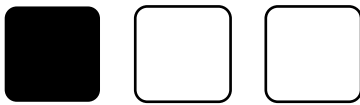


## WELCOME TO THE NEW BDNY EXHIBITOR HUB

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

### STEP 1



1. Go to <https://bdny2023.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

## UPDATE YOUR COMPANY'S PROFILE

It is SO important for you to update your company information as this info is the only way BDNY Exhibitor Hub attendees can find your company in the online exhibitor directory. Be as thorough as possible for optimal exposure!

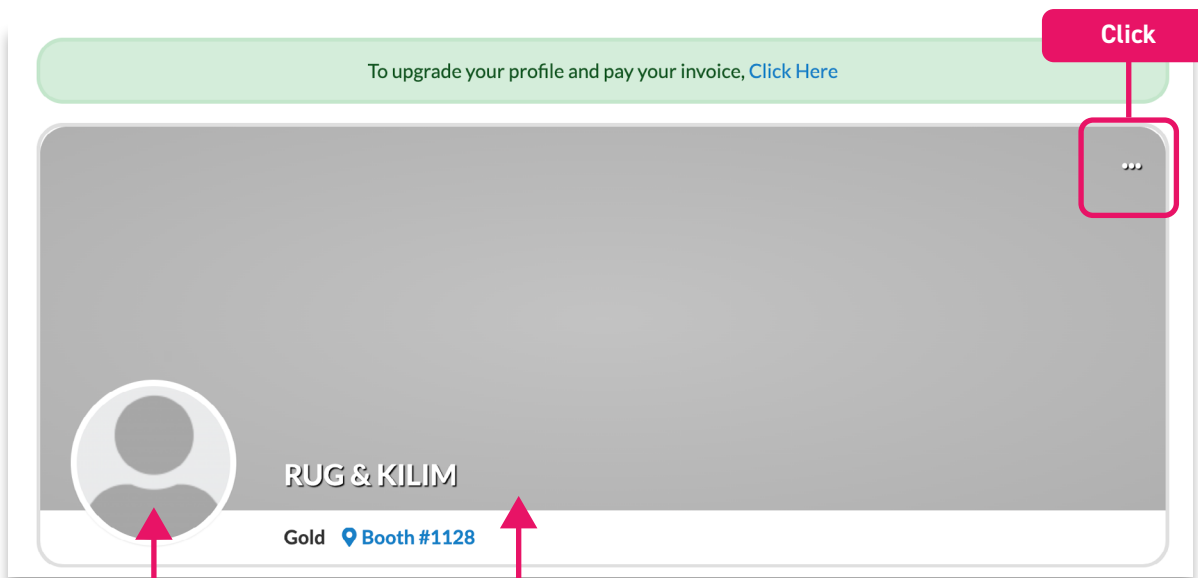
### STEP 2



From your [Exhibitor Dashboard >>](#) 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



**PHOTO:**  
Add your company logo

**COVER PHOTO:**  
Add a lifestyle or  
product image

**FEATURED PHOTO:**  
Add a product photo  
or logo product image

**BD | NY**



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

- Click on the Edit link in the About section.

About	Name	RUG & KILIM
Contact and Social Media Information	What We Do	Celebrating our 42nd anniversary, Rug & Kilim's award-winning team has been a staple for designers, with a vast archive of modern and custom in-house designs complemented by a rich selection on antique, vintage, and Kilim rugs.
	Website	<a href="http://rugandkilim.com">http://rugandkilim.com</a>
	Categories (12)	Carpet & Flooring, Furniture, Outdoor Furniture

- Edit/Fill in all sections, especially:

**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.

**Product Categories:** Select relevant Product Categories, as 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 **CONTACT** section

- Click **CONTACT** and then click on the **EDIT** link

The screenshot shows a company profile for 'RUG & KILIM'. On the left, there is a sidebar with a tab menu containing 'About' and 'Contact and Social Media Information'. The 'Contact and Social Media Information' tab is selected and highlighted with a pink box, with a pink 'Click' button pointing to it. The main content area on the right contains the following information:

Name	RUG & KILIM
What We Do	Celebrating our 42nd anniversary, Rug & Kilim's award-winning team has been a staple for designers, with a vast archive of modern and custom in-house designs complemented by a rich selection on antique, vintage, and Kilim rugs.
Website	<a href="http://rugandkilim.com">http://rugandkilim.com</a>
Categories (12)	Carpet & Flooring, Furniture, Outdoor Furniture

In the top right corner of the main content area, there is a blue '[Edit]' link highlighted with a pink box, with a pink 'Click' button pointing to it.

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

### 4. Add Products, Show Specials, and Videos

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 BDNY Fair online directory, used by attendees when planning which exhibitors to see at the show:

Four buttons are shown in a row, each with a pink triangle pointing to it from the left:

- Press Releases**: You have 3 more listings to add!
- Products**: Click below to add a new listings!
- Show Specials**: Click below to add a new listings!
- Videos**: You have 1 more video to add!

#### To Add Products (Formerly called "Product Spotlight"):

Click **Add Listing** and fill in the **Title** and **Description** of the product you want to highlight, add a link to the **Buy Now** box, and click **Save** once complete. On the next page, click **Add Photo** to add a photo of the product.



**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.

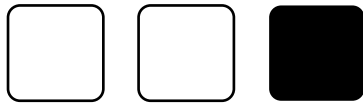
**To Add Videos:** Click **Add Video** and fill in the **Title** and **Description** of the video you want to post, add the video link to the **Add Video** box, and click **Save** once complete.

# UPDATE YOUR PERSONAL PROFILE

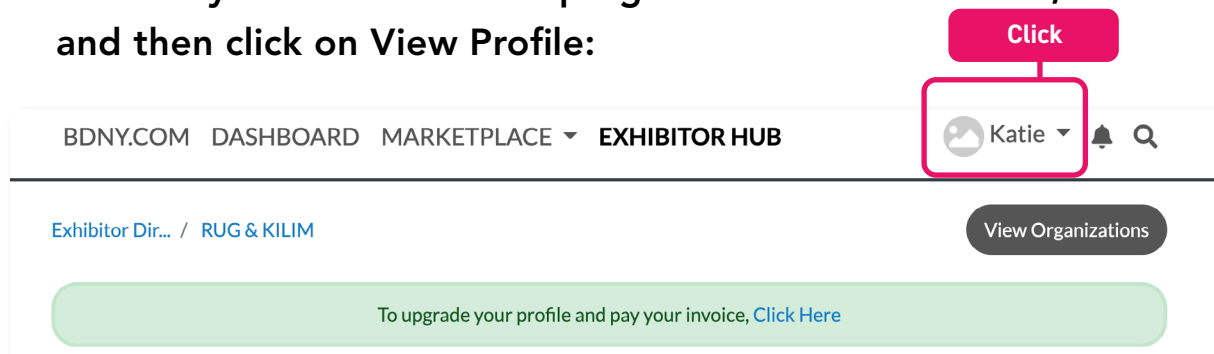
The new BDNY Exhibitor Hub gives all individuals the ability to have your own personal profile. This allows attendees to see you, not just your company profile. Therefore, you want to make sure you fill out your personal profile!

Here's how:

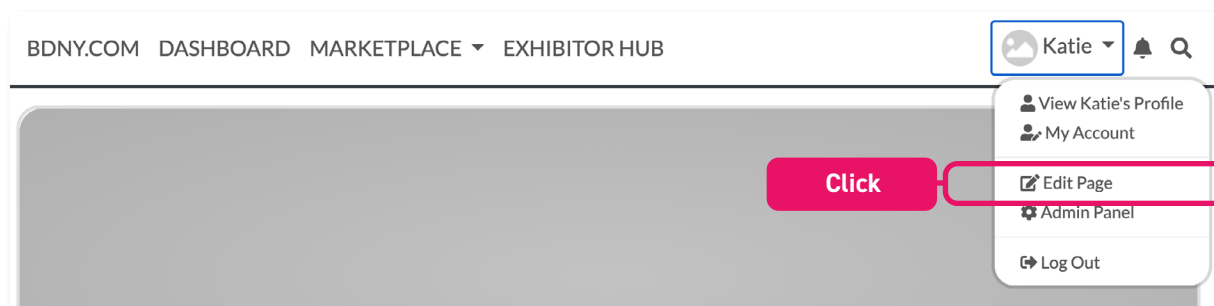
## STEP 3

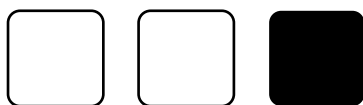


1. Click on your name in the top right corner of the screen, and then click on View Profile:

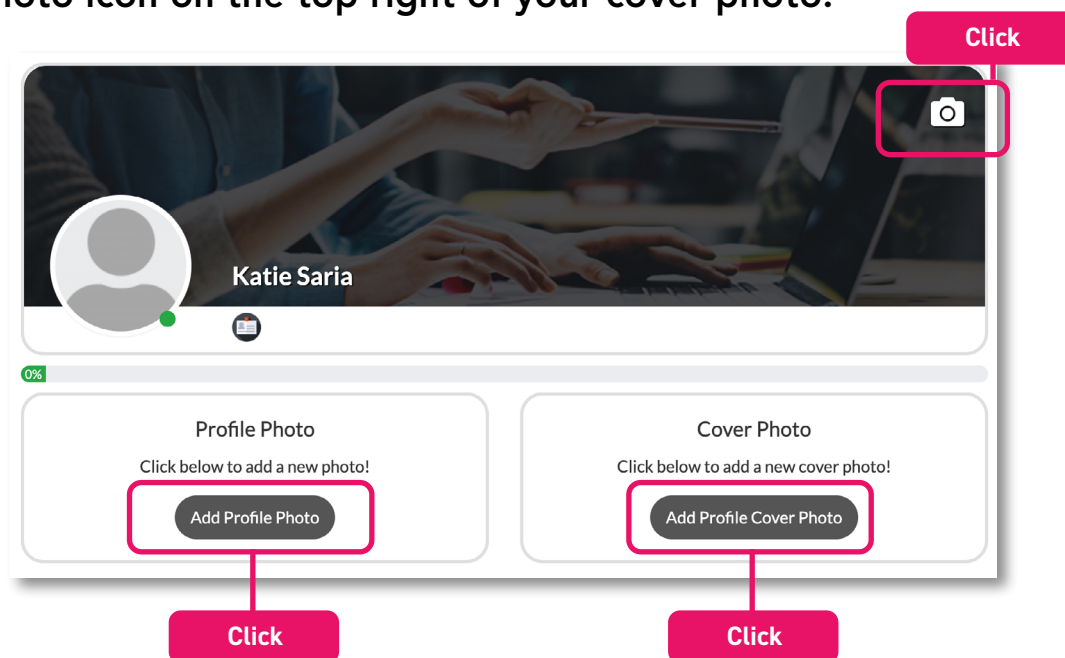


2. From your personal profile page, click on the Edit button under Profile to add your "About Me" info including location and website and click Save when complete.





3. Next, you can upload your personal Profile Photo and Cover Photo by clicking the buttons under each section, or by clicking the photo icon on the top right of your cover photo.



**CONGRATULATIONS!**  
**YOUR EXHIBITOR PROFILE IS NOW SET UP!**