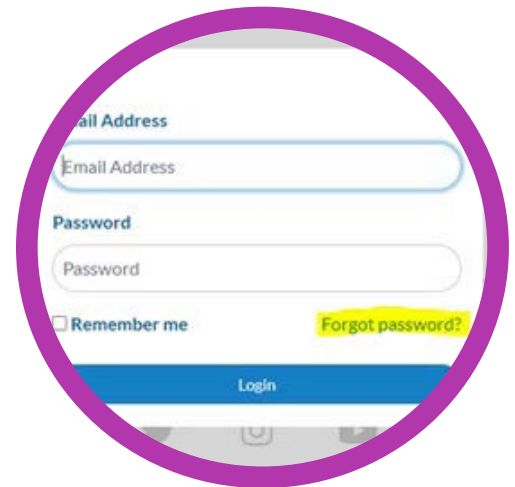


## Welcome to the new KBIS Exhibitor Hub! Here's how to update your exhibitor information.

### STEP 1

#### LOGIN

1. Go to <https://kbis2024.smallworldlabs.com/home>
2. Click the **LOGIN** button
3. Click **FORGOT PASSWORD?**  
*(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 Sales Representative 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 purple button that says **CLICK HERE TO ACCESS EXHIBITOR HUB** to begin updating your exhibitor profile



## STEP 2

### UPDATE YOUR COMPANY'S PROFILE

It is SO important for you to update your company information as this info is the only way KBIS attendees can find your company in the the official print and online Exhibitor List. Be as thorough as possible for best results!

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**:

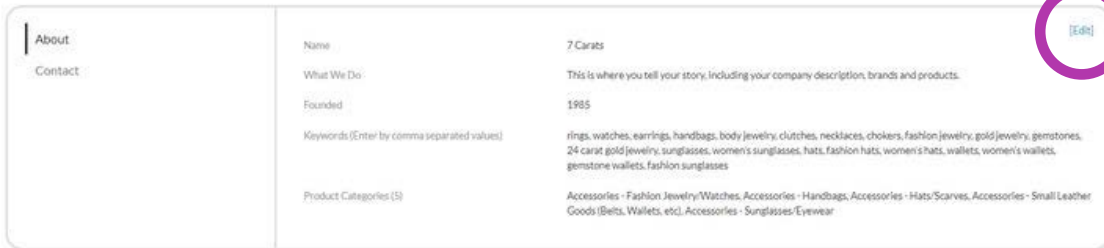
- Click on the 3 dots on the top right of the cover photo and click on **Add Photo**, **Add Cover Photo** and **Add Featured Photo**

The image shows a screenshot of a user profile page for 'REMIX170'. The profile includes a cover photo area, a profile picture, and sections for 'Products' and 'Videos'. Annotations with arrows point to specific areas:

- A purple circle highlights the three dots in the top right corner of the cover photo, with an arrow pointing to it from the right.
- A purple arrow points from the profile picture to a callout box: **PHOTO:** Add your company logo.
- A purple arrow points from the cover photo area to a callout box: **COVER PHOTO:** Add a lifestyle or product image.
- A purple arrow points from the 'Featured Photo' area (indicated by a callout box: **FEATURED PHOTO:** Add a product photo or logo) to a 'RECOMMENDED VENDORS' section. This section shows a vendor card for '7 Carats' with a star icon and an 'Explore' button.

## 2. Update your company's **ABOUT** section

- Click on the **Edit** link in the About section



The screenshot shows a form for editing the 'About' section. On the left, there are two tabs: 'About' (selected) and 'Contact'. The main content area is divided into two columns. The left column contains labels: 'Name', 'What We Do', 'Founded', 'Keywords (Enter by comma separated values)', and 'Product Categories (5)'. The right column contains the corresponding values: '7 Carats', 'This is where you tell your story, including your company description, brands and products.', '1985', 'rings, watches, earrings, handbags, body jewelry, clutches, necklaces, chokers, fashion jewelry, gold jewelry, gemstones, 24 carat gold jewelry, sunglasses, women's sunglasses, hats, fashion hats, women's hats, wallets, women's wallets, gemstone wallets, fashion sunglasses', and 'Accessories - Fashion Jewelry/Watches, Accessories - Handbags, Accessories - Hats/Scarves, Accessories - Small Leather Goods (Belts, Wallets, etc), Accessories - Sunglasses/Eyewear'. A purple circle highlights the '[Edit]' link in the top right corner, with a purple arrow pointing to it from the right.

- Edit/Fill in all sections, especially:

- **Name:** Add/edit your company name how you would like it to appear in the print and online materials.
- **What We Do:** Add a description of your company so attendees know who you are, what you sell, and why they should buy your products.
- **Keywords: VERY IMPORTANT!** Adding your products, categories and brands as keywords will ensure your company is listed when attendees search the online Exhibitor List!

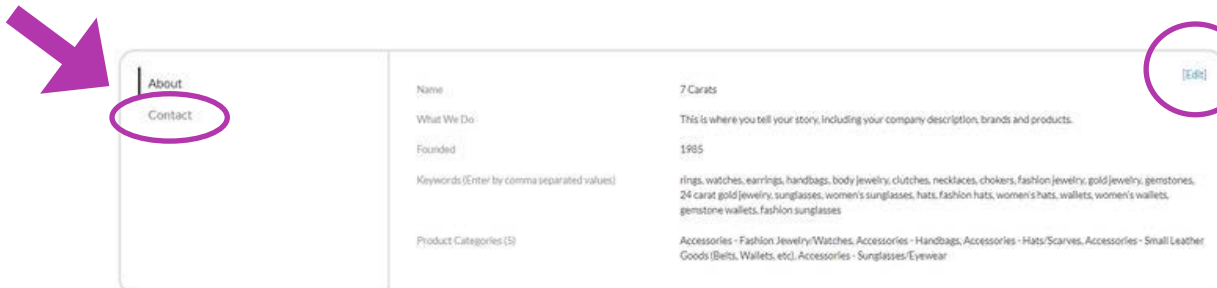
\*Be sure to enter as many products as you can here (**be specific!**) and separate each one with a comma.

- **Product Categories:** Select up to 5 relevant Product Categories, as this will ensure your company is listed in these sections in the the print and online Exhibitor List.

- ! 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

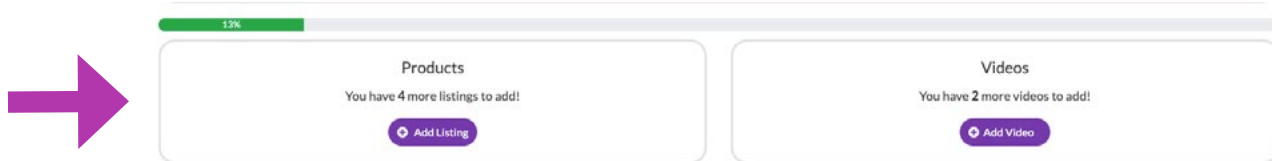


The screenshot shows the same form as above, but with the 'Contact' tab selected on the left. A purple circle highlights the 'Contact' tab, with a purple arrow pointing to it from the left. Another purple circle highlights the '[Edit]' link in the top right corner, with a purple arrow pointing to it from the right.

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

## 4. Add Products 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 KBIS Exhibitor List, 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 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.

**Congratulations! Attendees can now find you in the official KBIS print and online Exhibitor List.**