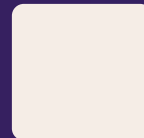
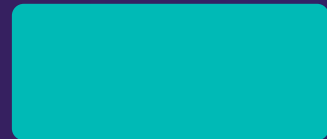
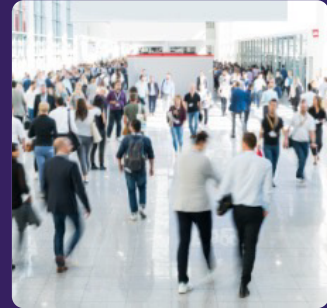


# Exhibitor Guide

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.



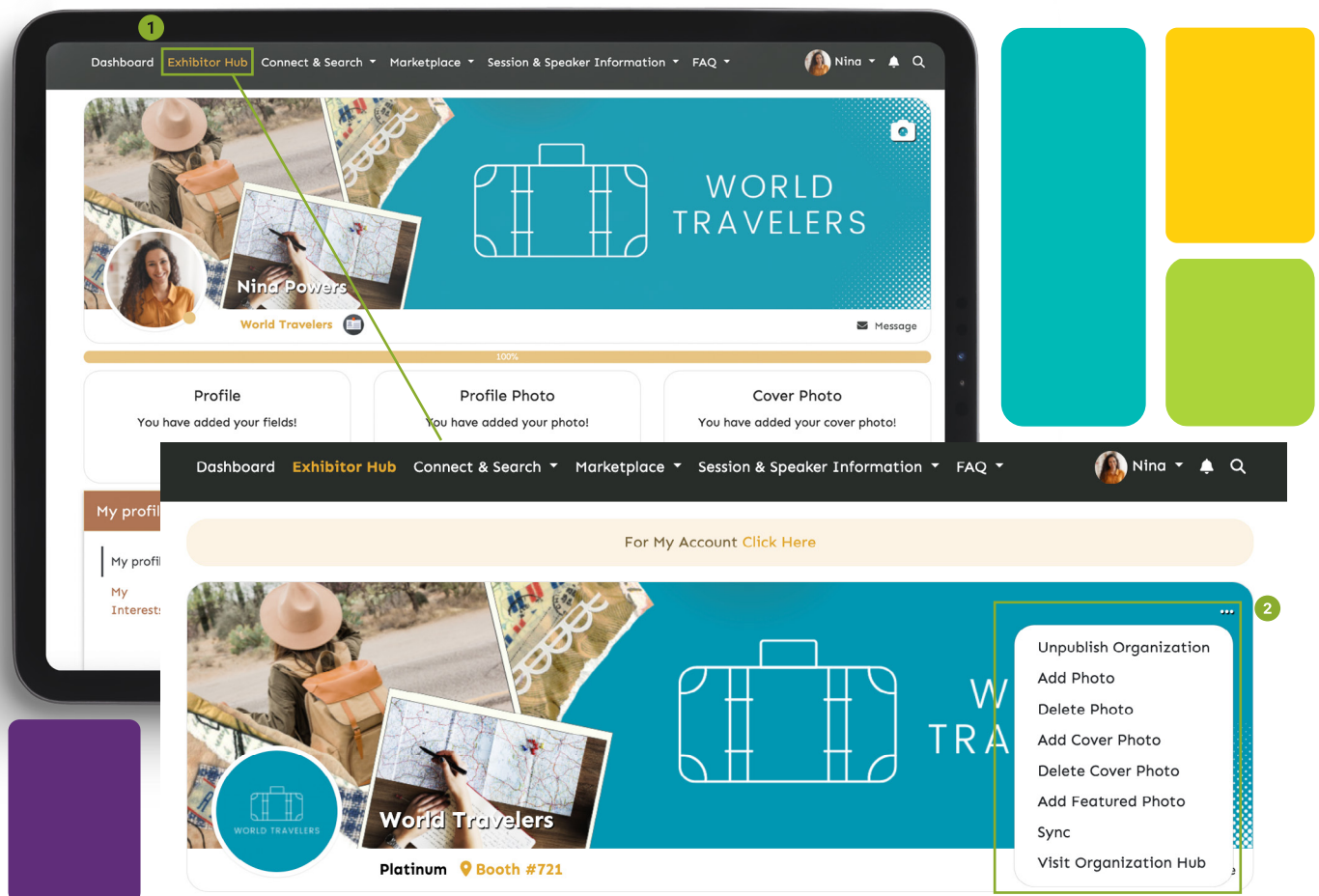
## How to upload **Enhanced Digital Content** in the **Event Portal**



# Exploring the Exhibitor Hub

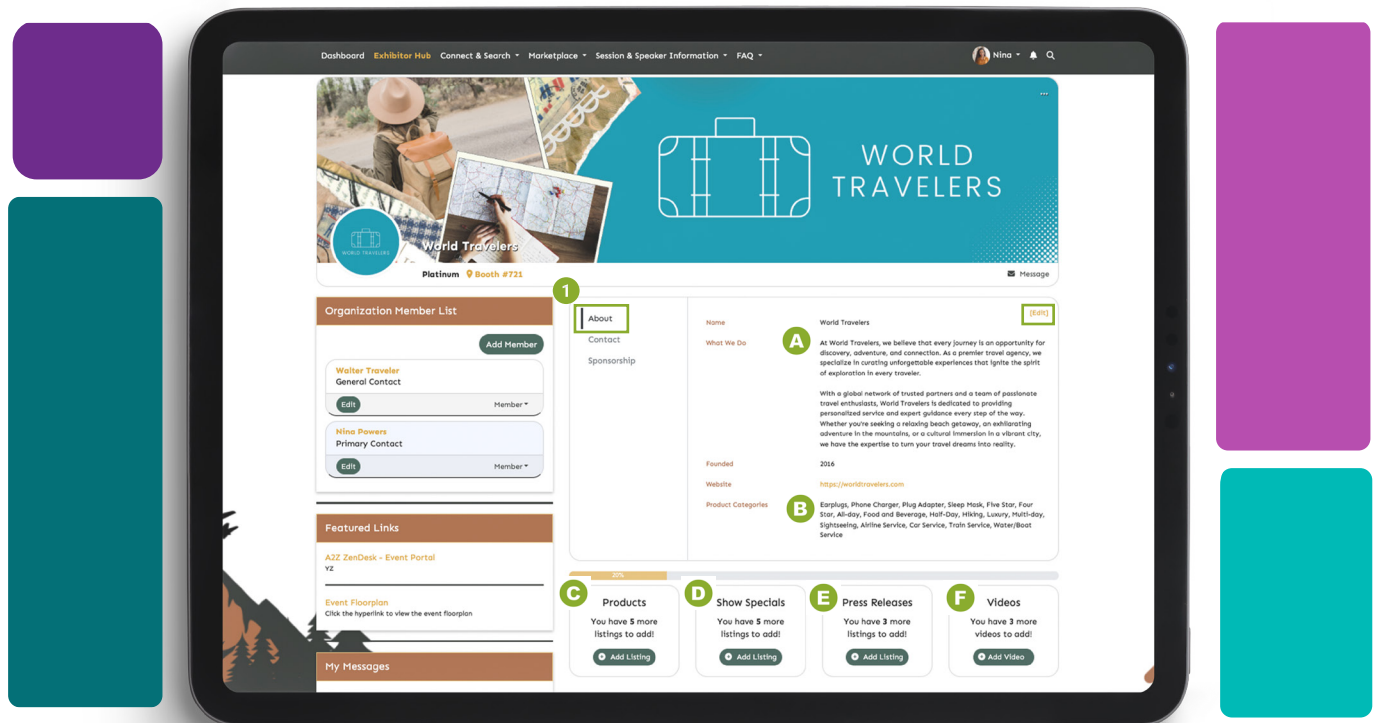
The Exhibitor Hub contains a variety of self-service tools that allow you to dive in and start updating your company information.

- 1 To access, click the **Exhibitor Hub** link in the **main navigation bar**. 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



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