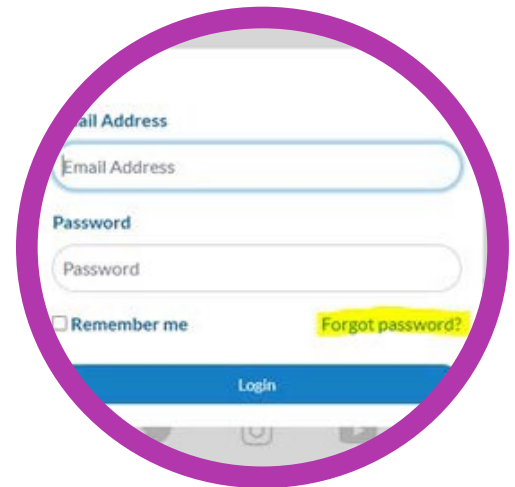


Welcome to the new KBIS Exhibitor Hub! Here's how to update your exhibitor information.

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

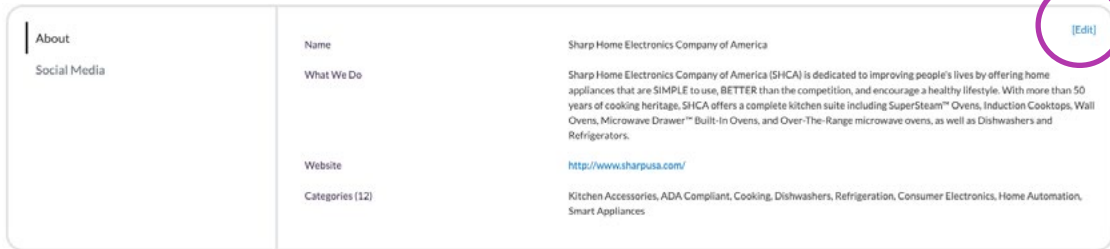
The image shows a screenshot of the EXHIBITOR HUB profile page for a user named REMIX170. The profile includes a cover photo area, a profile picture, and sections for Products and Videos. A purple circle highlights the three dots in the top right corner of the cover photo, with a purple arrow pointing to it. Below the profile, three purple callout boxes provide instructions for adding photos:

- PHOTO:** Add your company logo
- COVER PHOTO:** Add a lifestyle or product image
- FEATURED PHOTO (PREMIUM ONLY):** Add a product photo or logo

A separate callout box shows a 'RECOMMENDED VENDORS' section with a product card for '7 Carats' and an 'Explore' button, with a purple arrow pointing to the product image.

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

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



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:

- **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 the number of Product Categories that apply. This will ensure your company is listed in these sections in the printed and online Exhibitor List.

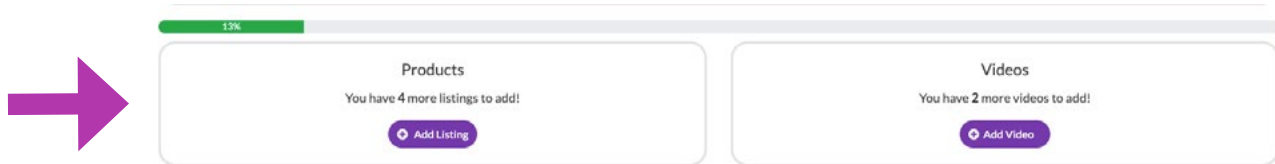
- ! Edit/Fill in all sections that apply:
Don't forget to click **SAVE** once you are finished!

- 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 Press Releases (Enhanced and Premium 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 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.

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 KBIS print and online Exhibitor List.**