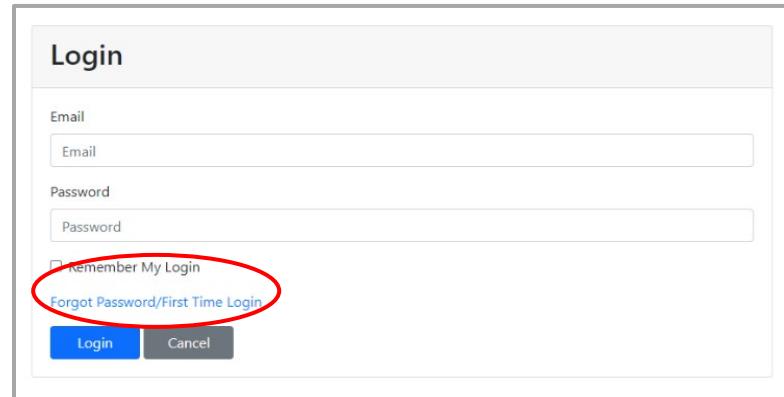


## Log in to the Exhibitor Resource Center and Complete Your Exhibitor Directory Profile

The Exhibitor Resource Center is open. We request that you follow the outlined steps below for logging in and successfully setting 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.**

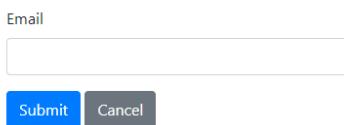
### LOGGING IN TO THE EXHIBITOR RESOURCE CENTER FOR THE FIRST TIME

1. Go to <https://asco26.myexpoonline.com/home>
2. Click the “Exhibitor Login” button
3. Enter your email and click “Forgot Password/First Time Login.” 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.”



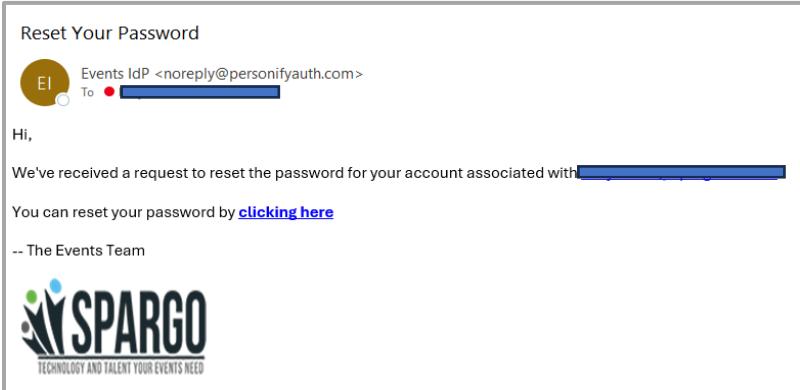
The image shows a login form with fields for Email and Password. Below the fields is a checkbox for "Remember My Login". At the bottom, there are "Login" and "Cancel" buttons. A red circle highlights the "Forgot Password/First Time Login" link located just above the "Login" button.

### Forgot Password/First Time Login



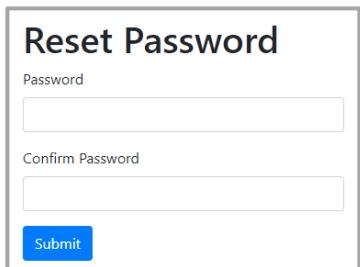
The image shows a simple form with an "Email" input field, a "Submit" button, and a "Cancel" button.

5. You will receive an automated email from “Events IdP <[noreply@personifyauth.com](mailto:noreply@personifyauth.com)>” with the subject line “Reset Your Password.” Be sure to check your junk folder if you do not see the email. Click the link in the email to be sent to a page to create your password.



The image shows an email from "Events IdP <noreply@personifyauth.com>". The subject is "Reset Your Password". The email body says: "Hi, We've received a request to reset the password for your account associated with [REDACTED]. You can reset your password by [clicking here](#)". It ends with "-- The Events Team". The SPARGO logo is at the bottom.

6. Create your password and click “Submit.”



The image shows a form with "Password" and "Confirm Password" input fields and a "Submit" button.

7. Return to the login page at <https://asco26.myexpoonline.com/home> and log in with your email and password.

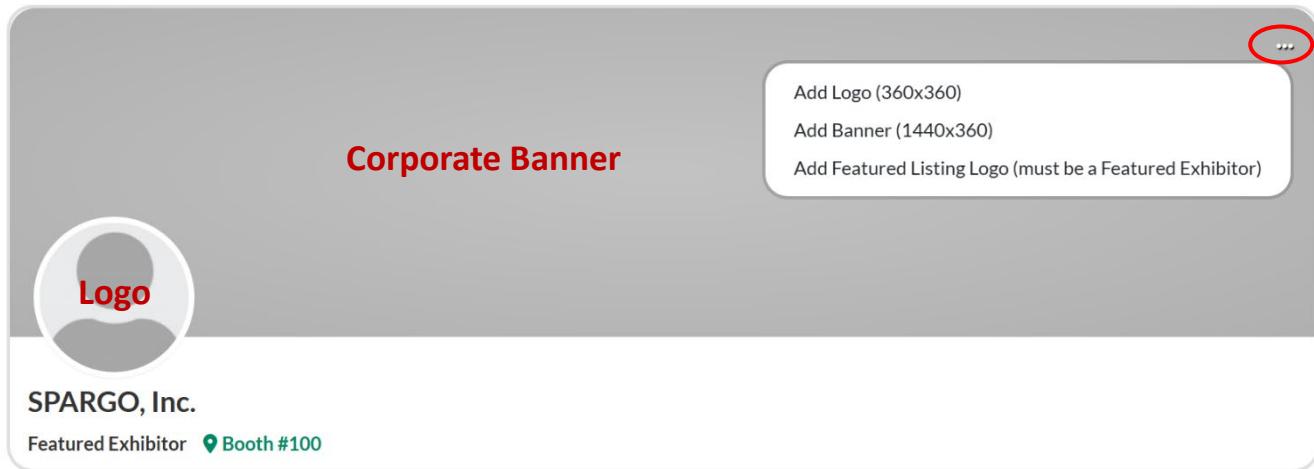


## ADD COMPANY INFORMATION ON THE EXHIBITOR DIRECTORY LISTING PAGE

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

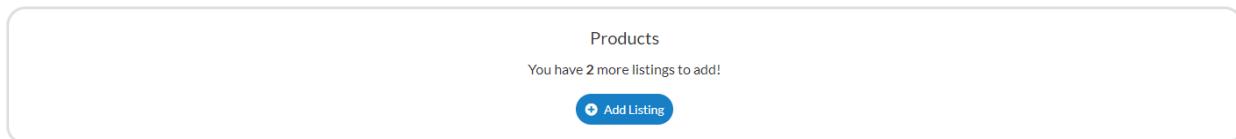


\*If you have upgraded to a [Featured Exhibitor Listing](#), click “Add Featured Listing Logo (must be a Featured Exhibitor)” to upload the corporate logo that will appear on your Featured Listing tile.

- 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.



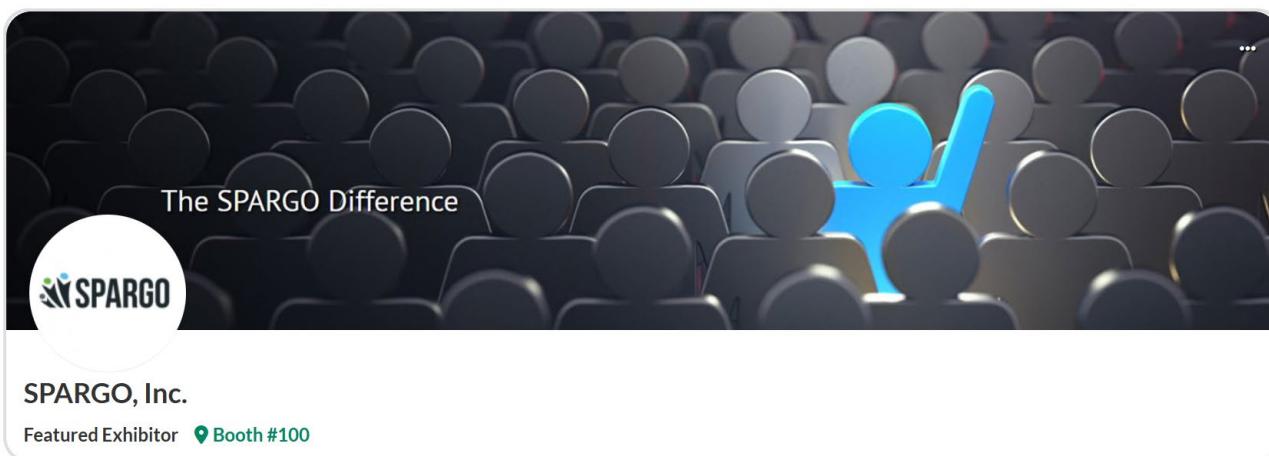
3. In the **About** section, you will add your description (max 600 characters including spaces and punctuation), website URL, and product categories. Click “Edit” in the right corner to add your information.

<input type="text" value="About"/> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">[Edit]</span> Company Information	Name SPARGO, Inc.	Website <a href="http://www.none.com">http://www.none.com</a>
--	----------------------	--

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.

<input type="text" value="About"/> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">[Edit]</span> <input type="text" value="Company Information"/> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">[Edit]</span>
--

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](mailto:eileen.mcgill@spargoinc.com)

**Darnella Bailey** (booths up to 300 sq. ft.)  
Associate Manager, Exhibit Operations  
703-995-3883 | [darnella.bailey@spargoinc.com](mailto:darnella.bailey@spargoinc.com)

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

