

Welcome to the NEW HD Exhibitor Hub





























Here's how to update your exhibitor information and profile

STEP 01

1. Go to <https://hdexpo2024.smallworldlabs.com/home>
2. Click **LOGIN** button
3. Click **FORGOT PASSWORD/CREATE AN ACCOUNT**
(Note: Everyone will need to do this, as this password is different from the A2Z password you have for accessing online payments, etc.)
4. Enter your **email address** and click **SUBMIT**
(Note: You will need to use the email address associated with your account. Contact your Account Executive for help if needed.)
5. You will then receive an automated email to reset your password (be sure to check junk folder if you don't see it)
6. Click **RESET PASSWORD** in the email
7. Create your password and click **RESET PASSWORD**
8. Return to the **LOGIN PAGE** and log in with your email and new password
9. Once logged in, you will need to click the blue button that says
CLICK HERE TO ACCESS EXHIBITOR HUB to begin updating your exhibitor profile
10. Explore digital upgrades



Digital Upgrades

LISTING OPTIONS	BASIC  Included	BRONZE  \$295	SILVER  \$595	GOLD  \$995
Premium Position Your exhibitor listing will be placed at the top of the exhibitor list and search results				
Videos Tell your story to potential buyers through promotional videos. Upload videos directly from your console			1	2
Digital Product Showcase Engage attendees with detailed product descriptions along with full color images.		2	4	10
Show Specials Spotlight special deals like discounts, giveaways & sweepstakes.		2	4	10
Press Releases Get more coverage by sharing the latest news about your company	1	2	8	10
Company Logo Extend your reach in keyword search by listing your brands				
Product Categories Help buyers find you by selection the categories that best describe your products.				
Company Online Profile (characters) Introduce your company to make a great first impression.	500	800	1200	2000
Website URL Drive traffic to your website				
Company Name, Address and Booth Number				

UPDATE YOUR COMPANY'S PROFILE

It is SO important for you to update your company information as this info is the only way HD Exhibitor Hub attendees can find your company in the online exhibitor directory. Be as thorough as possible for optimal exposure!

STEP 02

From your [Exhibitor Hub](#) page, update as much of the information below that is available to you depending on your package level:

1. Add your company photos:

- Click on the 3 dots on the top right of the cover photo and click on Add Photo, Add Cover Photo and Add Featured Photo

The screenshot shows the top navigation bar with links: [hdexpo.com](#), [DASHBOARD](#), [MARKETPLACE](#), and [EXHIBITOR HUB](#). On the right, there is a user profile for 'Katie' with a bell icon and a search icon. A 'CLICK' callout points to the three dots menu on the top right of the cover photo.

The main profile area displays a placeholder for a cover photo with the text 'UPLOAD YOUR IMAGE HERE' and 'Size: 1440px X 360px'. Below the cover photo, the company name 'MityLite & Holsag' is shown, followed by 'Platinum' and 'Booth #2655'. A 'Message' button is located at the bottom right of the profile card.

Three callouts point to specific areas of the profile:

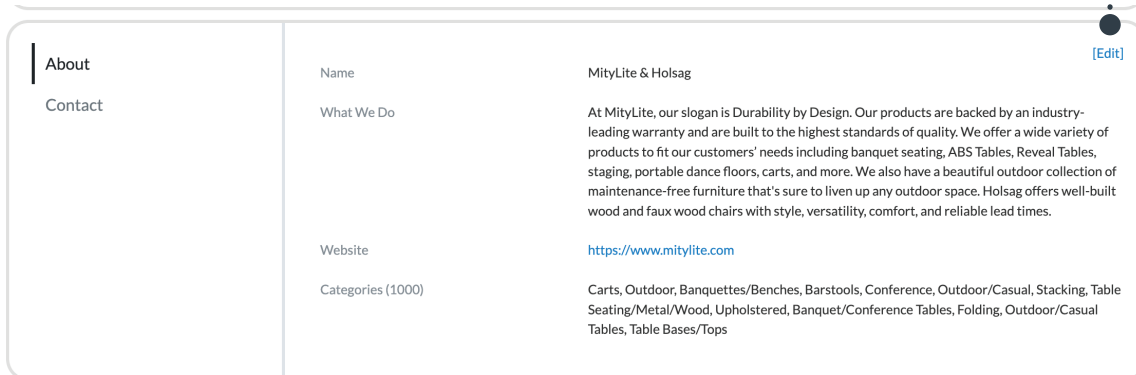
- PHOTO:** Add your company photo (points to the circular profile picture placeholder).
- COVER PHOTO:** Add a lifestyle or product image (points to the large rectangular cover photo placeholder).
- FEATURED PHOTO:** Add a product photo or logo product image (points to the three dots menu on the top right of the cover photo).

The HD Expo+ Conference logo is displayed at the bottom center of the page.

2. Update your company's ABOUT section

- Click on the Edit link in the About section.

CLICK



About Contact	Name	MityLite & Holsag
	What We Do	At MityLite, our slogan is Durability by Design. Our products are backed by an industry-leading warranty and are built to the highest standards of quality. We offer a wide variety of products to fit our customers' needs including banquet seating, ABS Tables, Reveal Tables, staging, portable dance floors, carts, and more. We also have a beautiful outdoor collection of maintenance-free furniture that's sure to liven up any outdoor space. Holsag offers well-built wood and faux wood chairs with style, versatility, comfort, and reliable lead times.
	Website	https://www.mitylite.com
	Categories (1000)	Carts, Outdoor, Banquettes/Benches, Barstools, Conference, Outdoor/Casual, Stacking, Table Seating/Metal/Wood, Upholstered, Banquet/Conference Tables, Folding, Outdoor/Casual Tables, Table Bases/Tops

- Edit/Fill in all sections, especially:

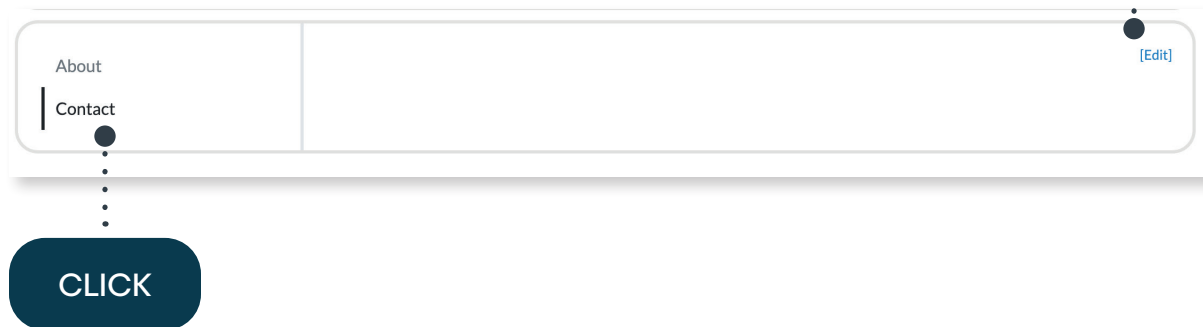
What We Do: Add a description of your company so attendees know who you are, what you sell, and why they should visit your booth onsite.

Product Categories: Select relevant Product Categories, as this will ensure your company is listed in these sections of the digital show directory and when attendees search the online exhibitor directory.

Don't forget to click **SAVE** once you are finished!

3. Update your company's **CONTACT** section

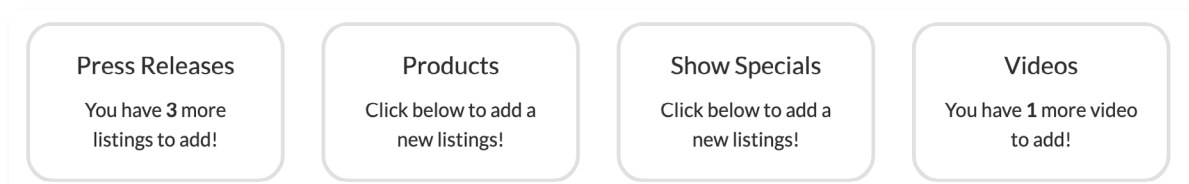
- Click **CONTACT** and then click on the **EDIT** link



- Edit/Fill in all sections, and click **SAVE**

4. Add Products, Show Specials, and Videos

Depending on your package level, you have the ability to add the following listings that will be displayed on your Company Profile, as well as various sections of the HD Expo + Conference online directory, used by attendees when planning which exhibitors to see at the show:



To Add Products (Formerly called “Product Spotlight”):

Click **Add Listing** and fill in the **Title** and **Description** of the product you want to highlight, add a link to the **Buy Now** box, and click **Save** once complete. On the next page, click **Add Photo** to add a photo of the product.

To Add Show Specials: Click [Add Listing](#) and fill in the [Title](#) of the show special you are promoting, use the [Description](#) box to add the details of the deal or offer, add a link to the [Learn More](#) box, and click [Save](#) once complete.

- On the next page, click [Add Photo](#) to add a photo to the listing.

To Add Videos: Click [Add Video](#) and fill in the [Title](#) and [Description](#) of the video you want to post, add the video link to the [Add Video](#) box, and click [Save](#) once complete.

5. Explore Digital Upgrades

https://hd.a2zinc.net/HDE expo2024/Public/e_AddOnSales.aspx?

Please click [Compare listing details](#) button for the information.

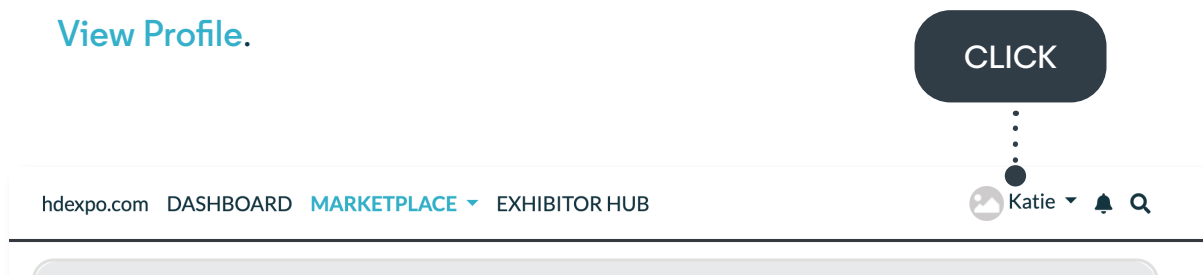


UPDATE YOUR COMPANY'S PROFILE

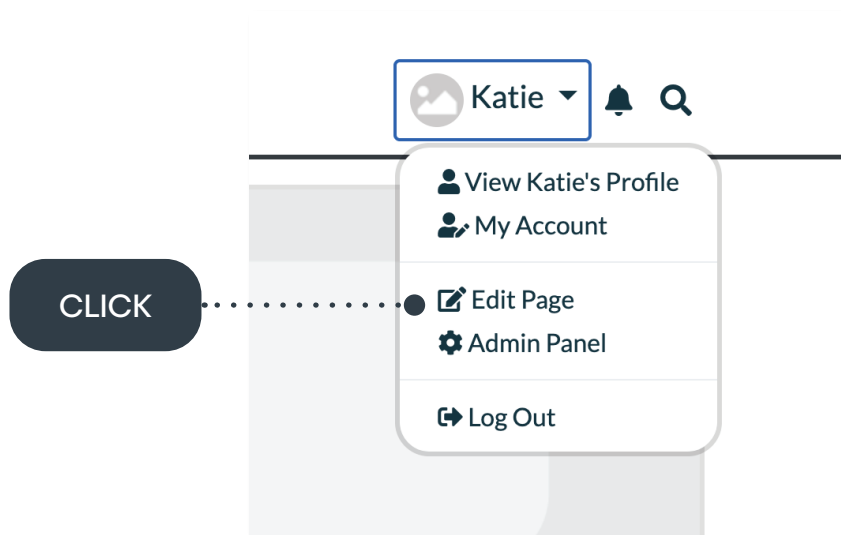
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STEP 03

1. Click on **your name** in the top right corner of the screen and then click on **View Profile**.



2. From your personal profile page, click on the **Edit button** under **Profile** to add your “About Me” info including location and website and click **Save** when complete.



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STEP 03

3. Next, you can upload your personal **Profile Photo** and **Cover Photo** by clicking the buttons under each section, or by clicking the **photo icon** on the top right of your cover photo.

