



Training Tool #1

Steps to Uploading Forms

1. Login to your exhibitor console
2. Go to Invoices and Logistics
3. Click on Important Exhibitor Forms

The screenshot shows the exhibitor console interface. On the left, there are sections for 'Booth Information' (with options like Edit Booth Info, Upgrade your profile, Manage Products, Manage Videos, Manage Press Releases, and Manage Show Specials) and 'Informational' (with options like Floor Plan and Terms & Conditions). On the right, there are sections for 'Outreach' (with options like Search Attendee List, Review Online Leads, Sent Messages, and Appointments) and 'Invoices and Logistics' (with options like My Account, Manage Your Contacts, Important Exhibitor Forms, Exhibitor Badge Registration, Exhibitor Service Manual, and Book Hotels). A red arrow points from the 'Important Exhibitor Forms' link in the 'Invoices and Logistics' section to the table below.

4. Page will refresh and list all forms at top of page

Booth	Custom Form	Form Status
123	Insurance	NOT SUBMITTED
123	Hanging Signs	NOT SUBMITTED
123	Primary EAC	NOT SUBMITTED
123	EAC Form 2	NOT SUBMITTED

5. Click on whichever form you are submitting (insurance, hanging sign, primary EAC, sabbath observation request).

6. Upload document

Insurance NOT SUBMITTED

Booth Labels

[Click here to go back to the exhibitor console.](#)

Attach and submit certificate of insurance *

No file chosen
*Allowed file types: .pdf,.doc,.docx.
Allowed File Size: 3MB.

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For technical assistance with this webpage please [click here](#). For all other inquiries, please contact [show management](#).

7. Submit