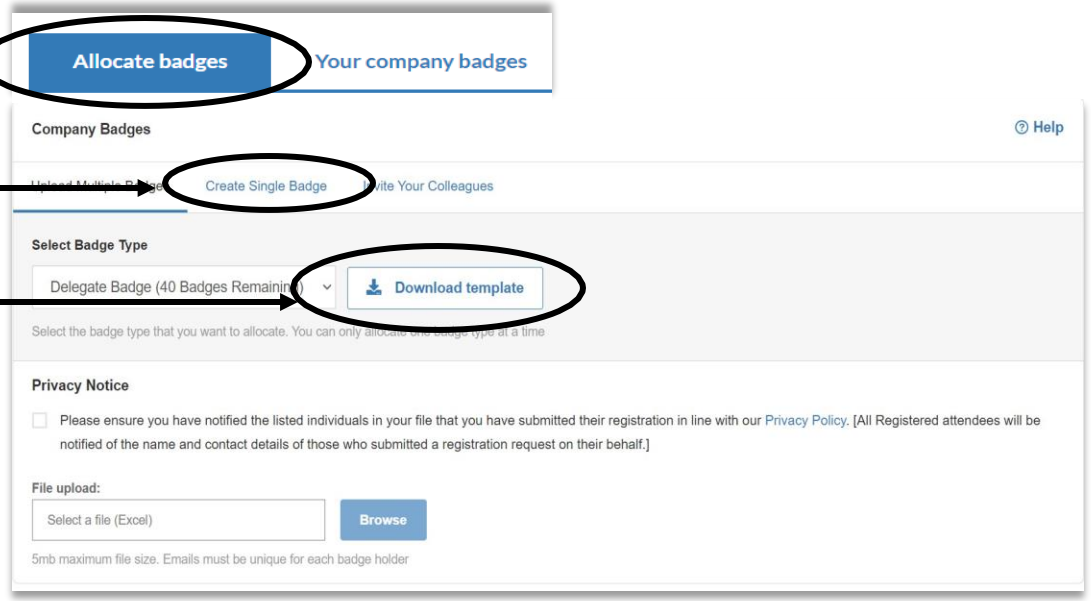


Here you will be able to **navigate between both parts :**

- Allocate badges
- Your company badges

Click here if you want to create a **single badge**

Use this template to **upload multiple delegates** at the same time



MANAGE YOUR COMPANY BADGES

Managing delegates registrations in your stand quota

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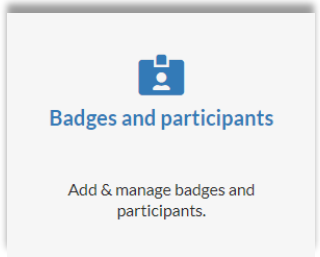
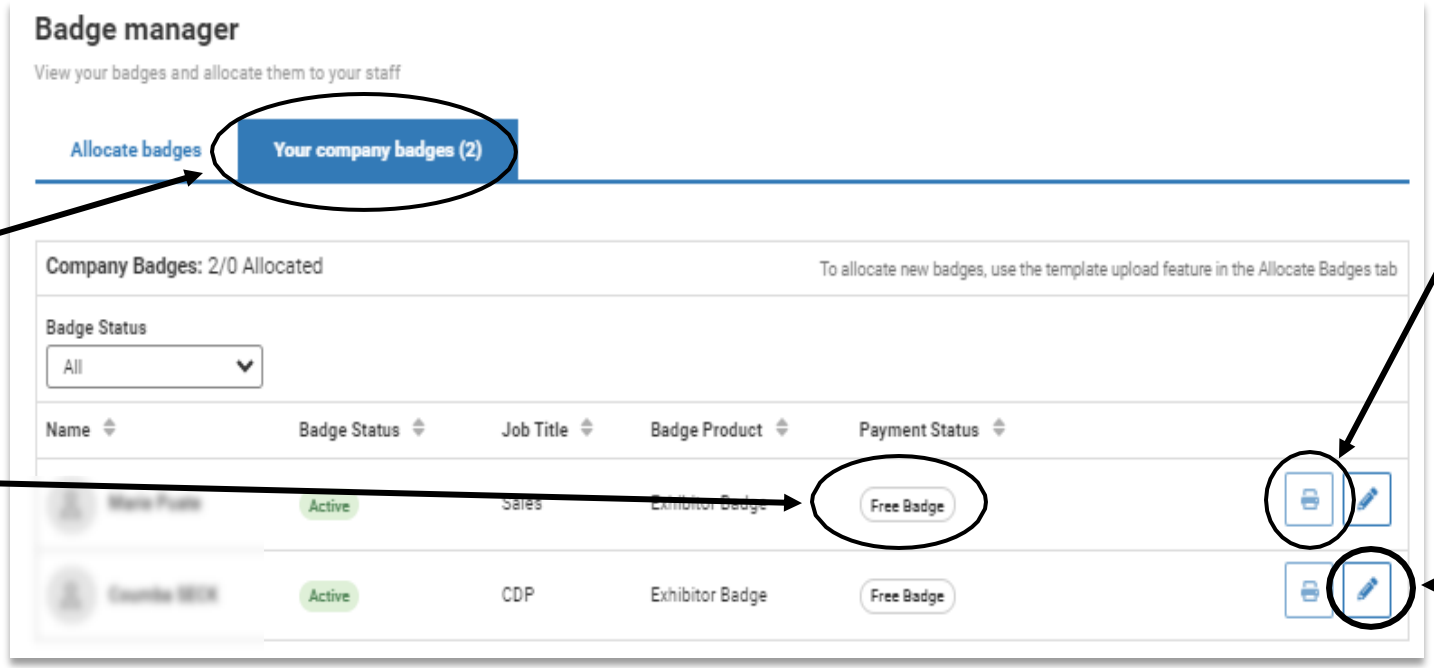


Badges are **available for download and printing 15 days before the show**. However, you must have properly completed your profile in its entirety in advance in order to access your badge.

Here you can find **the exhibitor badges** you have **uploaded**

Here you can find the **payment status** of the badge



Get and print your badges using this button.



You can modify them (with the exception of the email address). If you modify the badge, you will **need to re-print as the previous one will no longer be valid.**

MANAGE YOUR COMPANY BADGES

Purchase additional delegate badges from your quota stand

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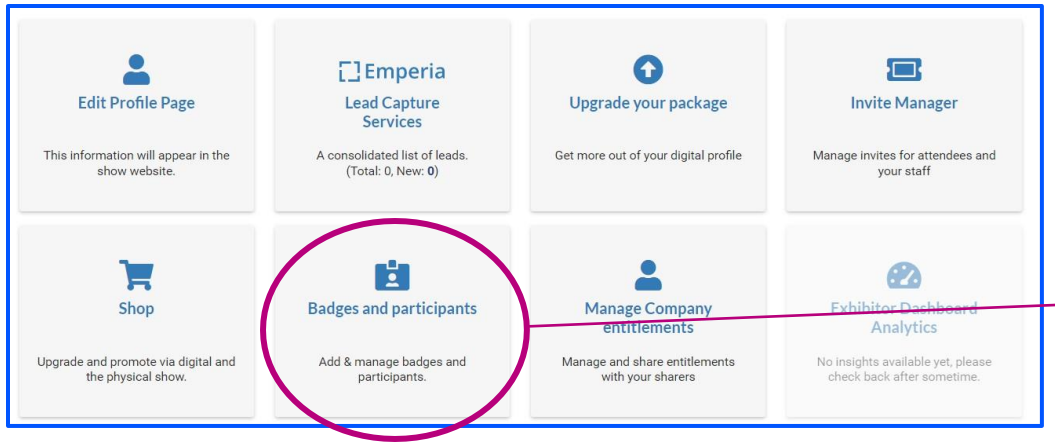

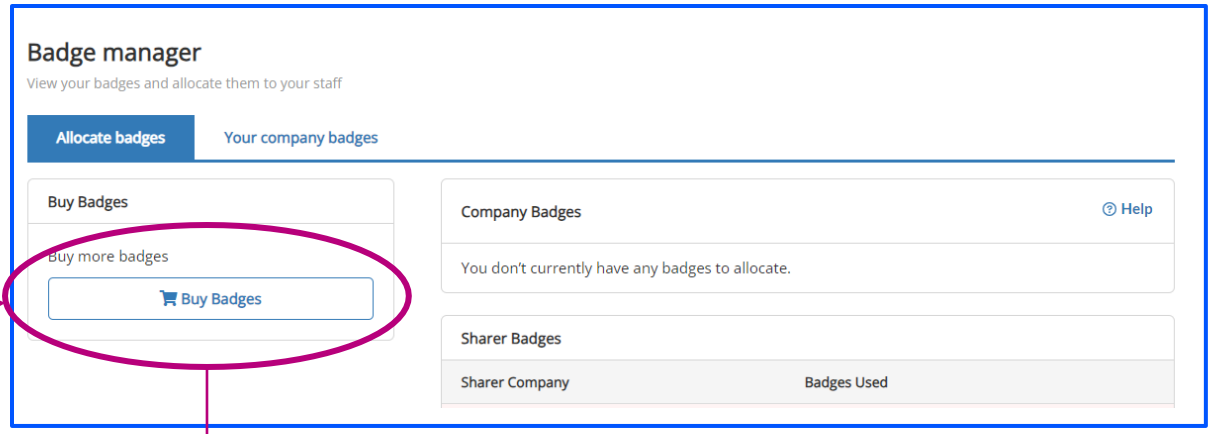

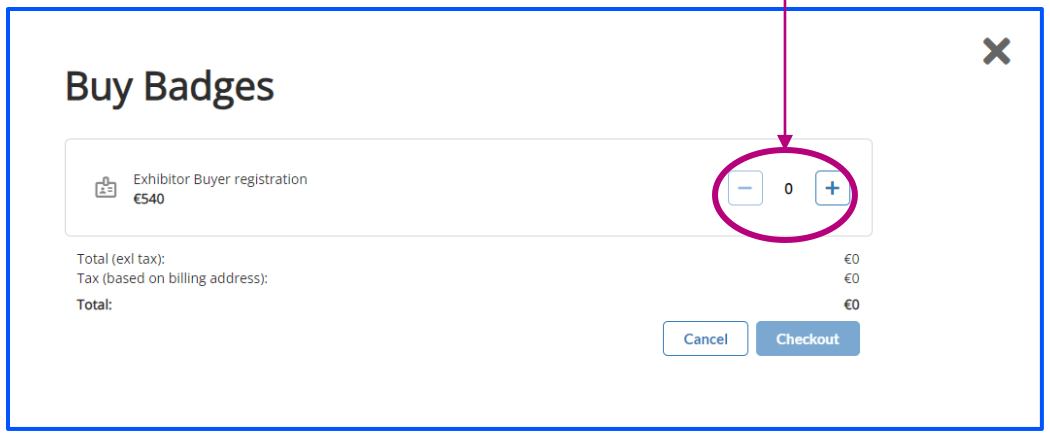

MANAGE YOUR COMPANY BADGES

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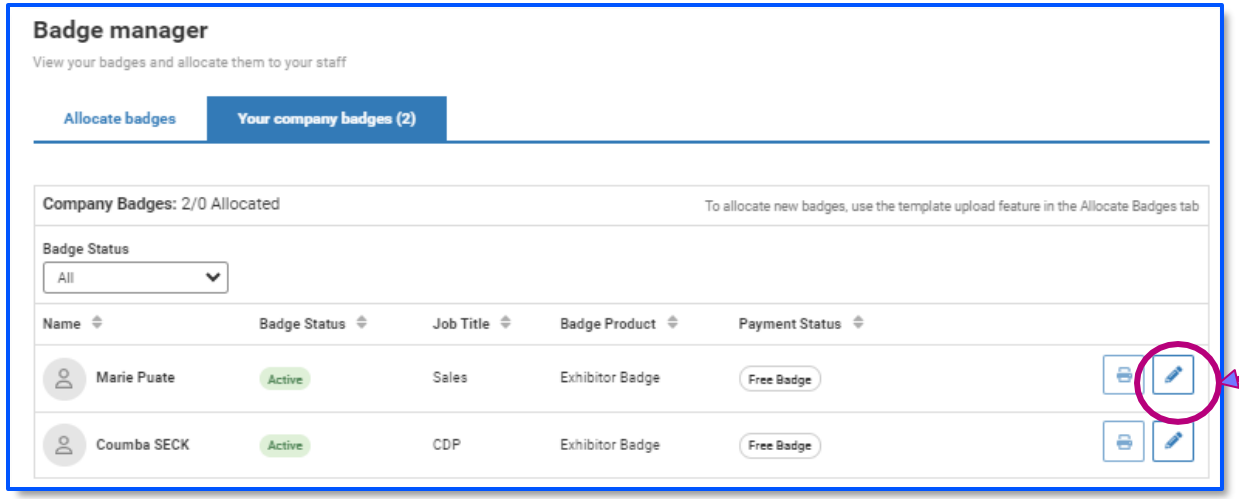
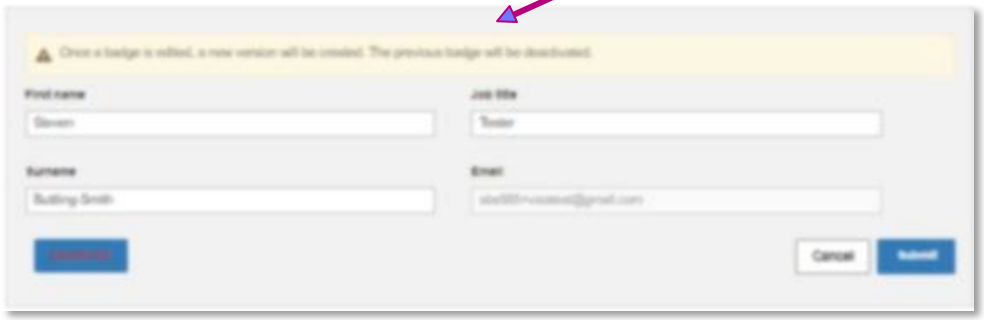


You can modify them

(with the exception of the email address)If you modify the badge, you will need to **re-print** as the previous one will no longer be valid.



MANAGE YOUR COMPANY BADGES

Transfer a badge

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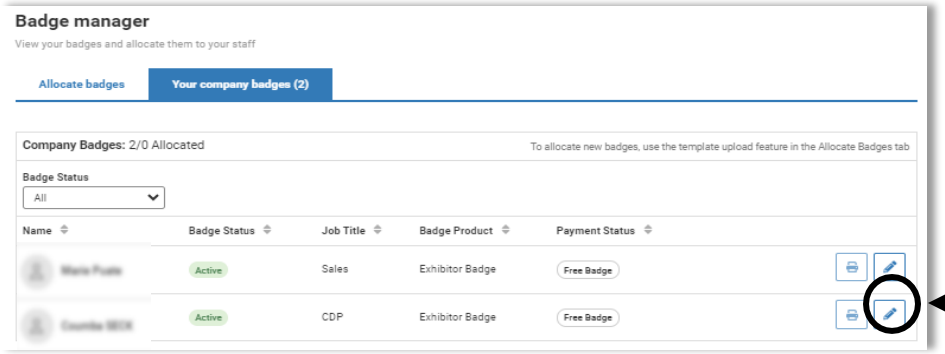
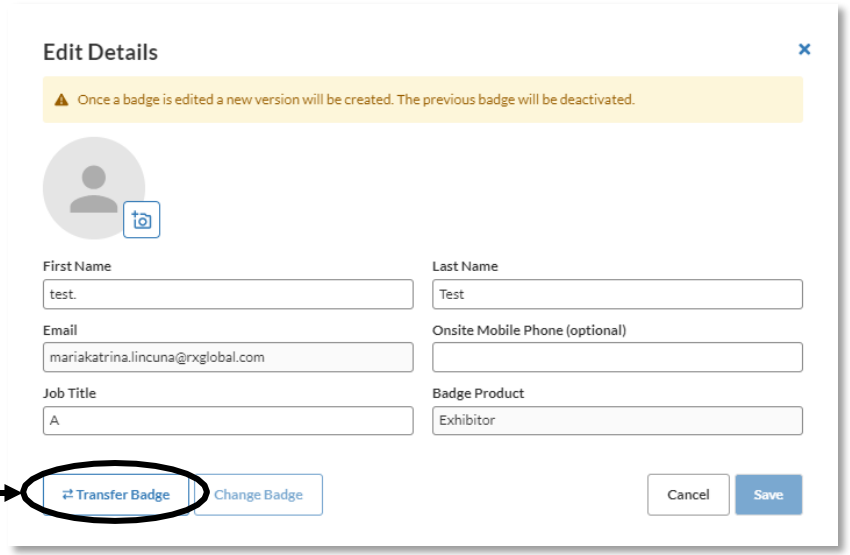
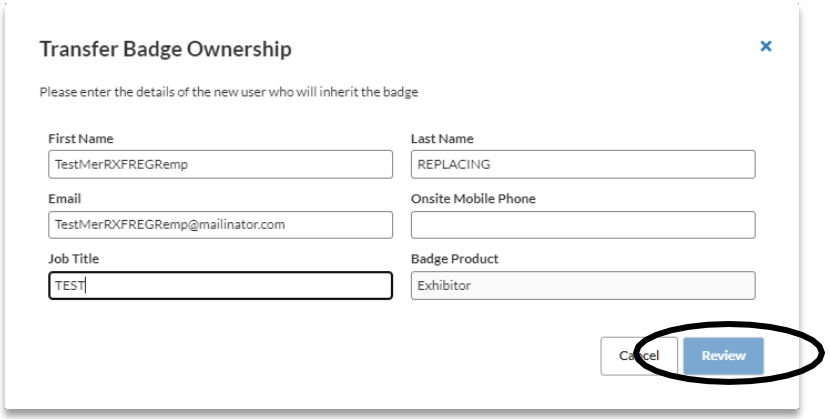
You can **transfer a badge from one participant to another** within your company. Note that the **first registration will be cancelled,** and the participant will receive a cancellation notification.



Click on "**Modify**"



Click on "**Transfer Badge**"



Click on ""**Review" and Validate**"

INVITE MANAGER

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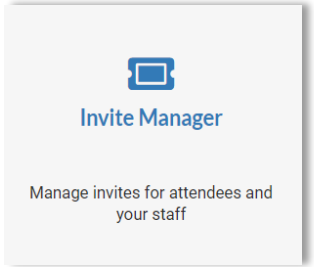
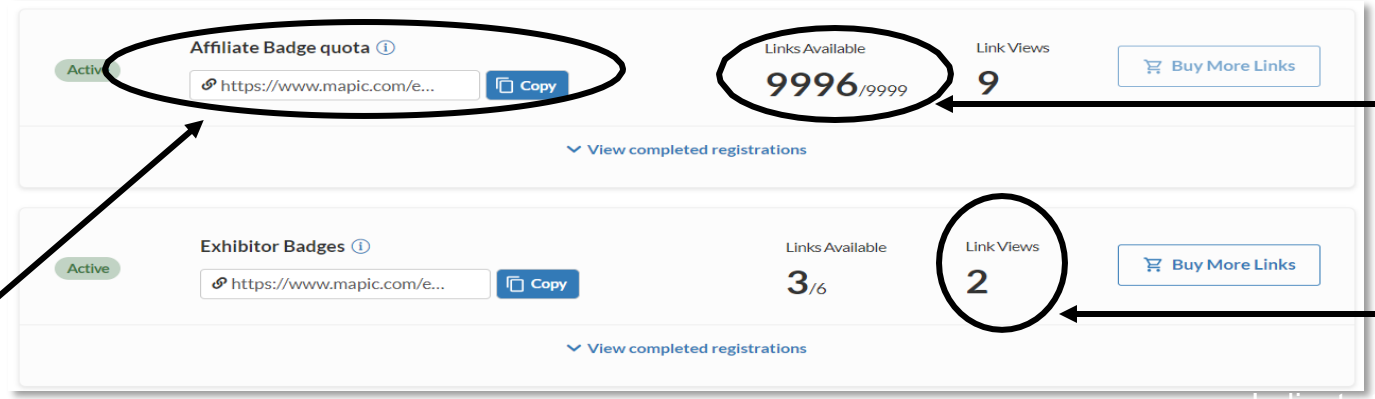


In this section, you will find the **registration links to be sent to the delegates of your stand quota, affiliates and umbrellas**



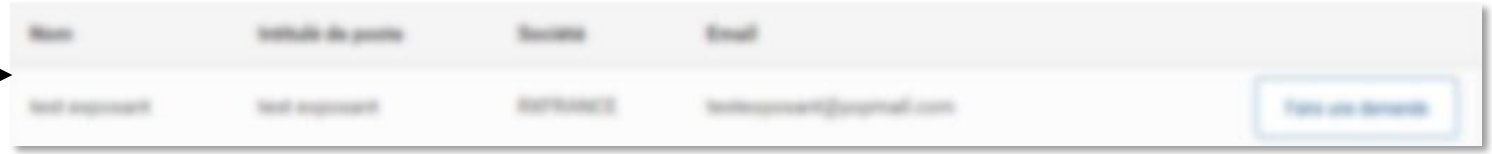
Indicates the number of **registrations available**.

Indicates the number of **people who have clicked** on the link but **have not** completed the registration.

Copy the link using the button copy

Send this link to your affiliates for them to register

You can find the list of people who **registered with your personalized link** just below



UPGRADE YOUR DIGITAL PACKAGE: INCREASE YOUR VISIBILITY

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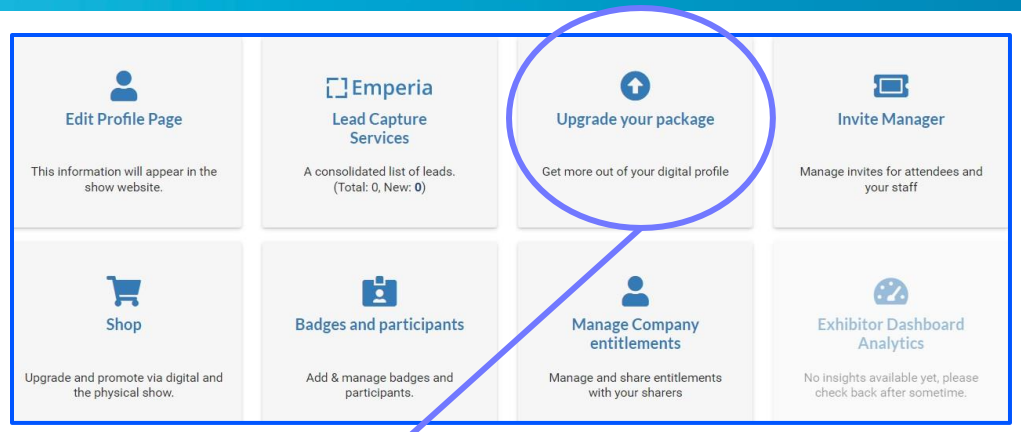
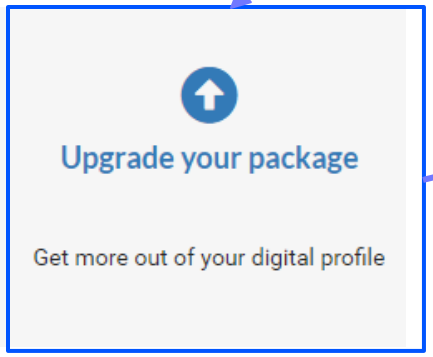
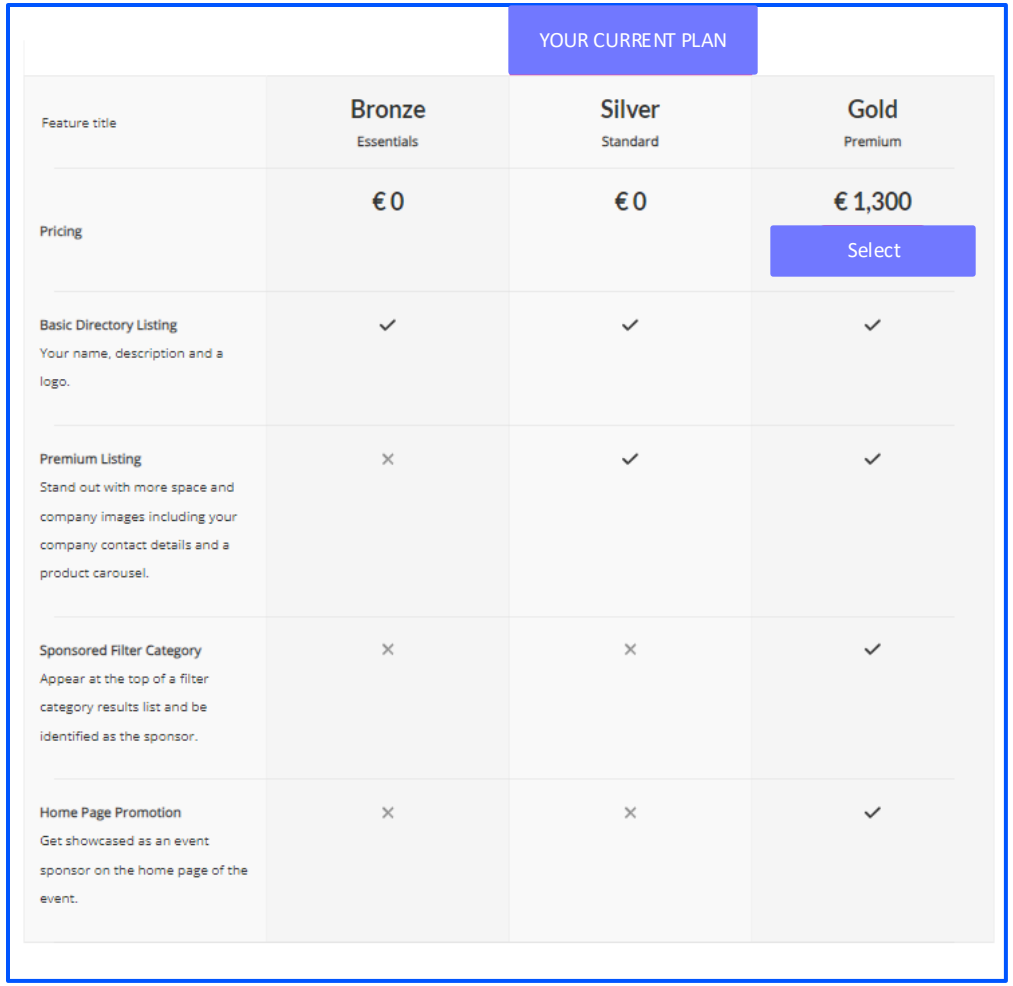




Get **more visibility** by upgrading your digital package. Get your company page promoted on top of everyone else



UPGRADE YOUR PACKAGE: INCREASE YOUR VISIBILITY

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The mention **"your current plan"** indicates the offer already included in your online services package

Choose the package of your choice by adding it to your basket before proceeding to payment

On the left, you will find all the **explanations about the various options available**



COMPANY DASHBOARD ANALYTICS

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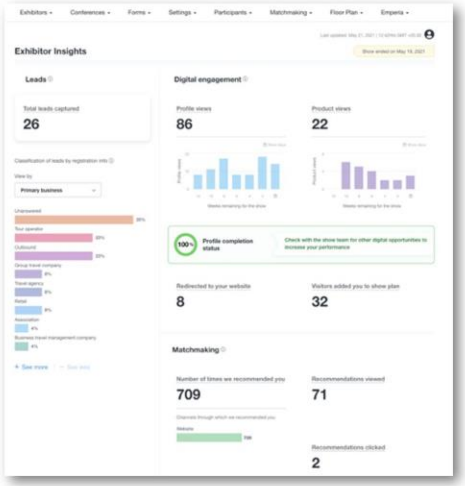
The Exhibitor Dashboard allows you to **access a wealth of data regarding your performance at the exhibition**.

This dashboard synthesizes your leads generated during the show (*with Lead Manager App*). A large amount of data is available to help you understand the **typology of your leads, your strengths, and areas for improvement** for your next exhibition.
Its pro version also allows you to **compare yourself with your competitors**.

This page only becomes accessible **90 days** before the show.



YOUR DELEGATES VIEW AND ACTIONS

What does your delegates access on the company hub ?

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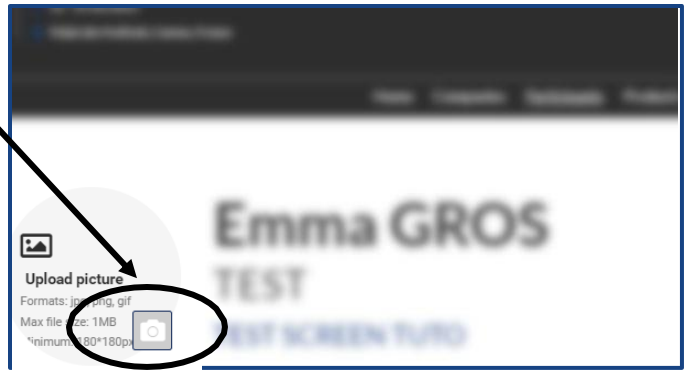
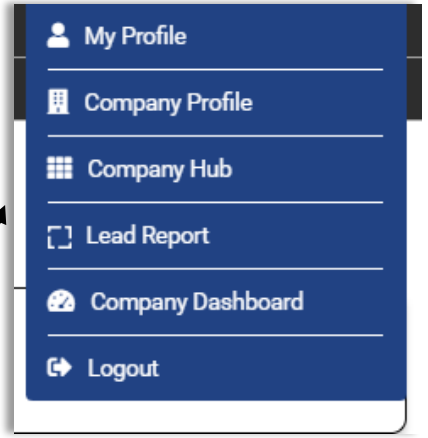
As soon as they are registered the delegate will receive an automatic e-mail **to connect to their profile**



Delegate will connect to their profile and will have access to **upload their picture to receive the badge** (available 2 weeks before the event)



This section, located at the top right of the screen, allows them to **navigate between their company profile and their personal profile**.



NEED ANY ASSISTANCE?

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Contact our Customer Helpdesk :

- By phone : (+33) 1 47 56 65 00.

Our telephone service is open from Monday to Friday, 9am to 6pm CET.

By form