

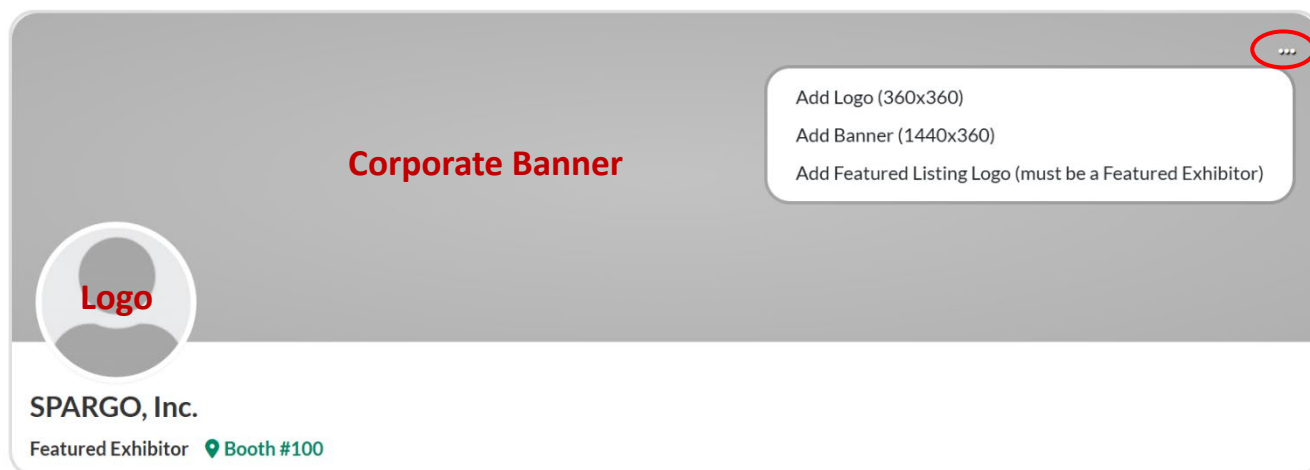
Exhibitor Directory Profile Instructions

Please follow the outlined steps below to successfully set up your Exhibitor Directory Profile. Your listing information will be used online and in the printed directory. **The deadline to update your information for the printed directory is Friday, November 14, 2025.**

ADD COMPANY INFORMATION ON THE EXHIBITOR DIRECTORY LISTING PAGE

1. Once logged in to the Exhibitor Resource Center, you will land on the **DASHBOARD** page. Click the “**Complete Your Exhibitor Directory Listing**” button.
2. Add a corporate banner and corporate or product logo. Click the three dots in the top right corner of the banner and click “Add Logo” and “Add Banner.”

- Logo Specifications:
 - 360px wide x 360 px high
 - png or jpg files only
- Corporate Banner Specifications:
 - 1440 px wide x 360 px high
 - png or jpg files only

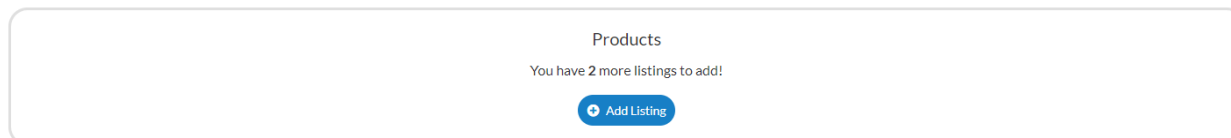


*If you have upgraded to a [Featured Exhibitor Listing](#), click “Add Featured Listing Logo (must be a Featured Exhibitor)” to upload the corporate logo that will appear on your Featured Listing tile.

- Corporate Logo Specifications:
 - 360px wide x 360 px high
 - png or jpg files only



Featured Exhibitors will also have a section below the banner to add their products. Click “Add Listing” and complete the information requested for each product.



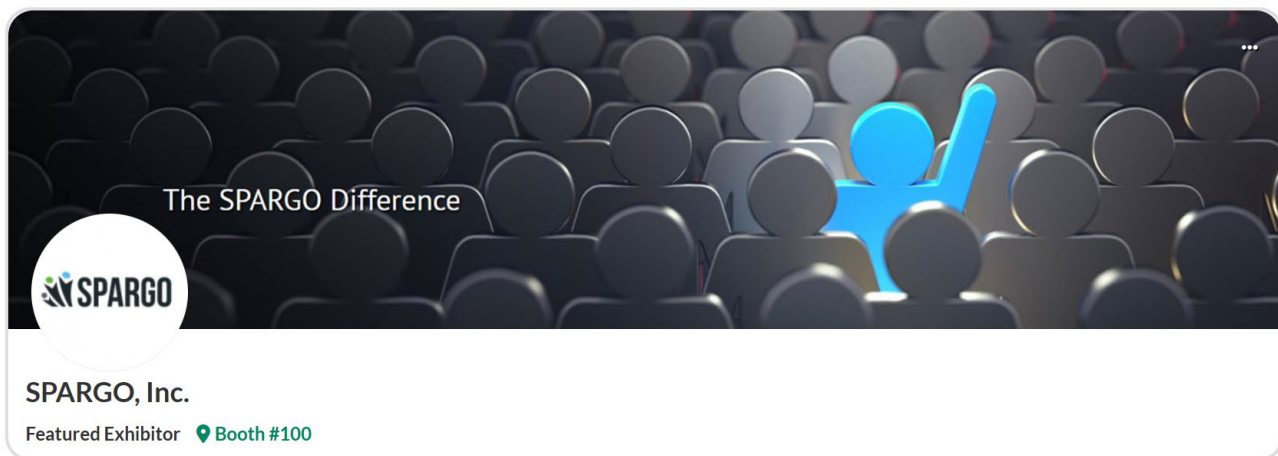
3. In the **About** section, you will add your description (max 600 characters including spaces and punctuation) and website URL. Click “Edit” in the right corner to add your information.

About Company Information	Name SPARGO, Inc.	[Edit]
	Website http://www.none.com	

4. In the **Company Information** section you will add your address (only city, state, and country/region will appear on your profile) and social media URLs. Click “Edit” in the right corner to add your information.

About Company Information	[Edit]
--	--------

5. Once you’ve completed each section, be sure to click “**Save.**”



We are here to help! For questions please contact:

Eileen McGill, CEM
Senior Manager, Exhibit Operations
703-679-3969 | giexhibits@spargoinc.com

Darnella Bailey
Associate Manager, Exhibit Operations
703-995-3883 | giexhibits@spargoinc.com

Want to upgrade to a **Featured Exhibitor Listing**?
Send us your **Application and Contract** today!

