

## ExhibitorPro Login Guide for Exhibitors

As exhibitors begin preparing for the event, they will be encouraged to fully leverage ExhibitorPro to streamline all aspects of their exhibiting experience. Early in their planning process, they will receive a detailed email outlining the steps below, designed to guide them in accessing and navigating the platform efficiently.

### Login Instructions

If you're a returning user, log in to [ExhibitorPro](#) with your existing credentials to begin preparing for the event. If you're a first-time user, get started by following the steps below to activate your ExhibitorPro account:

- 1) Visit ExhibitorPro at [exhibitorpro.shepardes.com](http://exhibitorpro.shepardes.com), enter your email address in the pop-up box, and click 'Continue.'
- 2) You will then be prompted to activate your account by clicking 'Set Password' beneath the Log In button.
- 3) Check your email for a link to set your password and return to ExhibitorPro.
- 4) Upon logging in, you'll see a list of all active events associated with your account. Select the event you wish to begin preparing for.

**Important:** An exhibitor's email address is used to link them to their Event Portal in ExhibitorPro. In the instance an exhibitor's email is not included in the full exhibitor list provided by show management, they will be prompted to create an account on ExhibitorPro and request access to their event. Our team will then manually grant them access to their Event Portal, ensuring they can continue preparing for their exhibit.

**Important:** If a user is exhibiting on multiple Shepard events simultaneously, they can easily access all events tied to their account by using the 'Change' button located at the top of every page. This allows exhibitors to seamlessly continue preparations for each event.