

WELCOME TO THE HD EXHIBITOR HUB

STEP
01

Here's how to update your exhibitor information and profile.

1. Go to <https://hdexpo2025.smallworldlabs.com/>
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 Customer Success Manager 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

UPGRADE YOUR LISTING TO:

BASIC PROFILE LISTING	BRONZE LISTING	SILVER LISTING	GOLD LISTING
<p>Includes:</p> <ul style="list-style-type: none"> • Company Name, Logo, Address, Website URL, Email and Booth Number • 500 Character Company Description • Product Categories • 1 Press Release <p>Included with Booth Package</p>	<p>Includes:</p> <ul style="list-style-type: none"> • Company Name, Logo, Address, Website URL, Email and Booth Number • 800 Character Company Description • Product Categories • Digital Product Showcases • 2 Show Specials • 2 Press Releases <p>Discount at Time of Contract: \$330* Regular Price: \$415</p>	<p>Includes:</p> <ul style="list-style-type: none"> • Company Name, Logo, Address, Website URL, Email and Booth Number • 1,200 Character Company Description • Product Categories • Digital Product Showcases • 4 Show Specials • 8 Press Releases • 1 Video Upload <p>Discount at Time of Contract: \$600* Regular Price: \$710</p>	<p>Includes:</p> <ul style="list-style-type: none"> • Company Name, Logo, Address, Website URL, Email and Booth Number • 2,000 Character Company Description • Product Categories • Digital Product Showcases • 10 Show Specials • 10 Press Releases • 2 Video Upload • Your Listing will be placed at the top of exhibitor list & search results <p>Discount at Time of Contract: \$1,105* Regular Price: \$1,380</p>

CONTACT YOUR ACCOUNT EXECUTIVE FOR MORE INFORMATION

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UPDATE YOUR COMPANY'S PROFILE

STEP
02

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!

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 Exhibitor Hub profile for 'MityLite & Holsag'. The profile includes a name, 'Platinum' status, and 'Booth #2695'. A large cover photo area is present with the text 'UPLOAD YOUR IMAGE HERE' and 'Size: 1440px X 360px'. A 'CLICK' button points to the three-dot menu in the top right corner of the cover photo area. Below the screenshot, three callout boxes provide instructions: 'PHOTO: Add your company photo', 'COVER PHOTO: Add a lifestyle or product 1440px X 360px image', and 'FEATURED PHOTO: Add a product photo or logo product image'. The HD Expo+ Conference logo is visible in the bottom right corner.

2. Update your company's ABOUT section

- Click on the Edit link in the About section.

CLICK

About	Name	MityLite & Holsag	[Edit]
Contact	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

CLICK

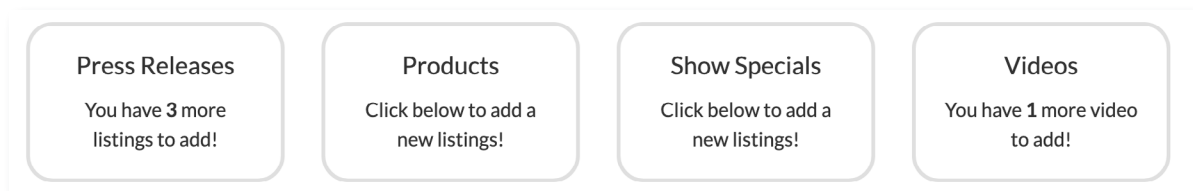
About		[Edit]
Contact		

CLICK

- 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/HDEXpo2024/Public/e_AddOnSales.aspx?

Please click **Compare listing details** button for the information.

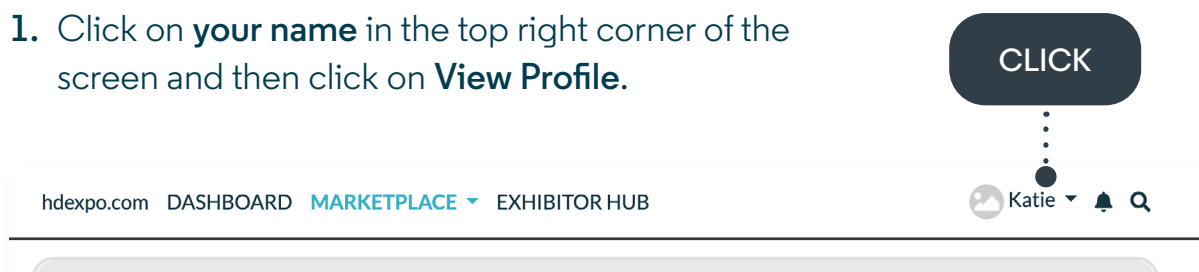
UPDATE YOUR PERSONAL PROFILE

STEP 03

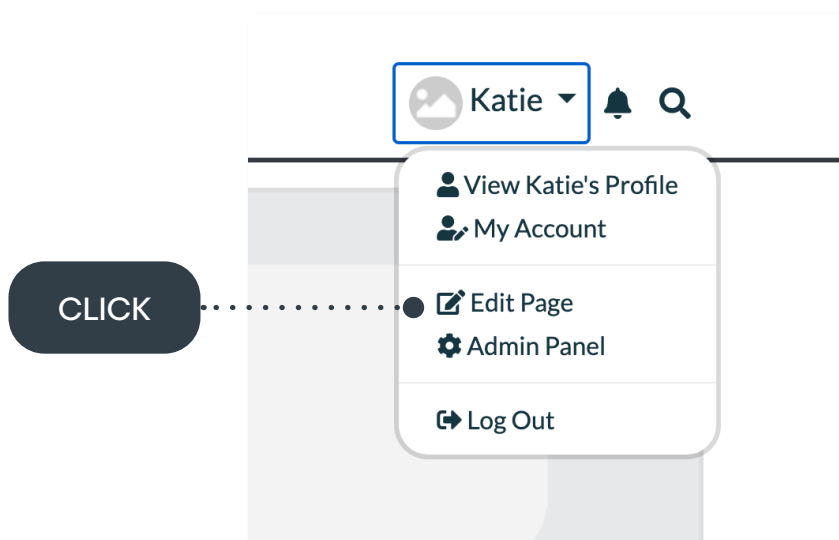
The new HD Exhibitor Hub gives all individuals the ability to have your own personal profile. This allows attendees to see you, not just your company profile. Therefore, you want to make sure you fill out your personal profile!

Here's how:

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.



- 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.

