

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 ONE – LOGGING IN TO THE COVERINGS EXHIBITOR HUB

1. Go to <https://coverings2025.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 and created an account, you can use the same email and password to gain access again, and skip actions 4 and 5.

### Login

Email

Password

  
 Remember My Login  
[Forgot Password/First Time Login](#)

### Forgot Password/First Time Login

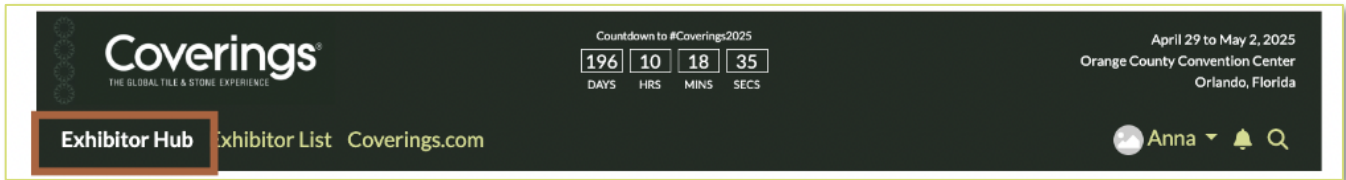
Email

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

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

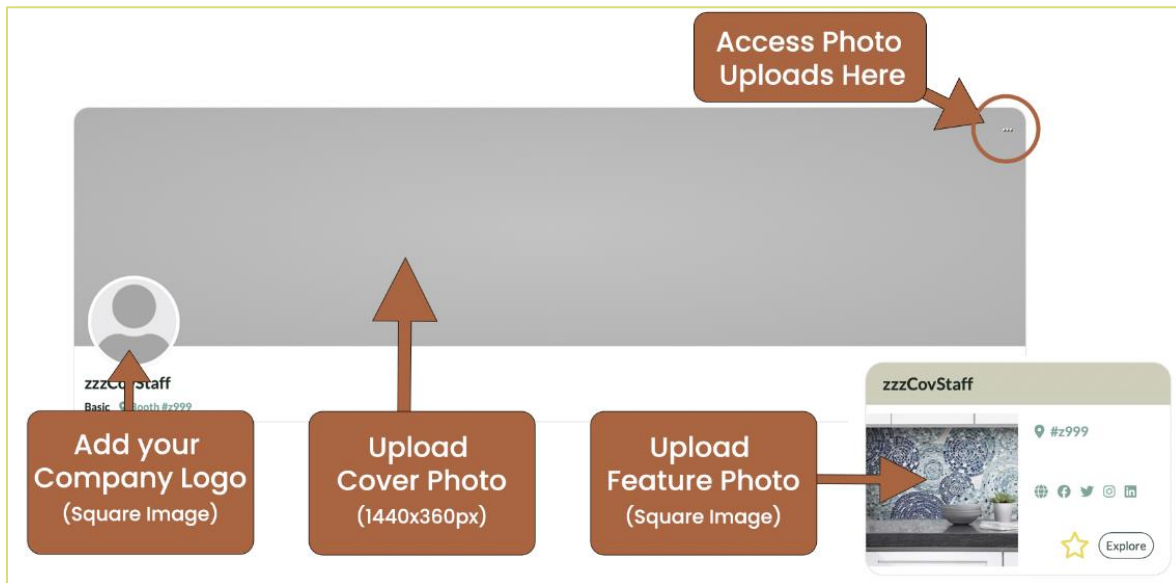
**NOTE:** The contacts submitted with your Coverings exhibit booth contract have access to the new Coverings Exhibitor Hub.

5. Click the reset password link in the email and the system will take you back to the login page to sign in.
6. Once logged in, you will see the Exhibitor Hub menu option at the top of the site:

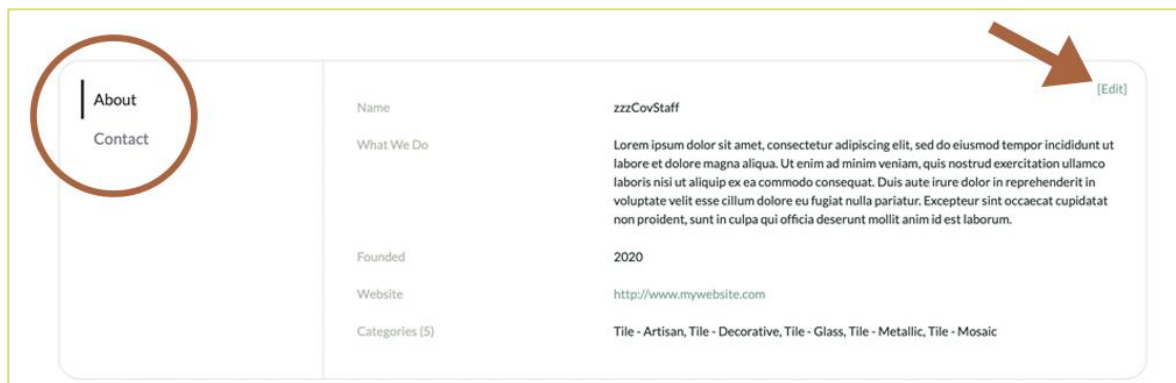


## STEP TWO – COMPLETE YOUR COMPANY PROFILE

1. **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:
  - a. Cover Photo: 1440x360px
  - b. Logo: 400x400px
  - c. Featured Photo: 400x400px



2. Update your Company Details, Description, select up to five Product Categories, list your Brands, and add links to your social media accounts.
3. 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.

<b>Press Releases</b> You have 1 more listing to add! <a href="#">+ Add Listing</a>	<b>Products</b> You have 1 more listing to add! <a href="#">+ Add Listing</a>	<b>Show Specials</b> You have 1 more listing to add! <a href="#">+ Add Listing</a>	<b>Video Category</b> You have 1 more video to add! <a href="#">+ Add Video</a>
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2. If you would like to purchase additional listings, there is a link to the Sales Page at the top of your Exhibitor Hub:

[To View/Pay Invoice Click Here](#) 

The Sales Page is where you can print your invoice, make payments and purchase profile upgrades.

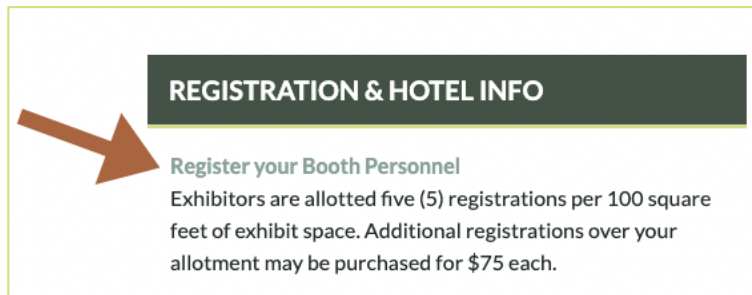
### STEP 4 – ACCESS IMPORTANT EVENT INFORMATION

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

<b>ANNOUNCEMENTS</b> 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.	<b>RULES &amp; ORDER FORMS</b> <b>2</b> <ul style="list-style-type: none"><li>• Event Guide &amp; Rules</li><li>• Booth Display Rules &amp; Booth Design Submissions</li><li>• Coming Soon! Exhibitor Service Manual</li><li>• Exhibitor Certificates of Insurance (COIs) *REQUIRED</li><li>• Exhibitor Appointed Contractors (EACs)</li><li>• Order Forms &amp; Brochures<ul style="list-style-type: none"><li>◦ Utilities (electrical, plumbing, air)</li><li>◦ Internet</li><li>◦ Telecommunications</li><li>◦ Food &amp; Beverage</li><li>◦ Lead Retrieval</li><li>◦ Security</li><li>◦ Audio Visual</li><li>◦ Floral</li></ul></li></ul>	<b>REGISTRATION &amp; HOTEL INFO</b> <b>3</b> 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. <ul style="list-style-type: none"><li>• Reserve Hotel Rooms</li><li>• Registration, Badge and Travel Information</li><li>• Visa Letter Information - International Exhibitors</li><li>• Registration/Badge Pickup Schedule</li></ul>
<b>INVOICES / PAYMENTS</b> <a href="#">View Invoice / Make Payment</a>	<b>SETUP &amp; SHIPPING INFO</b> <b>6</b> <ul style="list-style-type: none"><li>• Move-in / Setup Schedule</li><li>• Quick Facts</li><li>• Targeted Move-in Plans (coming December 2024!)<ul style="list-style-type: none"><li>◦ South Hall</li><li>◦ North Hall</li></ul></li><li>• Shipping Labels<ul style="list-style-type: none"><li>◦ Freeman Advance Warehouse</li><li>◦ Direct to Show Site</li></ul></li></ul>	<b>PROMOTE AND MARKET</b> <b>5</b> View Pre-Show Marketing Opportunities Exhibitor PR & Social Media Planner Coverings Logo Download <ul style="list-style-type: none"><li>JPG Logo</li><li>EPS Logo</li><li>PNG Black Logo</li><li>PNG White Logo</li></ul> <i>(Right click on image and choose "Save As" to save file to your computer)</i>  <b>Trends &amp; Solutions Stage</b> Showcase 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 2025 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](mailto:EXHIBITOR@COVERINGS.COM) FOR FURTHER ASSISTANCE.**