JULY 10-12, 2025
MUSIC CITY CENTER

ANNUAL MEETING
NASHVILLE, TENNESSEE

EXHIBITOR INFORMATION

EDUCATION ♪ DISCOVERY ♪ CONNECTION

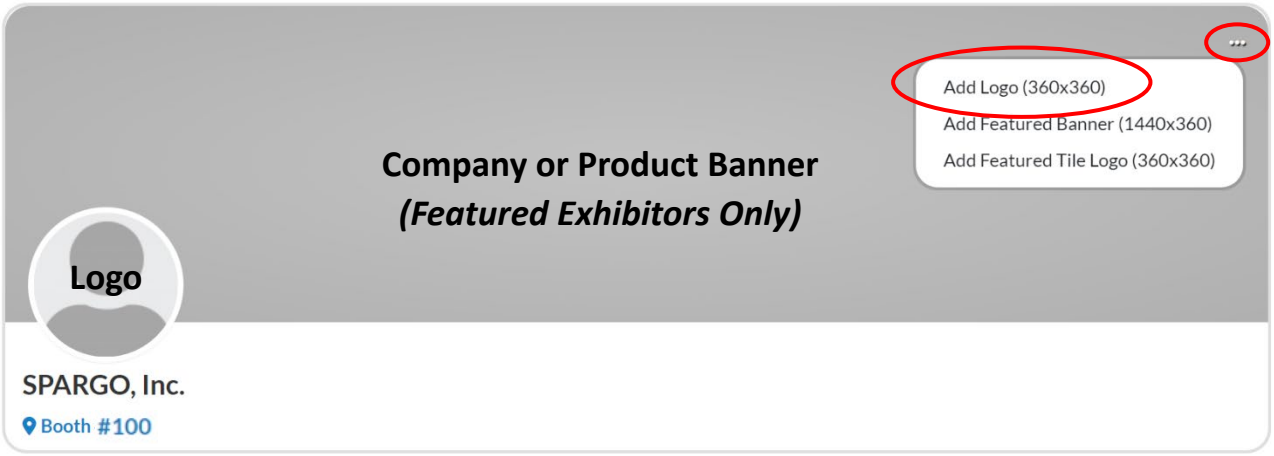
Exhibitor Listing Instructions

Please follow the outlined steps below to successfully set up your exhibitor listing. Your listing information will be used online and in the mobile app.

ADD COMPANY INFORMATION ON THE EXHIBITOR LISTING PAGE

1. Once logged in to the Exhibitor Resource Center, you will land on the **DASHBOARD** page. Click the "**Complete Your Exhibitor Listing**" button.

2. Add a company or product logo. Click the three dots in the top right corner of the banner and click "**Add Logo.**" The logo must be 360px wide x 360px high and either a png or jpg file.



*If you have upgraded to a Featured Exhibitor Listing, click on "**Add Featured Banner**" to upload a company or product banner that will appear at the top of your profile page, and click on "**Add Featured Tile Logo**" to upload your company logo that will appear on your Featured Listing tile.*

Banner Specifications
1440px wide x 360px high
png or jpg files only

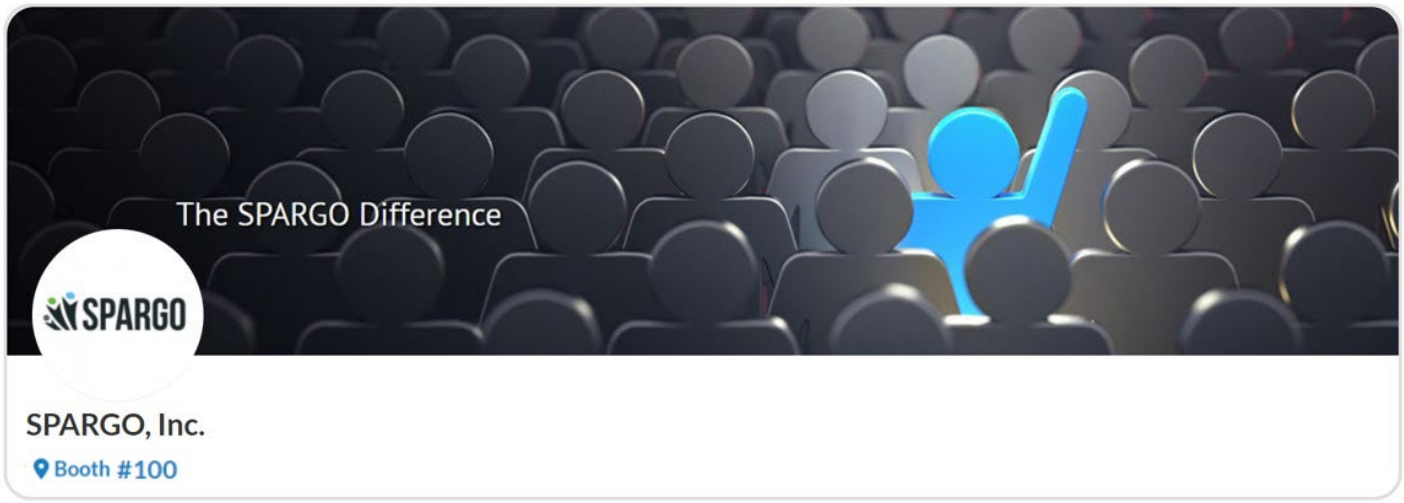
Logo Specifications
360px wide x 360px high
png or jpg files only

Featured Exhibitors will also have a section below the banner to add their products with photos and a video. Complete the information requested for each section.

3. In the **About** section, you will add your company description, website URL, and product categories. Click "**Edit**" in the right corner to start making edits.

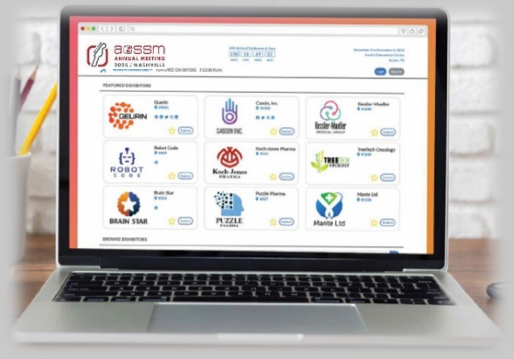
4. In the **Company Information** section, you will add your address and social media links. Click "**Edit**" in the right corner to start making edits.

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



We are here to help! For questions, please contact Shirley Harris at 703-679-3953 or shirley.harris@spargoinc.com.

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



sample image