

Log In to the Exhibitor Resource Center and Complete Your Exhibitor Directory Profile

We are excited to launch the new Exhibitor Resource Center and request that you follow the outlined steps below for logging in and successfully setting up your Exhibitor Directory profile. Your profile information will be used as your online presence and in the printed directory. **The deadline to update your information for the printed directory is Wednesday, May 1, 2024.**

LOGGING IN FOR THE FIRST TIME

- 1. Go to https://adlm24.myexpoonline.com/exhibitors
- 2. Click the "Exhibitor Login" button

3. Enter your email and click "Create/Forgot Password?" You must enter your Booth Contact email address. An email will be sent, and you will need to create a password. If you are not the Booth Contact, you will not have access to create an account.

4.	Enter	/our	email	address	in t	he	new	window	and	click	"Submit."	,
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Email Address	
Password	
Password	
Remember me	Create/Forgot password?

Create/Forgot password?		
f you have forgotten your p address to reset or create it	assword or need to create a password, please submit you . You will receive an email with instructions.	ur email
Email Address		
Email Address		
I'm not a robot	reCATCHA Prime - Temp	

5. You will receive an automated email from ADLM 2024 (admin@smallworldlabs.com) to create your password. Click "Reset Password" in that email.

6. Create your password and click "Reset Password."

7. Return to login page at <u>https://adlm24.myexpoonline.com/exhibitors</u> and log in with your email and password.

ADD COMPANY INFORMATION ON THE DIRECTORY PROFILE PAGE

1. Once logged in, you will land on the Dashboard page. Here you will click on the "Complete Your Exhibitor Directory Listing" button.

2. Add a corporate banner and corporate logo. Click the three dots in the top right corner of the banner and click "Add Logo" and "Add Banner."

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

		Banner	Add Logo (360x360) Add Banner (1440x360) Add Featured Listing Logo (must be a Featured Exhibitor)
Logo	SPARGO, Inc.		

*If you have upgraded to a <u>Featured Exhibitor Listing,</u> click on "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:
 - o 360px wide x 360 px high
 - o png or jpg files only



3. In the **About** section, you will add your website URL. All Exhibitors add a company description of max 500 characters including spaces and punctuation. Featured Exhibitor max is 1000 characters including spaces and punctuation. Click "Edit" in the right corner to start making edits.

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

4. In the **Company Information** section you will add your company details. Click "Edit" in the right corner to start making edits.



5. Once you've completed each section, be sure to click "Save."



We are here to help! For questions regarding your company listing please contact:

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