

AXPONA

Exhibitor Profile Manager Steps

1. Login into the [Exhibitor Profile Manager](#) portal with the provided login credentials (Sent to primary contact ONLY)
2. First Section: Company Profile
 - a. Click *"Update Company Profile"* button
 - b. Input Company and Contact information
 - c. Optional: Input Company Description and Special Events/Offers in the Additional Company Information Section.
 - d. Click *"SAVE Company Profile Information"*
3. Second Section: Contracted Exhibit Locations
 - a. **Click *"Add Co-Exhibitor"* Button for each contracted location**
 - i. Click *"ADD Selected Co-Exhibitor"* Button to see if the co- exhibiting company is already exhibiting or a co-exhibitor profile has already been created
 - ii. Select the company from the drop-down list.
 - iii. If the company is not listed, click *"Create NEW Co-Exhibitor"* button
 - Input Co-Exhibitor Company and Contact Information
 - iv. Click *"SAVE Company Profile Information"*
 - b. **Click *"Manage Brands"* Button**
 - i. Select brands from the master brand list and assign brands to individual locations (if you have more than one location).
 - ii. If you do not see the brand you are looking for, please contact jordan@jdevents.com to request the brand.
 - iii. Click *"Done // Exhibitor Welcome"* button once complete
4. Review ALL profile information
5. All edits for the Printed Show Directory are due by **February 16, 2022**
 - a. Edits can be made after this date but will ONLY be updated on the website
6. Listening Room Door Signs will be downloaded from the website on **March 23, 2022** (Not Applicable to Expo Hall or EGX Booths)