

# AXPONA

## Exhibitor Profile Manager 101:

- **Each contracted Primary Exhibitor's point of contact will receive login credentials to access the portal (provided above).**
  - **Please Note:** *There is one login ID per primary exhibitor (ie the company who signed the contract). This company is the decision maker for the brands, co-exhibitors, and display for the exhibit location. The Primary Exhibitor has full control of the exhibitor information form but has the authority to give the login information to a Co-Exhibitor in their room or booth to make any changes.*
  - This ensures the control of the Exhibitor information is in the hands of the contracted exhibitor and there is no miscommunication between the primary exhibitor and co-exhibitor(s).
- **Once logged in, you will begin to update your company profile.**
  - You will input your company/contact info as well as the company description (optional) and special events/offers (optional).
  - **Please Note:** *REVIEW this page prior to inputting information. We are requesting a large amount of information to complete your exhibitor profiles. We suggest you login, make a note of what is required and start gathering the information needed. Some of the fields are required, so you will need to complete that information in one sitting. But keep in mind you can always log back in when you are ready.*
- **Once your company profile is complete, you can then add Co-Exhibitor profiles (if applicable)**
  - A Co-Exhibitor is a company that the primary exhibitor has recognized as a partner for the exhibit location. To be considered a co-exhibitor, that company is REQUIRED to have a company representative be present in the exhibiting location. A co-exhibitor is listed as an exhibitor on the website and Show Directory.
  - You can either add an existing exhibitor/co-exhibitor to your exhibit location(s) OR create a NEW co-exhibitor.
  - **Please Note:** *If the company you would like to add as a co-exhibitor is already exhibiting or co-exhibiting in another location, edits CANNOT be made to their profile.*
  - **Please Note:** *If you are adding a NEW co-exhibitor- confirm all inputted info is correct before saving. Edits CANNOT be made once saved for this section. You will have to remove and add it again to make revisions.*

- **Once you have completed adding your Co-Exhibitor Profiles, you can then add the brands that will be present in the room/booth.**
  - You will select from the master brand list and assign brands to individual locations (if you have more than one location). If you do not see the brand, you are looking for, please contact [Jordan@jdevents.com](mailto:Jordan@jdevents.com) to request the brand. Once the brand is confirmed, you will be notified.
  - Brands will be recognized within in your Exhibitor Profile website listing and on the Brand Index section of the website and directory. The Brand Index is a frequently used source for attendees to navigate the show.
- **Once complete- review your Exhibitor Profile, Co-Exhibitor Profiles, and appointed brands on the AXPONA website – [Exhibitors & Brands List](#)**
- **IMPORTANT Deadlines:**
  - **February 16, 2022** - You may log back into the portal at any time to make edits/updates. All edits made by **February 16th** will be included in the printed Show Directory.
  - **March 23, 2022** - Listening Room Door Signs will be downloaded from the website on **March 23rd**.