

CEDIA EXPO

Commercial INTEGRATOR EXPO

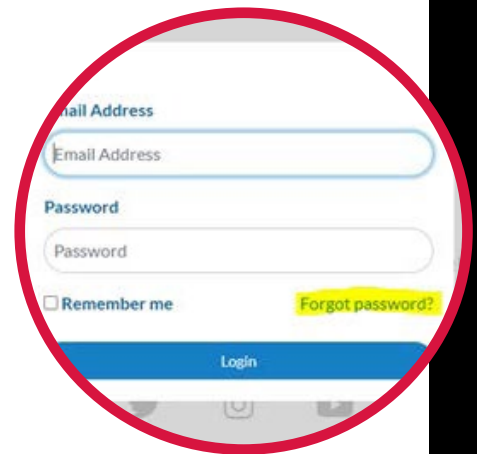
Welcome to the CEDIA Expo/ Commercial Integrator Expo Hub!

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

STEP 1

LOGIN

1. Go to
<https://cedia2026.smallworldlabs.com/home>
2. Click on **EXHIBITOR HUB** OR **LOGIN** on the top right of the page
3. In the Login page, enter the email address that is associated with your account then click **NEXT**
4. On the next page, if it's your first time logging in, select **FORGOT PASSWORD** which will send an automated email to your email address on file to reset your password. If you are returning, fill in your password then click **LOGIN**.
5. 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/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://CEDIA2026.SMALLWORLDLABS.COM/HOME](https://cedia2026.smallworldlabs.com/home) 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

The diagram illustrates the CEDIA Expo exhibitor profile layout. At the top is a black banner with the CEDIA Expo logo and the text "Commercial INTEGRATOR EXPO". Below the banner is a white area with a placeholder for a cover photo. To the left of the cover photo is a circular placeholder for a company logo. To the right of the cover photo is a circular placeholder for a featured photo. A red arrow points from the top right corner of the cover photo to a blue box labeled "Add/Change Company Logo: 360x360 pixels". Another red arrow points from the top right corner of the cover photo to a blue box labeled "COVER PHOTO: Add a lifestyle or product image 1440x360 JPG or PNG; 2MB max". A third red arrow points from the top right corner of the cover photo to a blue box labeled "GOLD ONLY FEATURED PHOTO: Add a product photo or logo product image 945x500 pixels". Below the featured photo box is a screenshot of a "RECOMMENDED VENDORS" section, with a red arrow pointing from the featured photo box to it.

Add/Change Company Logo:
360x360 pixels

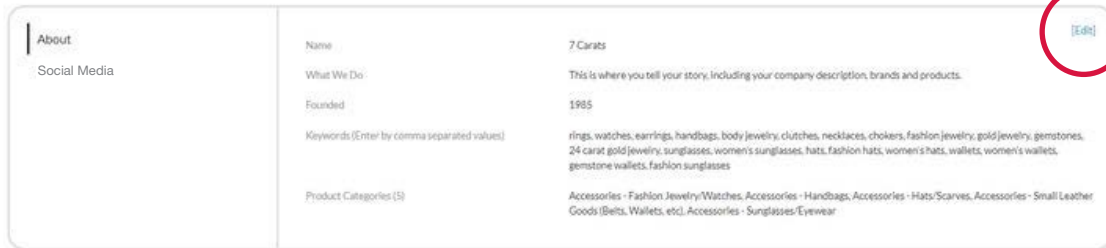
COVER PHOTO:
Add a lifestyle or product image
1440x360 JPG or PNG;
2MB max

GOLD ONLY FEATURED PHOTO:
Add a product photo or logo product image
945x500 pixels

RECOMMENDED VENDORS
7 Carats
Explore

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

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



The screenshot shows a form with two tabs: 'About' and 'Social Media'. The 'About' tab is active. The form contains the following fields:

Field	Value
Name	7 Carats
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

An 'Edit' link is circled in red in the top right corner, with a red arrow pointing to it.

- Edit/Fill in all sections, especially:

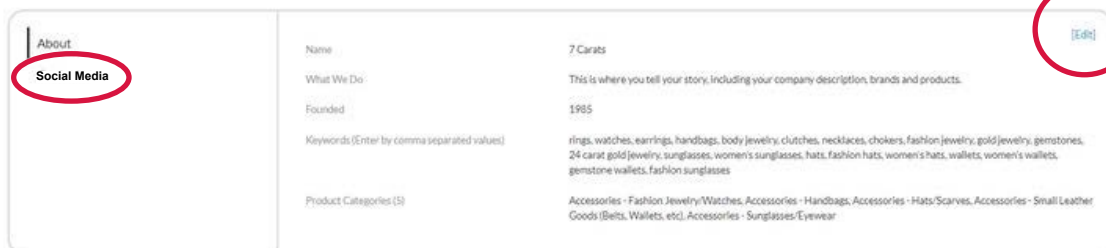
- **Name:** Add/edit your company name how you would like it to appear in the digital show directory and online exhibitor directory
- **What We Do:** Add a description of your company so attendees know who you are, what you sell, and why they should visit your booth onsite.
- **Keywords: VERY IMPORTANT!**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



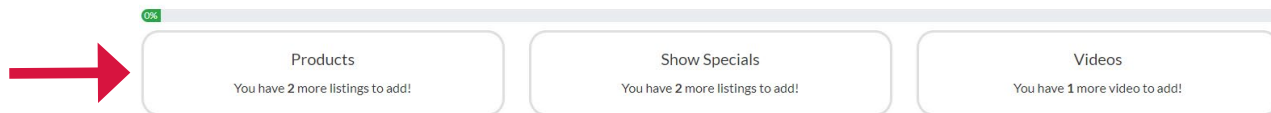
The screenshot shows the same form as before, but the 'Social Media' tab is now selected. The 'About' tab is still visible. The 'Edit' link is circled in red in the top right corner, with a red arrow pointing to it. A red arrow also points to the 'Social Media' tab.

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

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

For Silver and Gold listings ONLY: Show Specials, videos, and press releases

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/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/Commercial Integrator Expo exhibitor list and online directory.