



Education and Events: March 8–12, 2017
Trade Show: Anaheim Hilton & Marriott March 9–11, 2017
Anaheim Convention Center March 10–12, 2017
Anaheim, CA USA

LOGISTICS & SPECIFICATIONS: Show Directory Online Featured Listing

Featured Company - includes all basic listing information, an additional 1,000 character online profile, plus your company logo, 2 press releases (posted on the website) and 3 additional show specials:

All of the following sites will be found on the Exhibitor Console.

Edit Booth Info

1. Select "Edit Booth Info" from the Exhibitor Console.
2. Verify the company contact information is correct. This is the information that the attendee will see on the website and the app.
3. To upload your company logo, click on "Choose File", find your company logo on your hard drive and click "open" to upload the file. Your logo will be shown on the Exhibitor List along with your company information. (gif, jpeg or png, less than 30KB and not exceeding 250 W x 120 H pixels)
4. Enter your 1,000 character (including spaces) company profile in the online profile field.
5. Click on up to 10 categories for your products and services.
6. Please note that the non-GMO verified product certification is managed an outside company and you will not be able to click on the Yes/No button.
7. Be sure to save as you complete each section.

Digital Showcase Entry

1. NOTE: This is a separate site from the Booth Info and you will need to upload your logo here if you want it to show online for the Digital Showcase.
2. Select "Digital Showcase Entry" from the Exhibitor Console.
3. Enter your Product Name
4. Enter the 255 character (including spaces) Product Description
5. To upload your company logo, click on "Choose File", find your company logo on your hard drive and click "open" to upload the file. (gif or jpeg, max 30KB and 50 W x 50 H pixels)
6. To upload your product image, click on "Choose File", find your product image on your hard drive and click "open" to upload the file. (gif or jpeg, max 300KB and 500 W x 300 H pixels)
7. Enter a 1,000 character (including spaces) product description.
8. Be sure to save by clicking on "ADD" at the end.

Manage Press Releases

1. Select "Manage Press Releases" from the Exhibitor Console.
2. Enter your title in the "Title" field.
3. Enter your Press Release copy in the "Body" field.
4. Click on "Add Press Release" and your Press Release will immediately become available on the website. You will be permitted to enter two Press Releases.

Show Specials

1. Select "Show Specials" from the Exhibitor Console.
2. Enter the title of your show special in the "Title" field.
3. Enter the details of your show special in the "Body" field.
4. Click on "Add New Show Special" to save the new show special. Show specials will immediately become available and live on the website. You will be permitted to enter a total of five show specials.

Preview Your Listing

1. You can preview your listing from any page on the Exhibitor Console by clicking on the small "TV" icon located next to your booth number.
2. **If it seems that nothing is working or happening after you click Save, please check the space directly above the input form for any error messages in red text that you may have received.**

To take full advantage and receive the maximum exposure this opportunity has to offer, please upload your Featured Company/Company Information as soon as possible. If you have any questions, please feel free to contact the Exhibit Sales & Services Team.

Questions? Contact us.
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