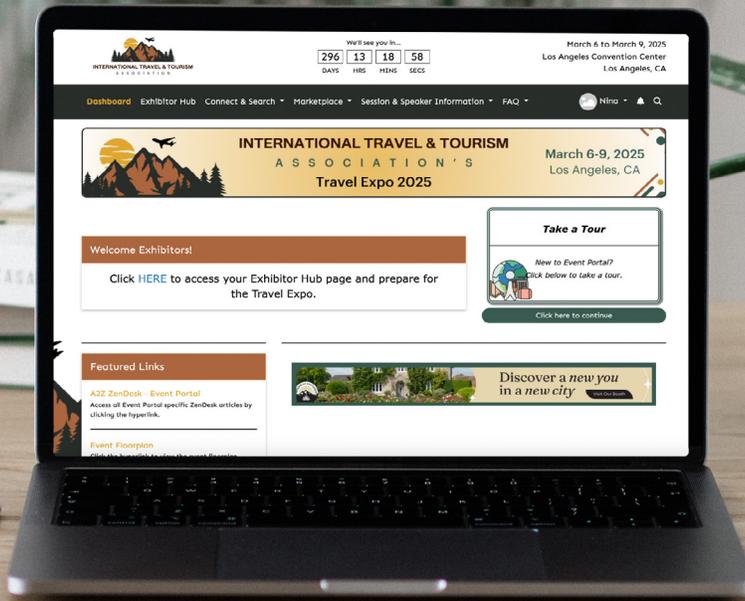


Exhibitor Guide:

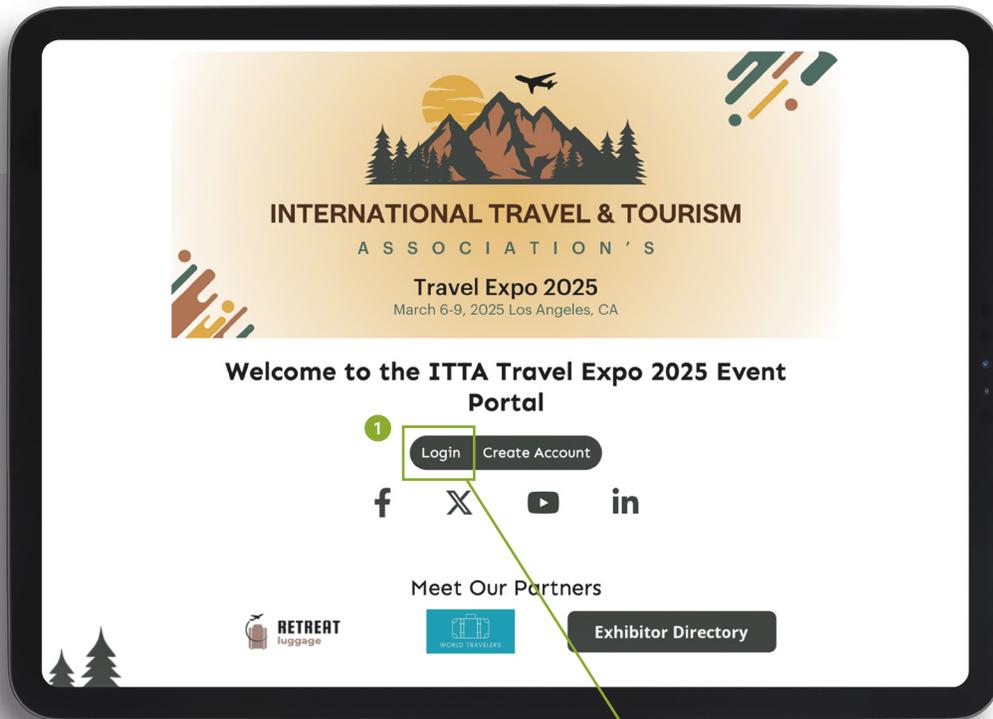
How to Login to the Event Portal and Upload Enhanced Digital Content

As an exhibitor, you can leverage the Event Portal to manage your digital company profile, enhancing your visibility among attendees and driving more revenue opportunities at every show you attend.



Login to the Event Portal

- 1 Access the Event Portal and your Exhibitor Hub directly via the URL provided by show management staff.
- 2 The first time you visit the event portal, click the **Login** button. Next, click the **Forgot Password?** link to send an e-mail and create a new password.



Login

Email

Password

Remember My Login

[Forgot Password/First Time Login](#)



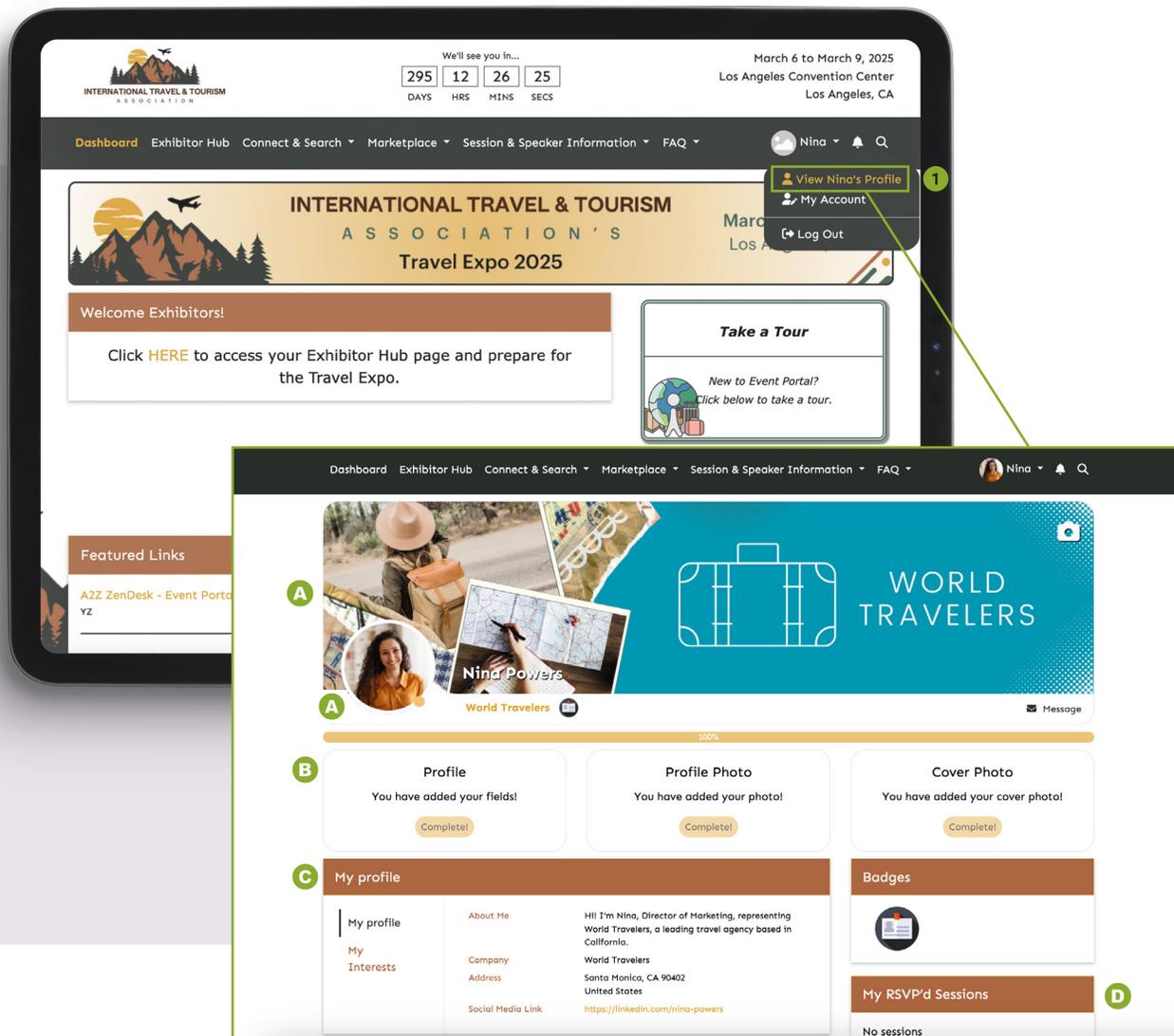
Accessing Your Personal Profile

From the Event Portal, you can update your personal information, review assigned profile tasks and find other important information related to your account.

- 1 Access your personal profile by first clicking your username and selecting the **View Profile** link from the dropdown menu.

From the User Profile page, you can:

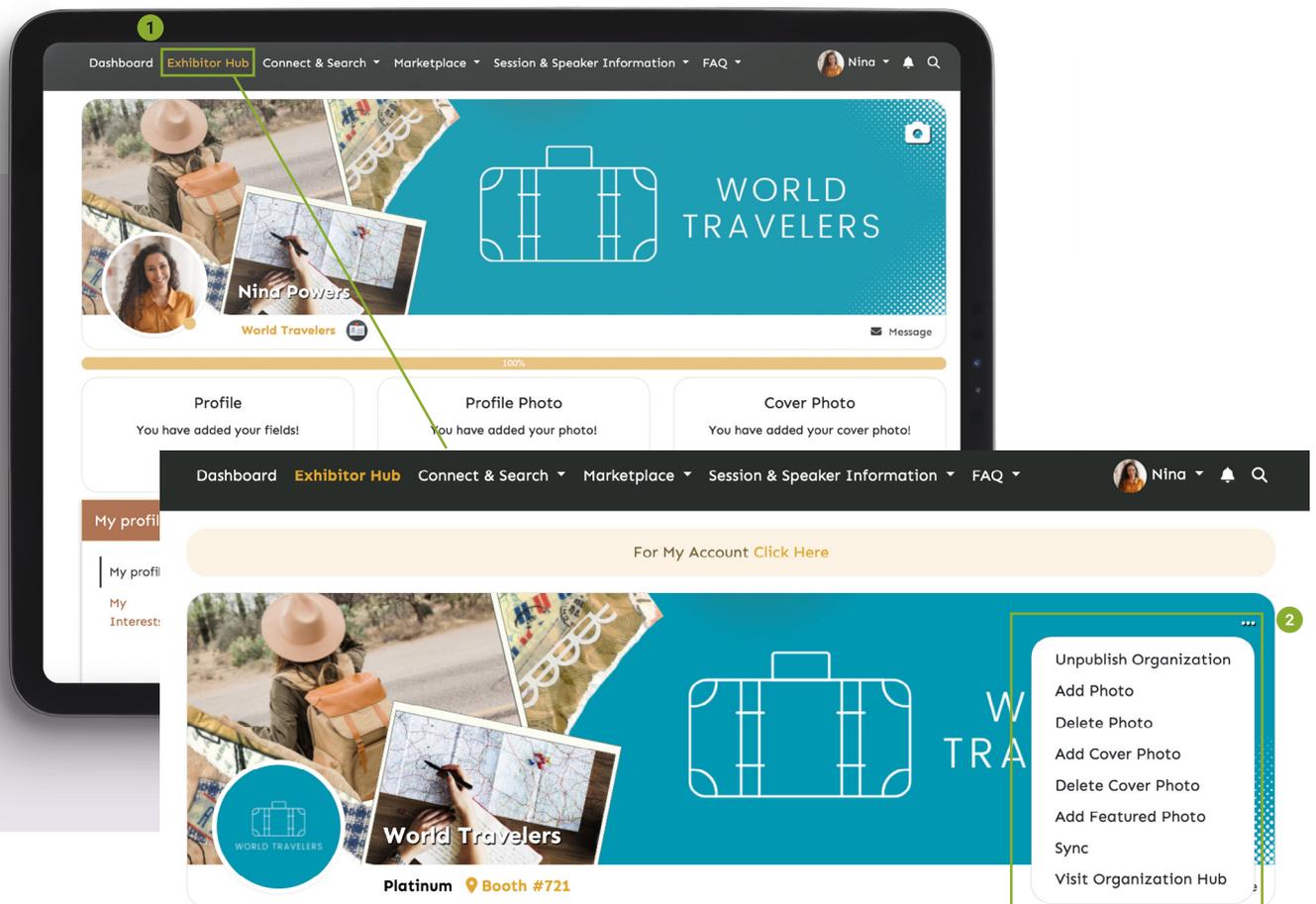
- A Upload a profile photo and cover banner photo
- B Find assigned Profile Tasks
- C Enter profile information
- D Track and manage event sessions and meetings



Exploring the Exhibitor Hub

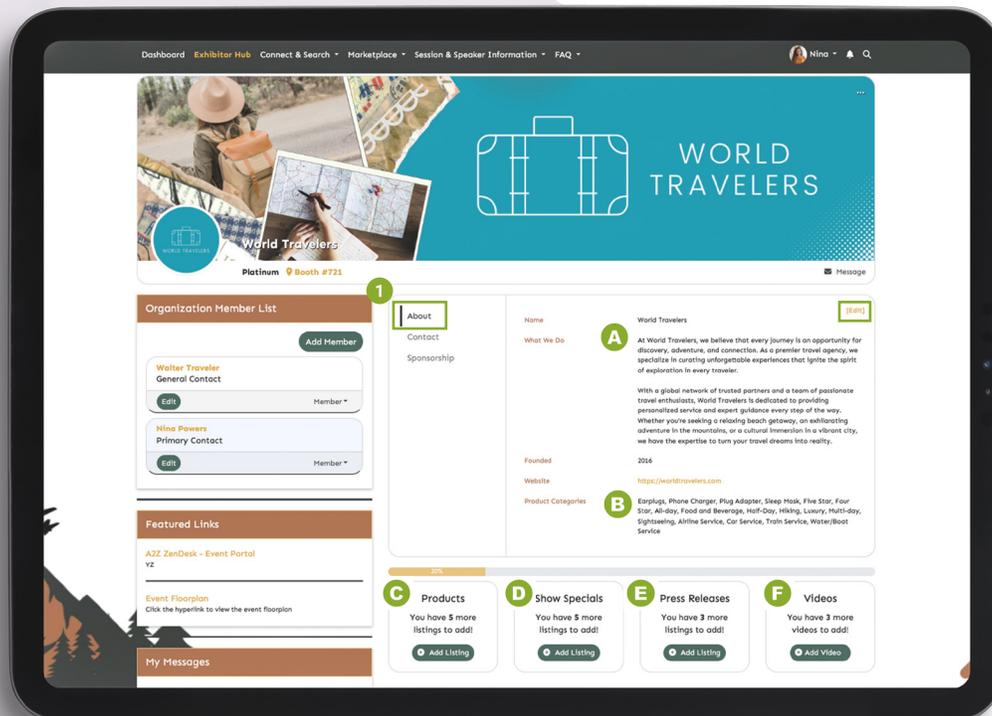
The Exhibitor Hub contains a variety of self-service tools that allow you to dive in and start updating your company information.

- 1 To access, click the **Exhibitor Hub** link in the **main navigation bar**. Please note, the Event Portal has two exhibitor staff types: **Organization Owner** and **Organization Member**.
- 2 Both contact types can click the **3-dot menu** located on the cover banner top-right corner. Options appear based on the assigned contact type:
 - Organization Members can add and delete images and visit the Organization Hub.
 - Organization Owners can perform all actions available to Org Members plus manage info and recent purchases made via Exhibitor Console - MyAccount.



Uploading Enhanced Digital Content

- 1 Now you're ready to upload your Enhanced Digital Content! From the **About** tab on your Company Profile, click **Edit** to:
 - A Write your company description with an extended character count
 - B Tag your company in Product Categories to appear in more searches
- 2 Lastly, start adding your:
 - C Products
 - D Show Specials
 - E Press Releases
 - F Videos



Need more guidance? Click here for our [Help Article](#).