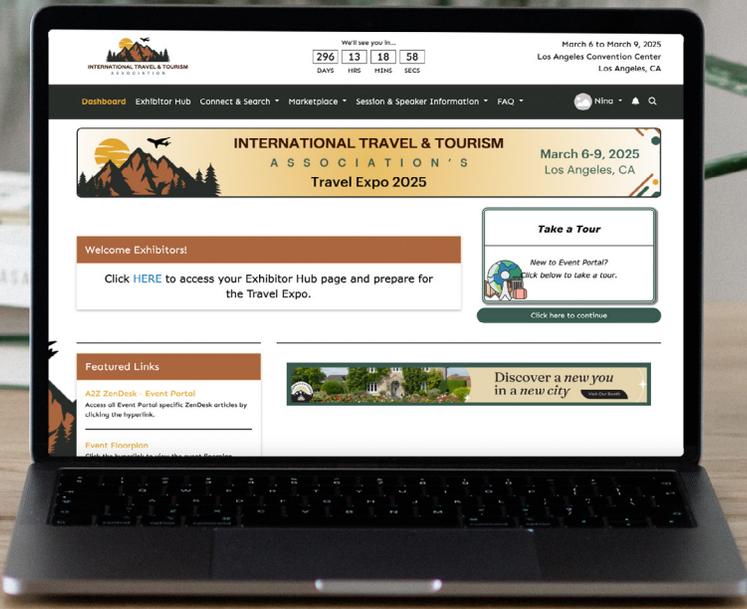


Exhibitor Guide:

How to Upload Enhanced Digital Content in the Event Portal

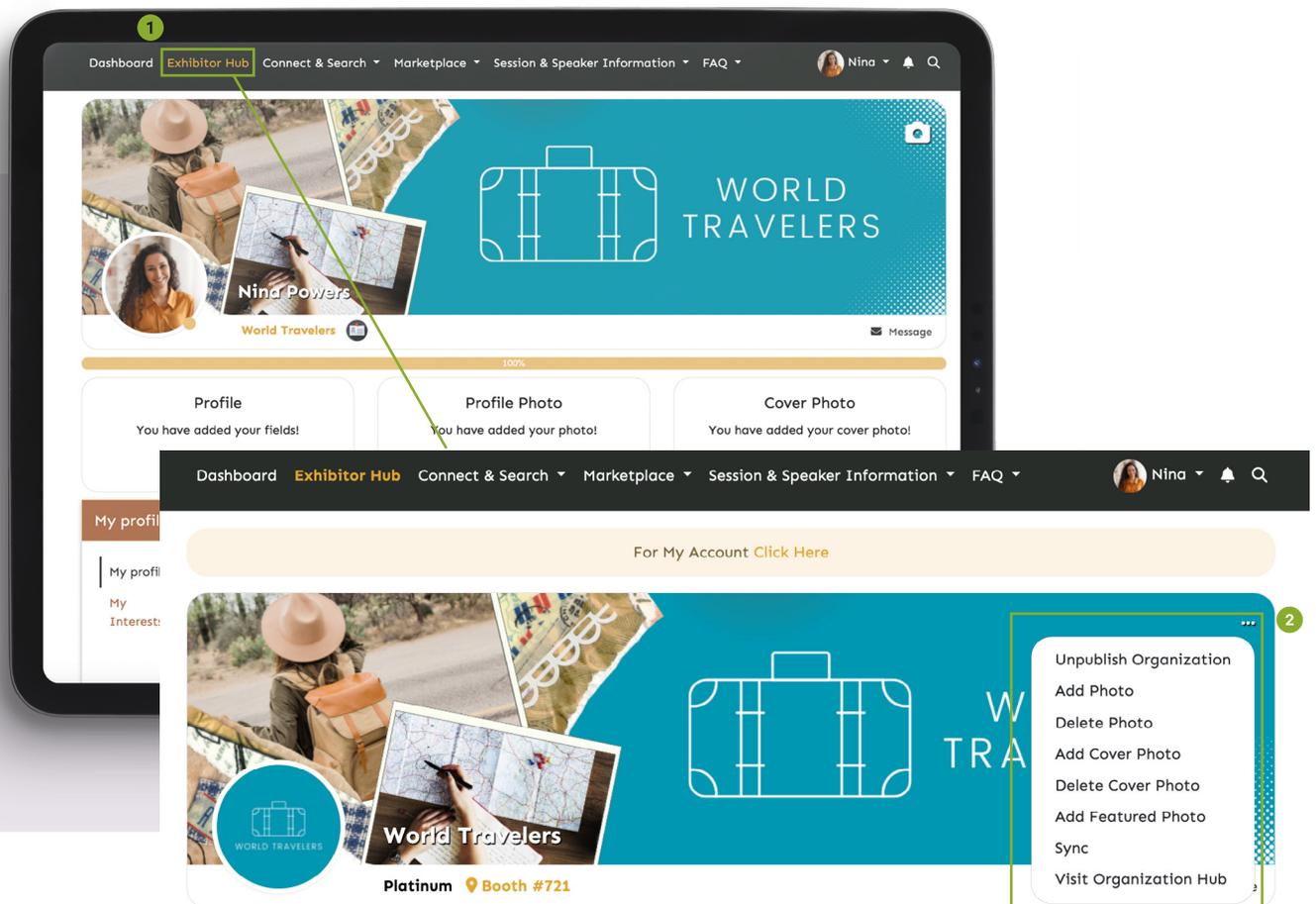
As an exhibitor, you can leverage the Event Portal to manage your digital company profile, enhancing your visibility among attendees and driving more revenue opportunities at every show you attend.



Exploring the Exhibitor Hub in the Event Portal

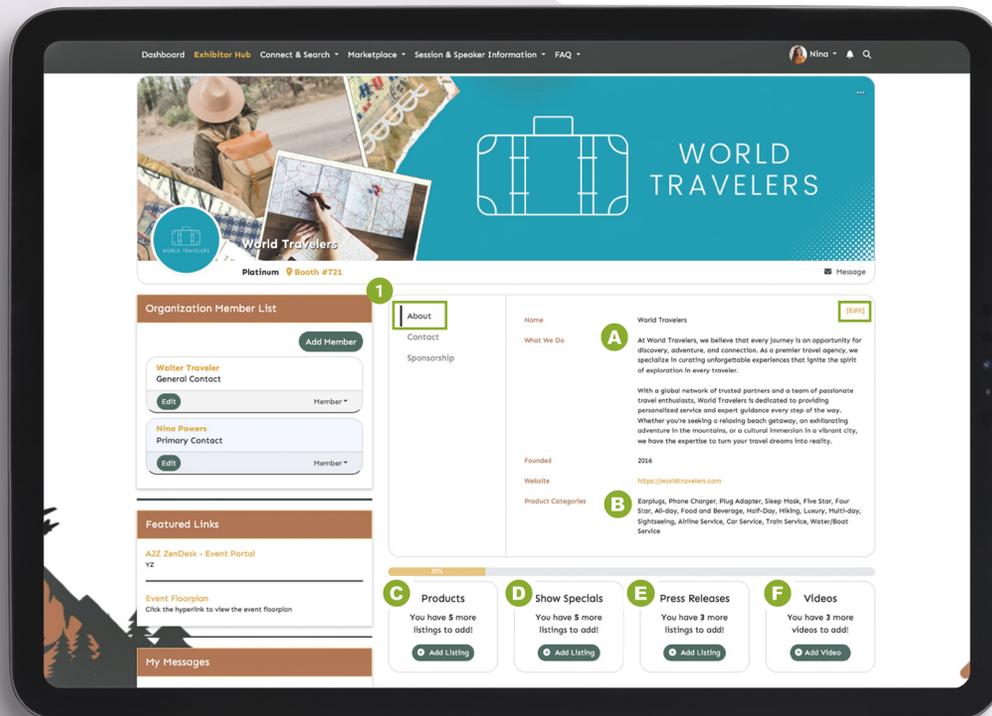
The Exhibitor Hub contains a variety of self-service tools that allow you to dive in and start updating your company information.

- 1 To access, click the **Exhibitor Hub** link in the **main navigation bar** of the Event Portal. 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](#).