# 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, March 13, 2026.**

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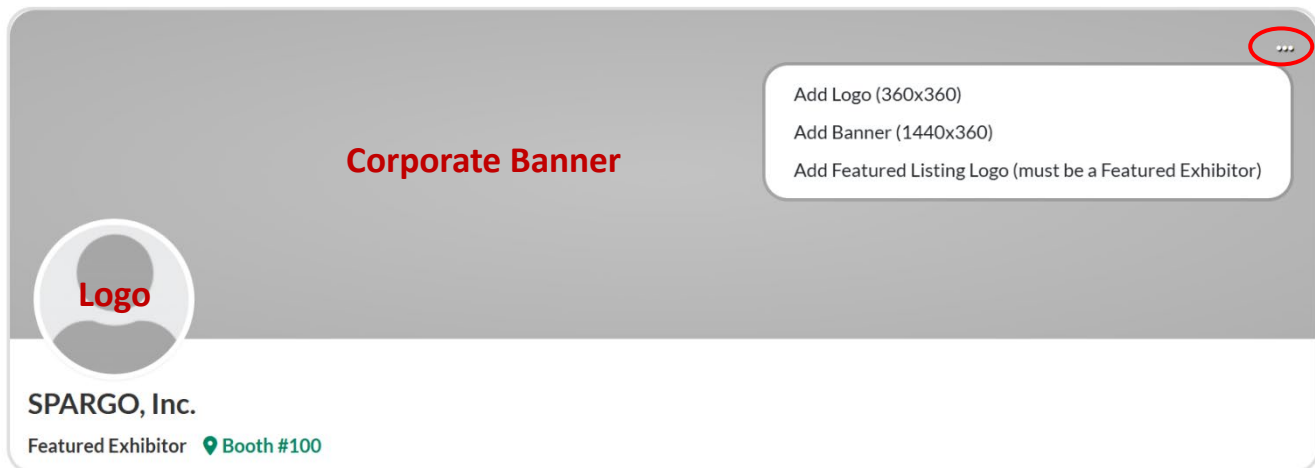
*If you have upgraded to a **Featured Exhibitor Listing,** click "Add Featured Listing Logo (must be a Featured Exhibitor)" to upload the corporate logo that will appear on your Featured Listing tile.

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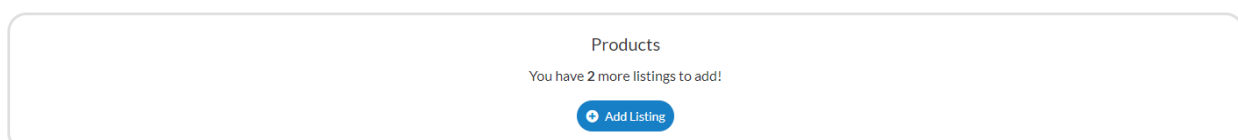
3. In the **About** section, you will add your description (max 600 characters including spaces and punctuation), website URL, and product categories. Click "Edit" in the right corner to add your information.

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.

5. Once you've completed each section, be sure to click "**Save.**"
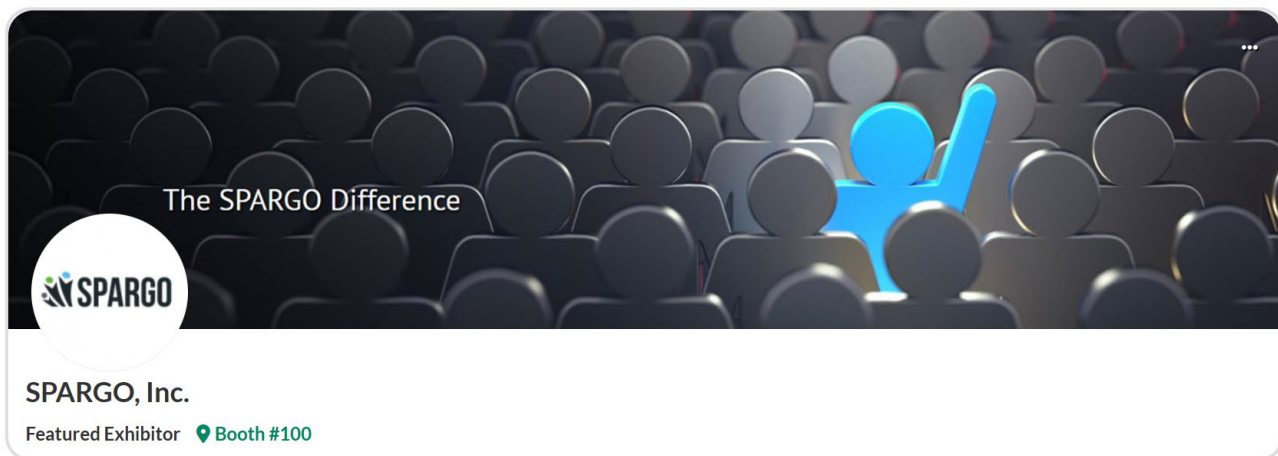
We are here to help! For questions please contact:

Eileen McGill, CEM *(booths 400 sq ft. or larger)*
Senior Manager, Exhibit Operations
703-679-3969 | eileen.mcgill@spargoinc.com

Darnella Bailey *(booths up to 300 sq. ft.)*
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Want to upgrade to a <u>Featured Exhibitor Listing</u>?

Send us your <u>Application and Contract</u> today!