## Using the Exhibitor Hub

The Exhibitor Hub is the new one-stop portal for all important exhibitor resources.

- Update company description and select categories.
- View checklist, deadlines, important links.
- Access key resources, including:
  - o Rules and regulations
  - Exhibitor Approved Contractor (EAC) Form
  - o Insurance requirements
  - Exhibitor Service Manual

## First time login instructions

- Go to: <u>https://ataexpo2024.smallworldlabs.com/home</u>
- Click Login
- Click Forgot password

Advanced Textiles EXPO Shading Expo NORTH AMERICA	Advar	Login x Email Address Email Address Password Password	n ading po ITH AMERICA
Welcome to Advanced Textiles Expo 2024!	Welco	Remember me Forgot password?	2024!

- Enter the email on file with show management. Your company's Expo Primary Contact, Expo Secondary Contact, and Expo Invoice Contact (entered when reserving booth online) all have access. *Unsure which email is used? Contact <u>events@textiles.org</u>.*
- Email will be sent from admin@smallworldlabs.com with the subject "Expo 2024 Account Recovery." *Please note this may take several minutes for you to receive your link.*
- Click Reset Password link in email to securely set your own password for the Exhibitor Hub portal.

Forgot password? If you have forgotten your password or need to set a password, you can use this form to reset or set it. You will receive an email with instructions. Email Address	Expo 2024
Email Address Email Address I'm not a robot	You or someone on your behalf clicked the "forgot password" link. To reset the password for your account, click the link below.
	Reset Password If you are unable to click the link, copy and paste the URL in a new browser windo instead.
Submit	If you did not request the password reset, you may disregard this email and no fur action is necessary.

## Once logged in

- Click "EXHIBITOR HUB" in the top navigation to take a tour for a step-by-step overview of the portal.
- Click [Edit] next to your company name to update your profile information.
- Complete tasks and review important links.



Continue to check back as we add additional resources! Questions? Contact your Account Manager or <u>events@textiles.org</u>.