

The Coverings Exhibitor Hub is where exhibitors can update their **company profile** for the online exhibitor list and mobile app as well as access **registration**, the **Exhibitor Services Manual (ESM)**, and **crucial forms and show information**.

STEP 1 – LOGGING IN TO THE COVERINGS EXHIBITOR HUB

1. Go to <https://coverings2026.smallworldlabs.com>
2. Click the Exhibitor Login button
3. To setup a new password for your account, click on the “Forgot Password/First Time Login” link.

NOTE: If you exhibited at Coverings 2024 or 2025 and created an account, you can use the same email and password to gain access again, and skip actions 4 and 5. In addition, only the contacts submitted with your Coverings 2026 exhibit booth contract have access to the Coverings Exhibitor Hub, unless you give them access under STEP 5.

Login

Email

Password

Remember My Login

[Forgot Password/First Time Login](#)

TIP! Watch [this helpful video](#) to learn how to access and use the Coverings Exhibitor Hub!

Forgot Password/First Time Login

Email

4. Enter your email address into the field, click “Submit,” and look for an email from “Events IdP” at noreply@personifyauth.com in your inbox.

If you don't see the email, please check your spam/junk folder.

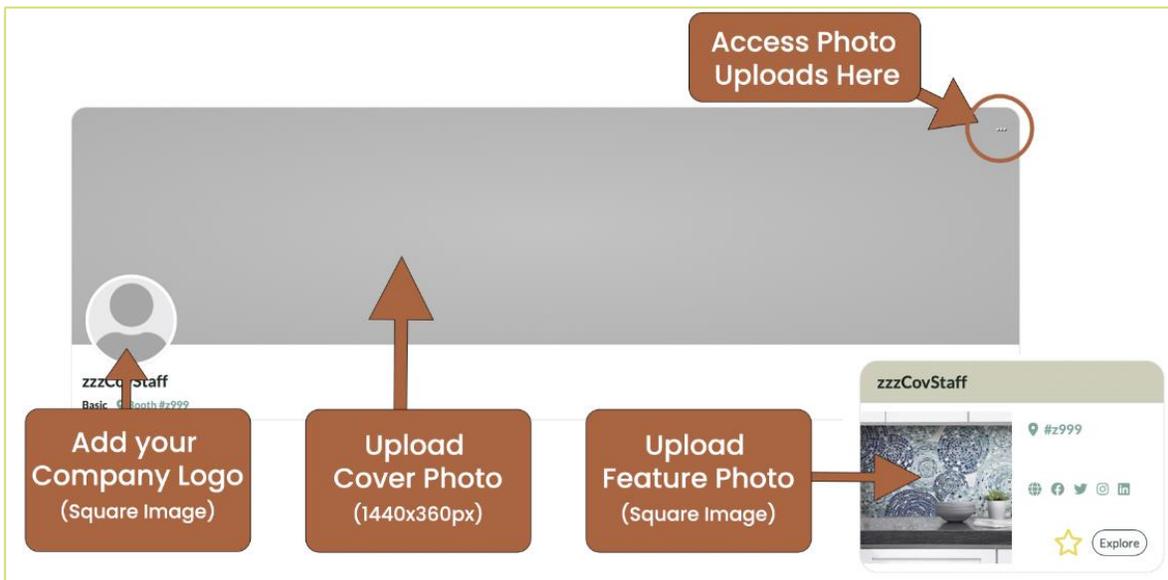
NOTE: The contacts submitted with your Coverings exhibit booth contract have login access to the Coverings Exhibitor Hub.

- Click the reset password link in the email and the system will take you back to the login page to sign in.
- Once logged in, you will see the Exhibitor Hub menu option at the top of the site, along with a large red button to direct you to the Exhibitor Hub:

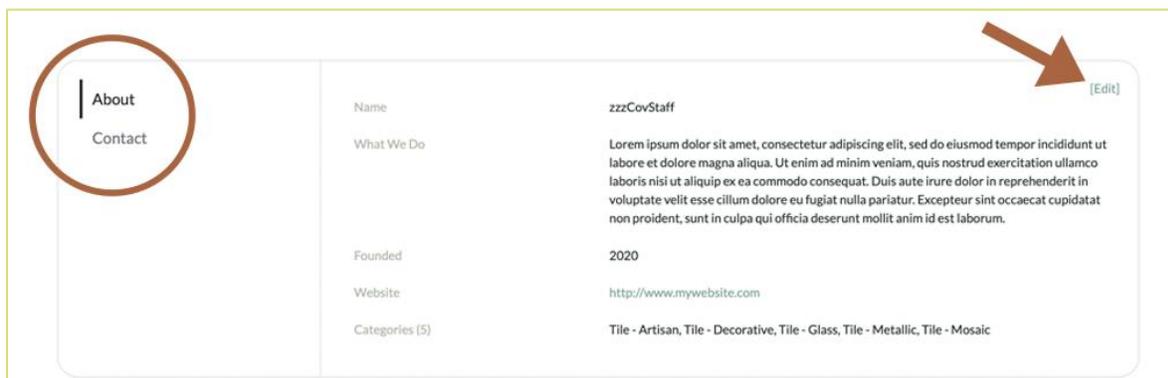


STEP 2 – COMPLETE YOUR COMPANY PROFILE

- Add images:** Click on the three dots in the top-right corner of your image area to add imagery to your profile. Recommended graphic sizes include:
 - Cover Photo: 1440x360px
 - Logo: 400x400px
 - Featured Photo: 400x400px



- Update your Company Details, Description, select up to five Product Categories, list your Brands, and add links to your social media accounts.
- Update the information in both the “About” and “Contact” sections so attendees can learn about your company.



Note: Don't forget to click the "Save" button after you edit each section!

STEP 3 – ADD ADDITIONAL CONTENT TO YOUR PROFILE

1. Each exhibitor may submit additional content that will appear in your profile.

Press Releases You have 4 more listings to add! Add Listing	Products You have 2 more listings to add! Add Listing	Show Specials You have 4 more listings to add! Add Listing	Online New Product Gallery You have 4 more listings to add! Add Listing	Video Category You have 2 more videos to add! Add Video	Not seeing a purchase? Click Here Refresh
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2. If you would like to purchase additional listings, including products and videos, there is a link to the upgraded listing options available on the left side of the screen.

UPGRADE YOUR BOOTH PROFILE

Expanded Upgrades with added value for 2026!
Upgrade your online profile, appear in more search results and now earn priority points for your upgrades purchases.

[Upgrade Now](#)

STEP 4 – ACCESS IMPORTANT EVENT INFORMATION

1. Review upcoming action items and key deadlines
2. Access the Event Guide and forms
3. Connect to Coverings Exhibitor Registration
4. Book your Las Vegas hotel rooms
5. Download marketing assets for use in your campaigns and access sponsorship opportunities
6. Access shipping information and labels
7. And more!!

The screenshot shows a dashboard with several sections:

- ANNOUNCEMENTS**: Welcome to your Exhibitor Hub for Coverings 2025! Please check this section frequently for important updates throughout the planning cycle. Review the Deadlines Checklist to take advantage of discounted rates.
- INVOICES / PAYMENTS**: [View Invoice / Make Payment](#)
- ACTION ITEMS** (1):
 - Review the Full Deadlines Checklist
 - Complete the About and Contact Section of Company Profile Above
 - Upgrade Company Listing
 - Nominations for CID Awards Entries/Rock Star Due: 2025-12-20 11:59 PM
 - Reserve Hotel Room(s) at Discounted Rates Due: 2025-09-14 11:59 PM
- RULES & ORDER FORMS** (2):
 - Event Guide & Rules
 - Booth Display Rules & Booth Design Submissions
 - Coming Soon! Exhibitor Service Manual
 - Exhibitor Certificates of Insurance (COIs)
 - *REQUIRED
 - Exhibitor Appointed Contractors (EACs)
 - Order Forms & Brochures
 - Utilities (electrical, plumbing, air)
 - Internet
 - Telecommunications
 - Food & Beverage
 - Load Retrieval
 - Security
 - Audio Visual
 - Floral
- REGISTRATION & HOTEL INFO** (3): Register your Booth Personnel. Exhibitors are allotted five (5) registrations per 100 square feet of exhibit space. Additional registrations over your allotment may be purchased for \$75 each.
 - Reserve Hotel Rooms
 - Registration, Badge and Travel Information
 - Visa Letter Information - International Exhibitors
 - Registration/Badge Pickup Schedule
- PROMOTE AND MARKET** (4): View Pre-Show Marketing Opportunities. Exhibitor PR & Social Media Planner. Coverings Logo Download. JPG Logo, EPS Logo, PNG Black Logo, PNG White Logo. (Right click on image and choose "Save As" to save file to your computer).
- SETUP & SHIPPING INFO** (6):
 - Move-in / Setup Schedule
 - Quick Facts
 - Targeted Move-in Plans (coming December 2024!)
 - South Hall
 - North Hall
 - Shipping Labels
 - Freeman Advance Warehouse
 - Direct to Show Site
- TRENDS & SOLUTIONS STAGE** (5): Showcasing your new product, trend, or innovation in a 20-minute presentation in the Trends & Solutions Stage at Coverings 2025. Submissions due March 28.

STEP 5 – UPDATE COMPANY CONTACTS

1. Show Management sends important email communications to the contacts on your Company Contacts list. If any of your contacts are not up to date, you can remove them and add replacement contacts.
 - a. Note: Removing a contact will remove their access to the Coverings Exhibitor Hub and the contact will be deleted from the database. Be sure to manage this information with care.
 - b. **This contact list in your Coverings Exhibitors Hub is not to register badges.**
Click on the “Register your Booth Personnel” link to access Coverings 2026 exhibitor registration.



CONGRATULATIONS! COVERINGS ATTENDEES CAN NOW EXPLORE YOUR COMPANY IN THE HUB AND YOU’VE ACCESSED CRUCIAL EVENT INFORMATION!
PLEASE CONTACT EXHIBITOR@COVERINGS.COM FOR FURTHER ASSISTANCE.