

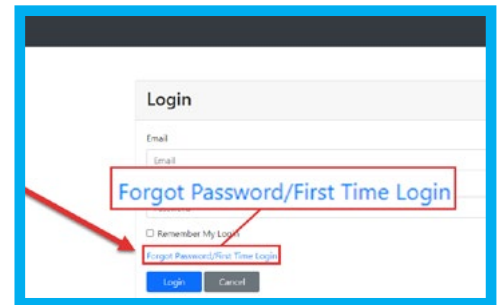
Welcome to the KBIS Exhibitor Hub!

Here's how to update your exhibitor information.

STEP 1

LOGIN

1. Go to kbis2026.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 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:

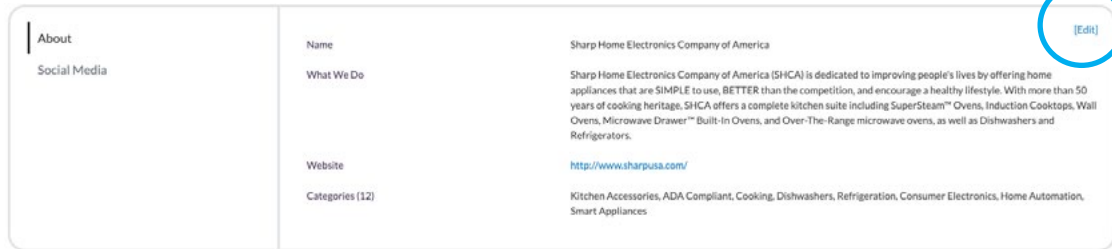
1. Add your company **PHOTOS**:

- 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** (*Featured Photo is for Premium Exhibitors Only*)

The image shows a screenshot of a user profile page for 'REMIX170'. The profile header includes a placeholder for a profile picture, the name 'REMIX170', and a 'Schedule Meeting' button. Below the header are three sections: 'Products' (4 more listings to add), 'Press Releases' (4 more listings to add), and 'Videos' (2 more videos to add). Each section has an 'Add Listing' or 'Add Video' button. A blue circle highlights the three dots in the top right corner of the profile header, with an arrow pointing to it from the right. Below the screenshot are three callout boxes: 'PHOTO: Add your company logo, 400x400 JPG or PNG', 'COVER PHOTO: Add a lifestyle or product image, 1140x360 JPG or PNG; 2MB max', and 'FEATURED PHOTO (PREMIUM ONLY): Add a product photo or logo product image, Any size JPG or PNG'. A blue arrow points from the 'PHOTO' callout to the profile picture placeholder. A blue arrow points from the 'COVER PHOTO' callout to the top of the profile header. A blue arrow points from the 'FEATURED PHOTO' callout to a 'RECOMMENDED VENDORS' section at the bottom, which shows a product image placeholder and a '7 Carats' label.

2. Update your company's **ABOUT** and **SOCIAL MEDIA** section

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



The screenshot shows a form for editing a company profile. On the left, there are two tabs: 'About' (selected) and 'Social Media'. The main content area is divided into four sections: 'Name', 'What We Do', 'Website', and 'Categories (12)'. The 'Name' field contains 'Sharp Home Electronics Company of America'. The 'What We Do' field contains a detailed description of the company's products and history. The 'Website' field contains 'http://www.sharpusa.com/'. The 'Categories (12)' field contains a list of product categories. In the top right corner of the form, there is a small blue link labeled '[Edit]', which is circled in blue. A large blue arrow points from the top right of the page towards this link.

About	Name	Sharp Home Electronics Company of America
Social Media	What We Do	Sharp Home Electronics Company of America (SHCA) is dedicated to improving people's lives by offering home appliances that are SIMPLE to use, BETTER than the competition, and encourage a healthy lifestyle. With more than 50 years of cooking heritage, SHCA offers a complete kitchen suite including SuperSteam™ Ovens, Induction Cooktops, Wall Ovens, Microwave Drawer™ Built-In Ovens, and Over-The-Range microwave ovens, as well as Dishwashers and Refrigerators.
	Website	http://www.sharpusa.com/
	Categories (12)	Kitchen Accessories, ADA Compliant, Cooking, Dishwashers, Refrigeration, Consumer Electronics, Home Automation, Smart Appliances

- 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 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 the number of Product Categories that apply. This will ensure your company is listed in these sections in the printed and online Exhibitor List making it easier for attendees to find you.

- ! Edit/Fill in all sections that apply:
Don't forget to click **SAVE** once you are finished!

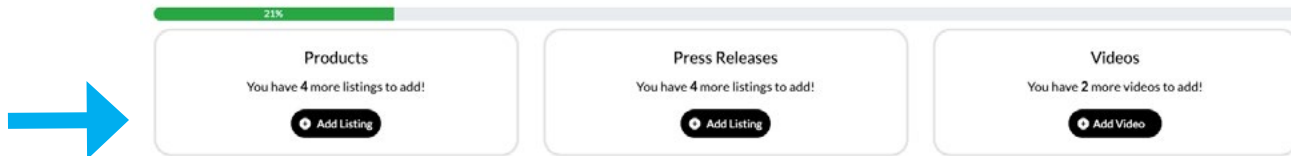
- Click on the Social Media link and edit/fill in all sections that apply.

- ! Edit/Fill in all sections that apply:
Don't forget to click **SAVE** once you are finished!

3. Add Products, Videos, and/or Press Releases (Enhanced, Boost, and Premium Digital Upgrades Only)

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 view and/or upgrade your digital marketing package, please visit the Exhibitor Hub.



→ **To Add Product Showcase(s):** 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.

YouTube or Vimeo link. File uploads and shorts are not supported. Please make sure the link works after uploading it.

→ **To Add Press Releases:** Click [Add Listing](#) and fill in the [Title](#) and [Description](#) of the [Press Release](#) and [Learn More](#) then click [Save](#).

Congratulations! Attendees can now find you in the official online Exhibitor List.