

WPP

Training Tool #2

Steps on how to update your company profile

Login to your exhibitor console

Go to Booth Information

Click on Edit Booth Info

The screenshot displays the exhibitor console interface. At the top left, the 'Booth Information' tab is highlighted with a red circle. Below it, the 'Edit Booth Info' section is highlighted in yellow. This section includes a description of the eBooth, an 'Upgrade your profile' button with a yellow dot, and a 'Preview eBooth' button. To the right, the 'Outreach' section contains links for 'Search Attendee List - Coming Soon', 'Review Online Leads - Coming Soon', 'Sent Messages - Coming Soon', and 'Appointments - Coming Soon'. Below that, the 'Invoices and Logistics' section includes links for 'My Account', 'Manage Your Contacts', 'Important Exhibitor Forms', 'Exhibitor Badge Registration - Coming Soon', 'Exhibitor Service Manual - Coming Soon', and 'Book Hotels - Coming Soon'. At the bottom left, the 'Informational' section contains links for 'Floor Plan' and 'Terms & Conditions'.

Booth Information

Edit Booth Info [↗](#)

Manage the information that appears on your eBooth so attendees know to visit you on the show floor.

● Upgrade your profile:

Upgrade Your Digital Packages Here!

Extras with upgrade:

- Manage Products** [↗](#)
Included with your purchased upgrade: 1
- Manage Videos** [↗](#)
Included with your purchased upgrade: 1
- Manage Press Releases** [↗](#)
Included with your purchased upgrade: 1
- Manage Show Specials** [↗](#)
Included with your purchased upgrade: 1

[Preview eBooth](#) [↗](#)

Outreach

- Search Attendee List - Coming Soon**
Search the list of registered attendees by their roles, names, titles and companies. Reach out to them via emails or schedule appointments.
- Review Online Leads - Coming Soon**
List of registered attendees who have shown interest in your company.
- Sent Messages - Coming Soon**
View the messages you have sent from the system. Replies will come directly to the email address you have on file.
- Appointments - Coming Soon**
View your calendar of appointments, see what's pending, accept/decline new requests to meet at the show.

Invoices and Logistics

- My Account**
Print a copy of your account statement, see when the next payment is due or make a payment through the website.
- Manage Your Contacts**
View, edit or add primary and invoice contact information.
- Important Exhibitor Forms**
Access important exhibitor forms such as EAC, Insurance & Hanging Signs.
- Exhibitor Badge Registration - Coming Soon**
Order your exhibitor badges now.
- Exhibitor Service Manual - Coming Soon**
Order services and furniture for your exhibit space from official vendors.
- Book Hotels - Coming Soon**
Rooms at the group rate are limited and selling fast, so don't delay!

Informational

- Floor Plan**
View the current floor plan.
- Terms & Conditions**
Download terms and conditions

It will open and give you option to update

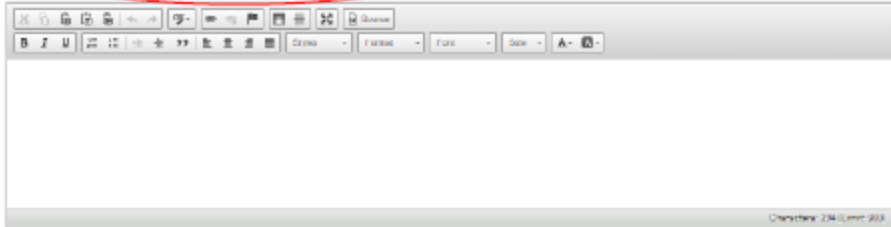
- Booth Info
- Online Profile
- Categories
- Social Media

Booth Info

Company Name	<input type="text"/>
Booth Label	<input type="text"/>
Contact Name	<input type="text"/>
Contact Title	<input type="text"/>
Email*	<input type="text"/>
Website URL	<input type="text"/>
Address1*	<input type="text"/>
Address2	<input type="text"/>
Country*	<input type="text" value="▼"/>
State*	<input type="text" value="▼"/>
City*	<input type="text"/>
Zip*	<input type="text"/>
Phone*	<input type="text"/>
Fax	<input type="text"/>
Toll Free	<input type="text"/>
Company Logo/Image (gif or jpeg, less than 30KB and not exceeding 250 W x 120 H pixels)	<input type="button" value="Choose File"/> No file chosen
Print Profile (Max 500 Characters)	<input type="text"/>

Online Profile (Please edit your company description for your online profile):

Basic Listing 900 | Gold Listing 2,000 (Character) [CLICK HERE TO UPGRADE](#)



Categories (Please select the categories for your products and services):

Classic Listing 1 | Premium Listing 12 (Categories) [CLICK HERE TO UPGRADE](#)

General

- Backgrounds and Backdrop Systems
- Books / CDs / Videos
- Cameras (DSLR)
- Cameras (Medium / Large Format)
- Cameras (Mirrorless DSLR)
- Cameras (Point and Shoot)
- Carves / Glass / Metal Printmaking - Alternative Processes
- Computer Accessories (Input Devices / Calibration / Tools / etc.)
- Computer Hardware (Monitors / Printers / Scanners / etc.)
- Darkroom Equipment (Chemicals / Storage / etc.)
- Digital Solutions
- Digital Storage
- Drones
- Education (Classes / Workshops / Online Training)
- Film Products - Photographic Paper / Darkroom Supplies
- Filmmaking / Videography production services
- Fine Art Paper
- Frames / Framing Supplies
- Framing Services
- Grip (Tripods / Light stands, lighting modifiers, jibs, cranes, etc.)
- Internet Services (ISPs / Website / Design Hosting / etc.)

- iPADS/Tablets
- Labs / Service Bureau / Printing Services
- Legal/Financial Services/Copyright
- Lenses & Lens Accessories
- Lighting Equipment (Strobes / Light Boxes / Stands / etc.)
- No Response
- Office Management Equipment
- Other Product Category
- Photo Display and Storage (Albums / Portfolios / Mounting / etc.)
- Photographic Accessories (Tripods / Bags / Filters / etc.)
- Photographic Props
- Post-Production Services
- Printing Equipment & Supplies (Printers / Paper / Ink / etc.)
- Publications / Associations / Education
- Retail Sales (Photographic Equipment)
- Software (Archiving / Manipulation / etc.)
- Stock Photography (Companies / Services / etc.)
- Training Materials
- Video Cameras / Accessories / Specialty Equipment / etc.)
- Wedding, Event & Portrait Photography Services

Instagram

LinkedIn

Twitter

Facebook

[Save](#)

Click SAVE