



## 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 Friday, May 2, 2025.**

### LOGGING IN FOR THE FIRST TIME

1. Go to <https://adlm25.myexpoonline.com/home>
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 your email address in the new window and click “Submit.”

A screenshot of a web browser window titled 'Login'. It contains two input fields: 'Email Address' and 'Password'. Below the password field is a checkbox labeled 'Remember me'. To the right of the 'Remember me' checkbox is a link that says 'Create/Forgot password?'. At the bottom of the form is a blue button labeled 'Exhibitor Login'. A red circle highlights the 'Create/Forgot password?' link.A screenshot of a web browser window titled 'Create/Forgot password?'. It contains a paragraph of text: 'If you have forgotten your password or need to create a password, please submit your email address to reset or create it. You will receive an email with instructions.' Below this is an 'Email Address' input field. Underneath the input field is a reCAPTCHA widget with the text 'I'm not a robot' and a 'Submit' button. The reCAPTCHA logo and 'reCAPTCHA Privacy - Terms' are also visible.

5. You will receive an automated email from ADLM 2025 ([admin@smallworldlabs.com](mailto: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 <https://adlm25.myexpoonline.com/home> 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:
  - 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 on “Add Featured Photo” (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



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.



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



The image shows a horizontal navigation bar with two tabs: 'About' and 'Company Information'. The 'Company Information' tab is selected and highlighted with a red circle. In the top right corner of the bar, there is a small red circle containing the text '[Edit]'.

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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