Relay

QUICK-START GUIDE FOR EXHIBITORS

Get ready to capture leads at your next event

Relay is a phone app for exhibitors. Scan badges and business cards, add a quick voice note after each conversation, and keep the contact details and conversation together.

iPhone

Scan with your camera to open the App Store.

Download on the App Store

Android

Scan with your camera to open Google Play.

GET IT ON Google Play

Three steps to your first lead

1

Download and sign in

Install Relay and sign in. We recommend your work email, and Google sign-in works too. If your event organizer set up Relay for you, use the address your welcome email was sent to, so you join your company's account.

2

Scan a badge or business card

Point your camera at a printed badge or card. Relay reads the name, job title and company, and you can check each field before saving. Try a card you already have.

3

Add a quick voice note

After the conversation, record what you discussed and what happens next. Relay saves the note with the lead and transcribes it.

Review your leads at your desk

Sign in to the Relay web app at **relay.expogenie.io** with the same email. Everyone on your company's account can review leads and voice-note transcripts and export a CSV.

Free to start

Relay Free includes unlimited badge and card scans, voice notes and users, the web app, CSV export, and 10 contact enrichments to try.

Optional paid plans add Salesforce and HubSpot sync and more contact enrichment.

Before the show

- [ ] Install Relay on each phone that will be working the booth.
- [ ] Have everyone sign in and scan a test card.
- [ ] Agree who will follow up on the leads after the show.

Questions about the app? Email **support@expo-genie.com**

Learn more at **relaymeetings.ai**