

WDE EXHIBITOR HUB GUIDE

USING THE EXHIBITOR HUB

Welcome to the new one-stop resource center for all your exhibitor needs. After confirming your contract, the [Exhibitor Hub](#) provides important resources to prepare for World Dairy Expo. The Hub allows you to access and edit your company profile with current information such as a description of what your company does, designate your product categories for the show program, your website address, as well as important contacts for the show.

ACTIVATE YOUR ACCOUNT

If you are listed in our records as a contact for Expo, your account is already in our system and simply needs to be activated by you! Each contact user will have their own login and password.

At the Login Screen enter your email address and click the “Next” Button.

NOTE: *Each user must have a unique email address.*



The screenshot shows a login form titled "Login". It features a text input field labeled "Email" with the placeholder text "Email". Below the input field is a blue button labeled "Next".

1. Choose “Forgot Password/First Time Login.”



The screenshot shows a login form titled "Login". It features two text input fields: "Email" with the placeholder "Email" and "Password" with the placeholder "Password". Below the password field is a checkbox labeled "Remember My Login". At the bottom, there is a link that reads "Forgot Password/First Time Login" in blue text. Below the link are two buttons: a blue "Login" button and a grey "Cancel" button.

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Forgot Password/First Time Login

Email

Submit Cancel

2. Enter your email to receive an email allowing you to set your individual password. Passwords must be a minimum of 6 characters, including uppercase, lowercase, numbers, and special characters.

NOTE: *We do not store the password information set by individuals at your company and encourage users to save their password in a secure file.*

Once you have set your password and logged in, you are ready to discover how to enhance your company profile and see important exhibitor resources.

IMPORTANT NOTE: All users at your company will have individual log in credentials using their email address that is on file in the company record. Using a different email will result in the user not seeing the Exhibitor profile.

NEW COMPANY CONTACTS

If you are a new contact for your company, complete steps 1 and 2 here to create your individual account.

UPDATE COMPANY INFORMATION

Make this your first stop. Here is where you will enter a description of what your company does, your website address, and choose your product categories. Select “Edit” in the block area showing your organization name. Remember to save your changes!



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Your company can upload a company logo and cover photo by clicking the 3-dot menu as shown below.



EXHIBITOR TASKS AND RESOURCES

Your exhibitor hub includes information and resources to help you prepare for World Dairy Expo. Scroll down to Exhibitor Tasks where you will find your “to do” list, helpful links with information, and the form to submit or edit your booth representatives for Expo. Periodically check the tasks and resources for the most current information, links and/or tasks that may be added and/or need completion.

TIP

For a description of a task, click the drop-down arrow to the right of the task name. After completing a task, most tasks will automatically be checked off your list! Tasks that do not auto check off can be manually crossed off by clicking the circle/bubble to the left of the task name. If a task does not pertain to your company, you can manually cross off the task by clicking the circle button to the left of the task name.

IMPORTANT NOTE: Due dates are associated with each task. To ensure the best experience, please complete tasks by the due date.



ADDITIONAL QUESTIONS?

If you experience any issues or have additional questions, email tradeshow@wdexpo.com