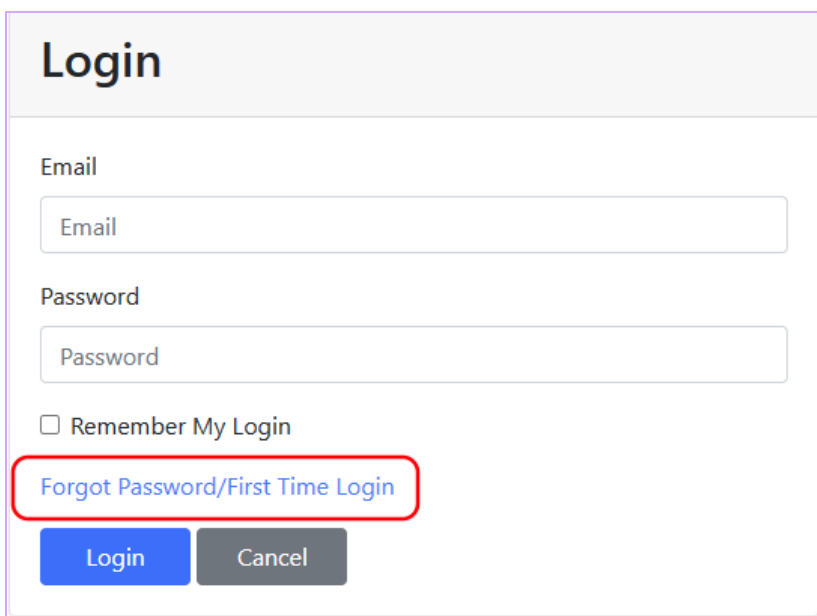


The Coverings Exhibitor Hub is where exhibitors can update their **company profile** for the online exhibitor list and mobile app as well as access **registration**, the **Exhibitor Services Manual (ESM)**, and **crucial forms and show information**.

PLEASE NOTE: The password you previously used to sign into your account will no longer give you access. See the directions below on creating a new password to log in.

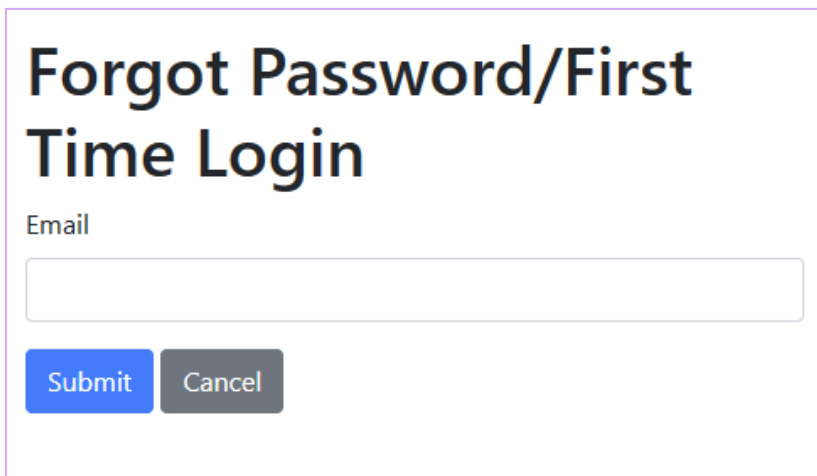
STEP ONE – LOGGING IN TO THE COVERINGS EXHIBITOR HUB

1. Go to <https://coverings2024.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



The screenshot shows a login form with the following elements:

- Login** (Section Header)
- Email** (Label) with an input field containing the placeholder text "Email".
- Password** (Label) with an input field containing the placeholder text "Password".
- Remember My Login
- Forgot Password/First Time Login** (Link, highlighted with a red box)
- Login** (Button)
- Cancel** (Button)



The screenshot shows a form for password recovery with the following elements:

- Forgot Password/First Time Login** (Section Header)
- Email** (Label) with an empty input field.
- Submit** (Button)
- Cancel** (Button)

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.

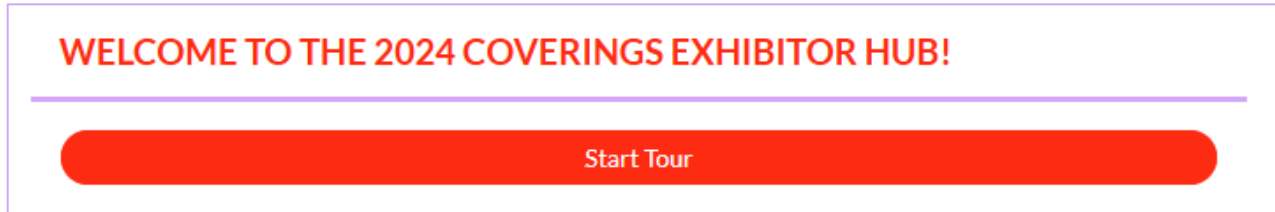
If you don't see the email, please check your spam/junk folder.

NOTE: The contacts submitted with your Coverings exhibit booth contract have 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:

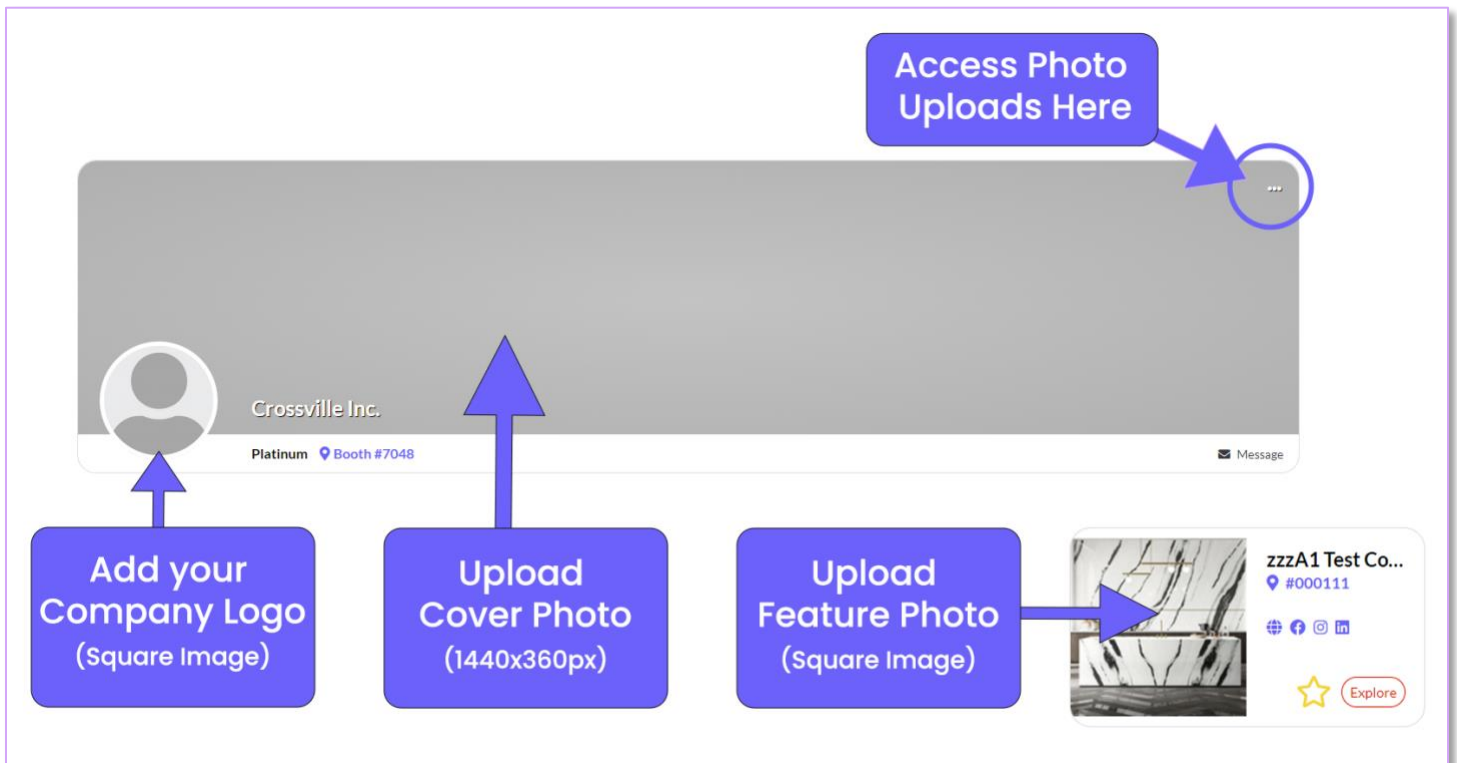


7. From your new Coverings Exhibitor Hub, take a quick tour by clicking the bright red button at the top:



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



- 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 more about your company.

<p>About</p> <p>Contact</p>	<p>Name</p> <p>zzzA1 Test Coverings Record AF</p> <p>[Edit]</p>
<p>What We Do</p>	<p>Update123.Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.</p>
<p>Founded</p>	<p>2020</p>
<p>Website</p>	<p>https://www.mywebsiteupdated.com</p>
<p>Categories (5)</p>	<p>Stone - Mosaic, Stone - Onyx, Stone - Quartzite, Tile - Artisan, Tile - Decorative</p>
<p>Pavilion</p>	<p>Main Hall</p>
<p>Hall</p>	<p>C</p>
<p>Brands</p>	<p>Brand 1 Brand 2 Brand 3 Brand 4 Brand 5</p>

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

STEP 3 – ADD ADDITIONAL CONTENT TO YOUR PROFILE

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

<p>Press Releases</p> <p>You have 1 more listing to add!</p> <p>+ Add Listing</p>	<p>Products</p> <p>You have 1 more listing to add!</p> <p>+ Add Listing</p>	<p>Show Specials</p> <p>You have 1 more listing to add!</p> <p>+ Add Listing</p>	<p>Online New Product Gallery</p> <p>You have 5 more listings to add!</p> <p>+ Add Listing</p>	<p>Video Category</p> <p>You have 1 more video to add!</p> <p>+ Add Video</p>
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- If you would like to purchase additional listings, there is a link to the Sales Page at the top of your Exhibitor Hub:

[Make Payments, Purchase Upgrades and Sponsorships on the Sales Page **Click Here**](#)

The Sales Page is where you can print your invoice, make payments, purchase a profile upgrade, and manage your event contacts.

CONGRATULATIONS! COVERINGS ATTENDEES CAN NOW FIND AND LEARN ABOUT YOUR COMPANY IN THE HUB.