

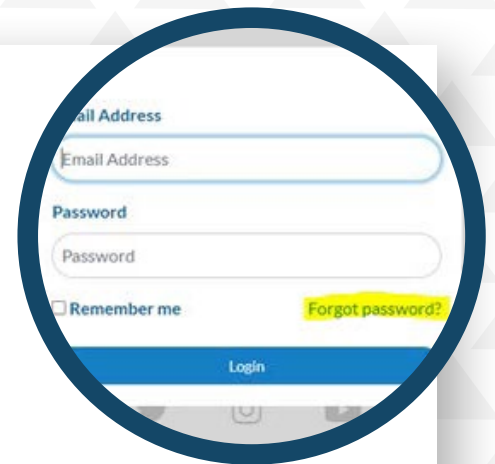
Welcome to the new CEDIA Expo & Commercial Integrator Expo Hub!

Here's how to update your exhibitor information and profile.

STEP 1

LOGIN

1. Go to <https://cedia2024.smallworldlabs.com/home>
2. Click the **LOGIN** button
3. Click **FORGOT PASSWORD?**
(Note: Everyone will need to do this, as this password is different from the A2Z password you have for accessing online payments, etc.)
4. Enter your email address and click **SUBMIT**
(Note: You will need to use the email address associated with your account. Contact your Account Executive for help if needed.)
5. You will then receive an automated email to reset your password (be sure to check junk folder if you don't see it)
6. Click **RESET PASSWORD** in the email
7. Create your password and click **RESET PASSWORD**
8. Return to the **LOGIN PAGE** and log in with your email and new password
9. Once logged in, you will need to click the blue button that says **CLICK HERE TO ACCESS EXHIBITOR HUB** to begin updating your exhibitor profile



STEP 2

UPDATE YOUR COMPANY'S PROFILE

It is SO important for you to update your company information as this info is the only way CEDIA Expo and Commercial Integrator Expo attendees can find your company in the online exhibitor directory. Be as thorough as possible for optimal exposure!

From your Exhibitor Hub Page [HTTPS://CEDIA2024.SMALLWORLDSLABS.COM/EXHIBITORHUB](https://cedia2024.smallworldlabs.com/exhibitorhub) page, update as much of the information below that is available to you depending on your package level:

1. Add your company photos:

- Click on the 3 dots on the top right of the cover photo and click on Add Photo, Add Cover Photo and Add Featured Photo
Featured Photo is for Gold exhibitors only

To pay your invoice, upgrade your booth and buy sponsorships, [Click Here](#)

CEDIA EXPO
Commercial INTEGRATOR EXPO
Elytone
Silver Booth #3816

UPLOAD YOUR IMAGE HERE

Products
You have 2 more listings to add!

Show Specials
You have 2 more listings to add!

Videos
You have 1 more video to add!

PHOTO:
Add your company logo
400x400 JPG or PNG

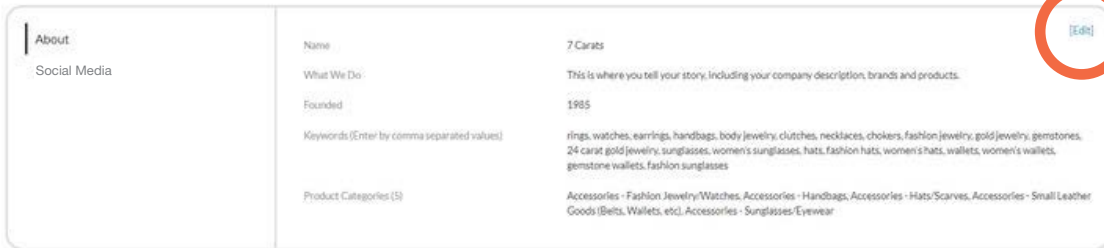
COVER PHOTO:
Add a lifestyle or product image
1440x360 JPG or PNG;
2MB max

FEATURED PHOTO:
Add a product photo or logo product image
Any size JPG or PNG
Gold Only

RECOMMENDED VENDORS
7 Carats
Elytone

2. Update your company's **ABOUT** section

- Click on the **Edit** link in the About section



About	Name	7 Carats
Social Media	What We Do:	This is where you tell your story, including your company description, brands and products.
	Founded	1985
	Keywords (Enter by comma separated values)	rings, watches, earrings, handbags, body jewelry, clutches, necklaces, chokers, fashion jewelry, gold jewelry, gemstones, 24 carat gold jewelry, sunglasses, women's sunglasses, hats, fashion hats, women's hats, wallets, women's wallets, gemstone wallets, fashion sunglasses
	Product Categories (5)	Accessories - Fashion Jewelry/Watches, Accessories - Handbags, Accessories - Hats/Scarves, Accessories - Small Leather Goods (Belts, Wallets, etc), Accessories - Sunglasses/Eyewear

- Edit/Fill in all sections, especially:

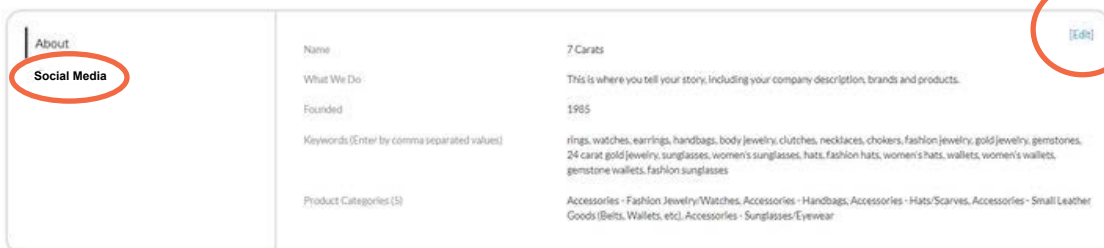
- **Name:** Add/edit your company name how you would like it to appear in the digital show directory and online exhibitor directory
- **What We Do:** Add a description of your company so attendees know who you are, what you sell, and why they should visit your booth onsite.
- **Keywords: VERY IMPORTANT!** Adding your products, categories and brands as keywords will ensure your company is listed when attendees search the online exhibitor directory!

*Be sure to enter as many products as you can here (**be specific!**) and separate each one with a comma.

- **Product Categories:** Select up to the number of product categories that are available to you (this varies depending on the type of digital marketing package that you have). This will ensure your company is listed in these sections of the digital show directory and when attendees search the online exhibitor directory.

- ! Don't forget to click **SAVE** once you are finished!

3. Update your company's **SOCIAL MEDIA** section



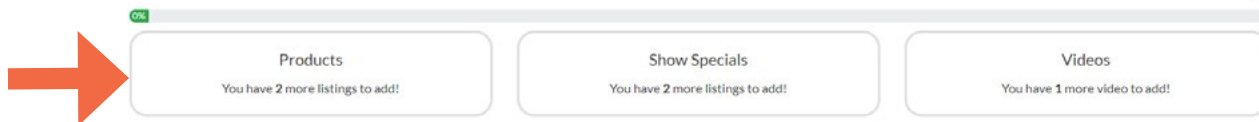
About	Name	7 Carats
Social Media	What We Do:	This is where you tell your story, including your company description, brands and products.
	Founded	1985
	Keywords (Enter by comma separated values)	rings, watches, earrings, handbags, body jewelry, clutches, necklaces, chokers, fashion jewelry, gold jewelry, gemstones, 24 carat gold jewelry, sunglasses, women's sunglasses, hats, fashion hats, women's hats, wallets, women's wallets, gemstone wallets, fashion sunglasses
	Product Categories (5)	Accessories - Fashion Jewelry/Watches, Accessories - Handbags, Accessories - Hats/Scarves, Accessories - Small Leather Goods (Belts, Wallets, etc), Accessories - Sunglasses/Eyewear

- Edit/Fill in all sections, and click **SAVE**

4. Add Products, Show Specials, Videos, and Press Releases

Show specials, videos, and press releases available for Silver and Gold listings only.

Depending on your package level, you have the ability to add the following listings that will be displayed on your Company Profile, as well as various sections of the CEDIA Expo and Commercial Integrator Expo online directory, used by attendees when planning which exhibitors to see at the show:



- | **To Add Products:** Click on the green bar at the top of the page. Click on the “Enter Product Information” link in the “Invoices and Logistics” tile. This will take you to the iQ Toolbox admin portal. Follow the instructions noted in the left-hand menu to upload products. Be sure to select the “Featured at CEDIA Expo” or “Featured at CIX” checkbox to ensure your products appear across all official show platforms.
- | **To Add Show Specials:** Click **Add Listing** and fill in the **Title** of the show special you are promoting, use the **Description** box to add the details of the deal or offer, add a link to the **Learn More** box, and click **Save** once complete.
 - On the next page, click **Add Photo** to add a photo to the listing.
- | **To Add Videos:** Click **Add Video** and fill in the **Title** and **Description** of the video you want to post, add the video link to the **Add Video** box, and click **Save** once complete.
- | **To Add Press Releases:** Click **Add Listing** and fill in the **Title** and **Description** of the Press Release and Learn More then click **Save**.

Congratulations! Attendees can now find you in the official CEDIA Expo and Commercial Integrator Expo exhibitor list and online directory.