Instructions for Editing Exhibitor Online Booth Profiles: Adding your Web & Print Description, Categories and Contact Information.

1. **Click Here** to Login or through the main show website, by clicking **Sign In** at the TOP right corner.

![Sign In](image)

2. Enter your **eCode** under Exhibitor Sign-in page. Your eCode is provided in your booth confirmation email, if you forgot your eCode click **Forgot your eCode?** in the sign-in page.

![Exhibitor Sign-in (EAC Sign-in)](image)

3. Click Booth Profile

![Booth Profile](image)

4. Click on Web/Print Description to edit your text. Your company description must be added in the 'Print Description' section to ensure it is included in the show program. You may edit company information on the right rail and add product categories.

**Character limit for Descriptions:**
- **Web** - 1,000 character limit
- **Print** - 500 character limit

![Web Description](image)

**Note:** A company logo may be added by upgrading your online profile. Please contact your sales representative to learn more about digital sponsorships.