Display Booth Hold Notes

Show Notes on the Exhibitor View

When you place a booth on hold, you can choose to display held notes in the exhibitor view of the floor plan. By default, existing notes are hidden, but you can update them to be visible.

> 💡 **Tip**
>
> **Helpful Use Cases**
>
> If your show doesn't use our booth sales module, you can put a company's name on a booth. Similarly, if a show has a 'last sell' area, you can display why these booths are unavailable to exhibitors.

Manage booth hold notes in two ways: through Builder or from the Show Dashboard.

Access Builder

Access Builder through the Floor Plan dropdown on the Show Dashboard.
Follow the path **Show Dashboard > Floor Plan > Builder**

Add a Note to a Booth on Hold in Builder

1 **Select the booth.**

2 **Click 'Assign'** in the right-side panel, and **choose 'Place on General Hold.'**

INFO   PRICING   ASSIGN   ADD

Booth Assignment

This booth is unassigned.

Reserve for a Customer

Place on General Hold
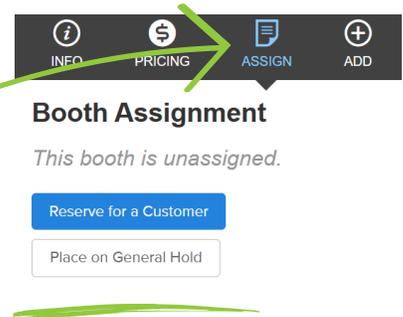
3 **Enter your notes**—such as the exhibiting company holding the booth—**and decide whether to display them.**

4 **Click 'Put on Hold'** to save.

PLACE ON HOLD

Hold Notes:

Turner Manufacturing

Show Notes on Exhibitor View:

◉ Yes

◯ No

Cancel/Close   Put on Hold
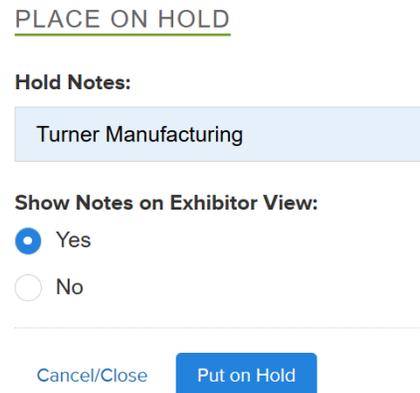
Update a Note for a Booth Hold in Builder

1 Select the booth.

2 Click **'Assign'** in the right-side panel, and choose **'Edit or Cancel Hold.**

3 Modify the note or its display option.

4 Click **'Update Hold'** to save.

INFO   PRICING   ASSIGN   ADD

Booth Assignment

Reserve for a Customer

BOOTH HOLD

Held By: Kelly Hoctor

Date: 02/14/20XX

Time: 8:54 am

Note: Turner Manufacturing

Edit or Cancel Hold

mYs

Map Your Show®
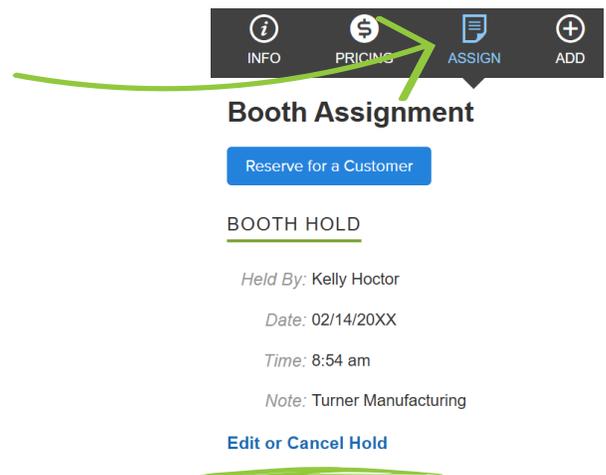
Access Booth Holds from the Show Dashboard

Access Booth Holds through the Manage dropdown on the Show Dashboard.
Follow the path **Show Dashboard > Manage > Booth Holds**
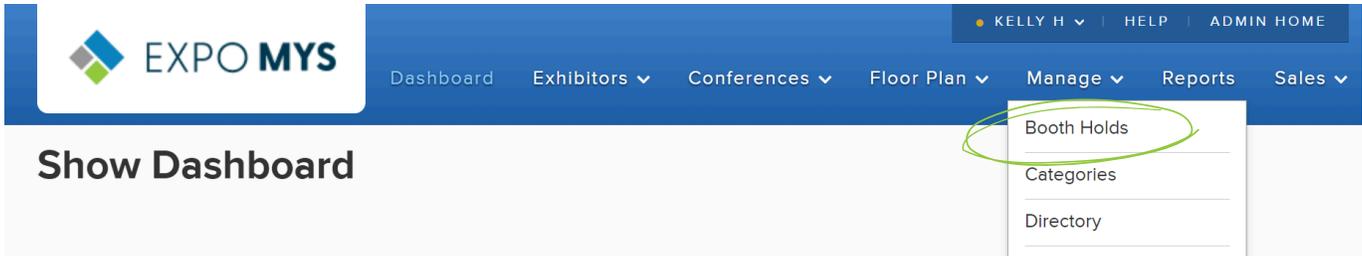
Update a Note for a Booth Hold from the Show Dashboard

1 Use the table to view booths on hold.

Hall	Booth	Booth Info	Sq. Feet	Notes	Display on Exhibitor View	Who	Date Added	Options
North Building, Level 1	5660	10 x 20	200	Turner Manufacturing	Yes	Kelly Hoctor	02/14/20XX 8:54 am	✏️ 🗑️
North Building, Level 1	5662	20 x 20	400	BoothSales: Thomas Inventory Labs	No			👁️
North Building, Level 1	5674	10 x 10	100	BoothSales: Grant Manu Buros				👁️

2 Click the **pencil icon** (scroll right if needed) to edit notes and display settings.

Booth Hold Management

EDIT BOOTH HOLDS

Hall:

Lakeside Building

Booth:

5660

Booth Holds Notes:

Turner Manufacturing

Show Notes on Exhibitor View:

◯ Yes   ● No

Cancel   Update Booth Hold

3 Click **'Update Booth Hold'** to save.

💡 **Tip** View booth holds from the Show Dashboard and export the list to Excel to create your own report.

Where is this displayed?

When an exhibitor views the floor plan, the booth appears unavailable and displays the notes from Builder, in this case, the name of the company holding the booth.

Upon clicking on the booth, the notes are also displayed in the right-side panel.

10ft

Turner Manufacturing

5980

5979

10ft   10ft

Meyer Alter Prestige

Lopez Barber Systems

5880   5879
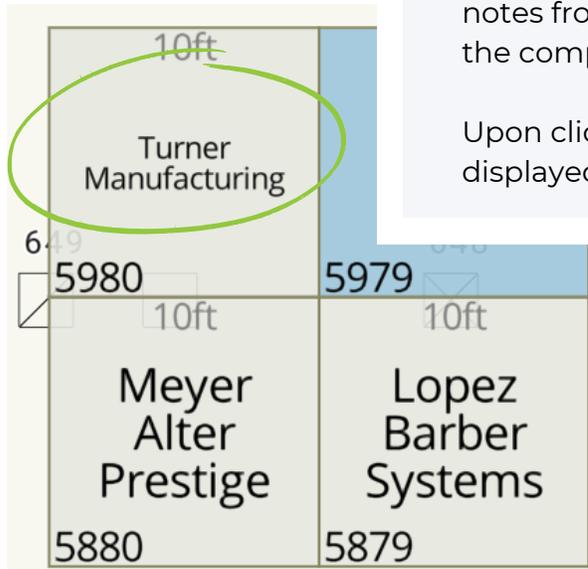
« Back to Results List

THIS BOOTH IS ON HOLD: 5980
Hold Notes:
Turner Manufacturing

Notes

Booth hold notes are not searchable on the floor plan.

Notes display individually—there is no option to display all held notes at once.