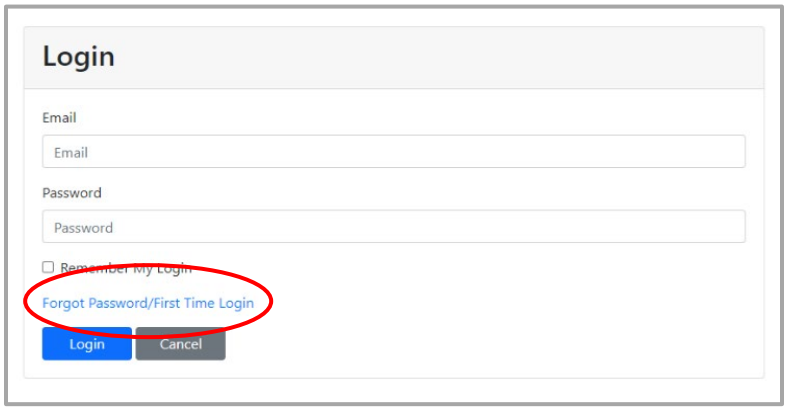


Log in to the Exhibitor Resource Center and Complete Your Exhibitor Directory Profile

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 will be Wednesday, November 25 2026.**

LOGGING IN TO THE EXHIBITOR RESOURCE CENTER FOR THE FIRST TIME

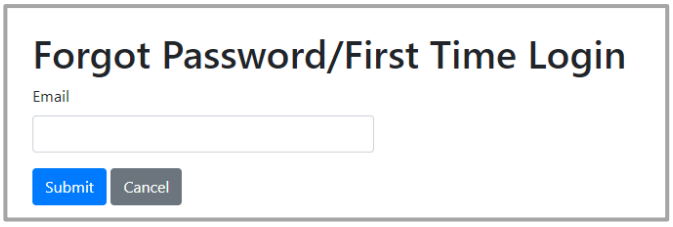
1. Go to https://gi2027.myexpoonline.com/home



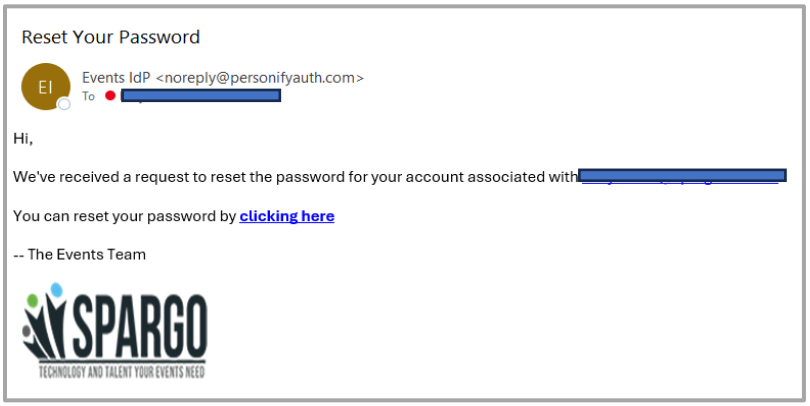
2. Click the "**Exhibitor Login**" button (If you are a previous exhibitor, simply enter your email and password to log in.)

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.

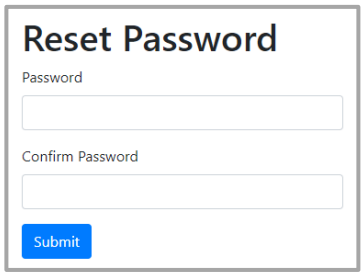
4. Enter your email address in the new window and click "**Submit**."



5. You will receive an automated email from "Events IdP <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.



6. Create your password and click "**Submit**."



7. Return to the login page at https://gi2027.myexpoonline.com/home and log in with your email and password.

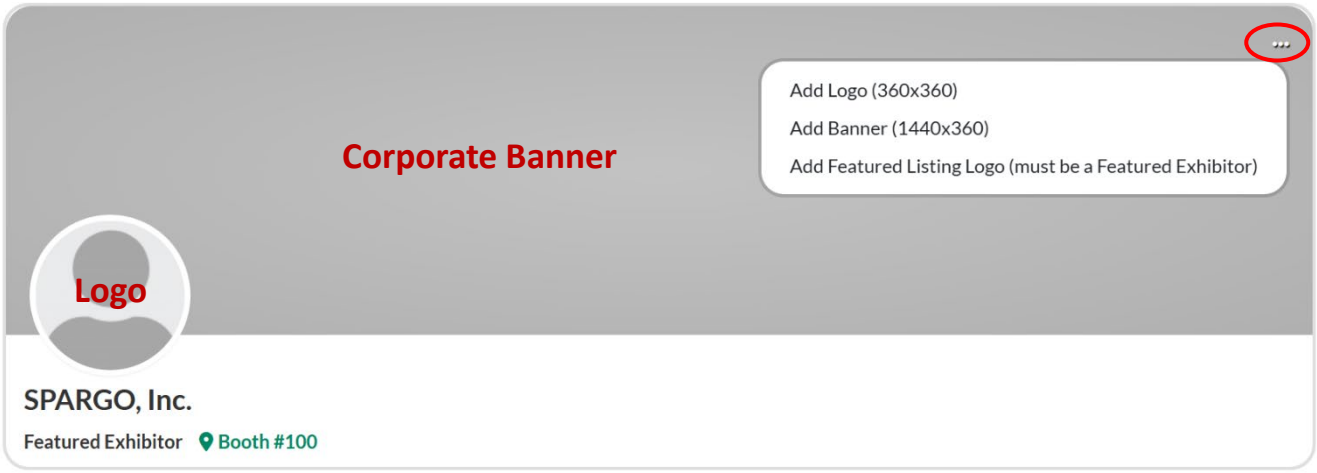


ADD COMPANY INFORMATION ON THE EXHIBITOR DIRECTORY LISTING PAGE

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

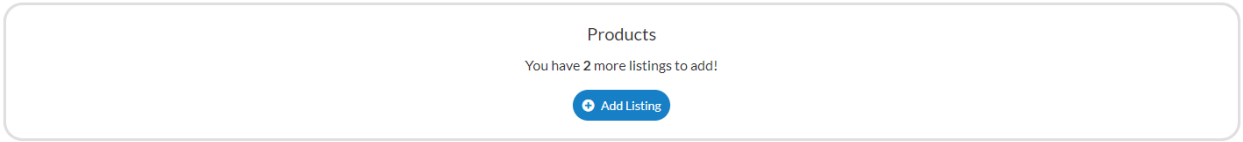


*If you have upgraded to a **Featured Exhibitor Listing,** click "Add Featured Listing Logo (must be a Featured Exhibitor)" to upload the corporate logo that will appear on your Featured Listing tile.

- 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.



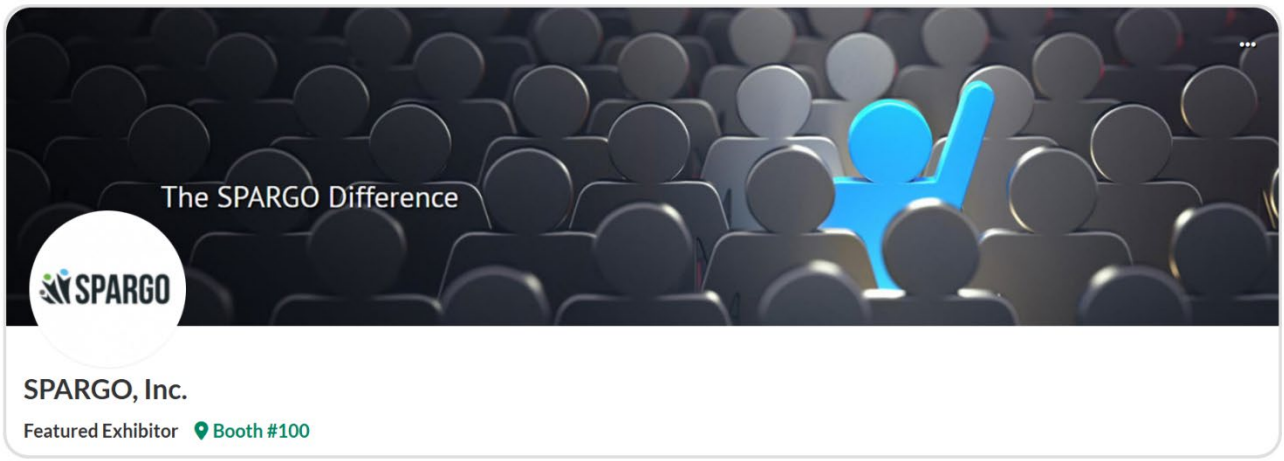
3. In the **About** section, you will add your description (max 600 characters including spaces and punctuation) and website URL. Click “Edit” in the right corner to add your information.



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:

Darnella Bailey
Associate Manager, Exhibit Operations
703-995-3883 | giexhibits@spargoinc.com

Want to upgrade to a Featured Exhibitor Listing?

Send us your Application and Contract today!

