

Exhibitor Hub and Event Platform Guide

Exhibitors will utilize both the **Exhibitor Hub** and **Event Platform** to prepare for the show, although each platform will be used for different tasks.

Exhibitor Hub

What do I access in the Exhibitor Hub?

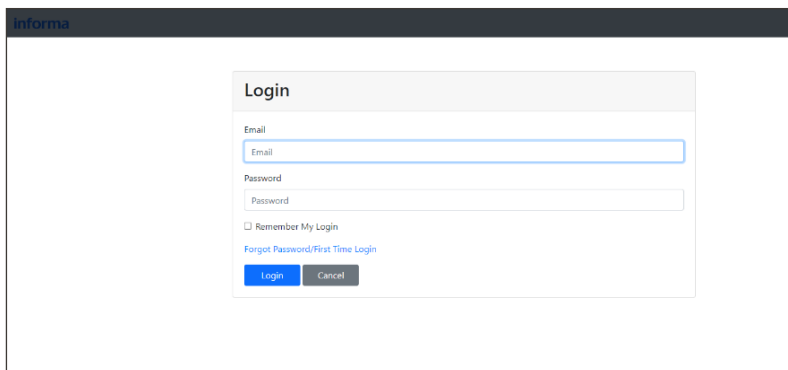
The Exhibitor Hub is a gateway platform that serves as a centralized resource for exhibitors, providing access to various essential services and information.

Within the Exhibitor Hub you can:

- Access the Exhibitor Service Kit (ESK)
- View invoices and make payments
- Book hotels
- View client services information
- Fill out Booth Approval form
- Get badges/access booth staff registration
- View sponsorship packages

How to activate your account

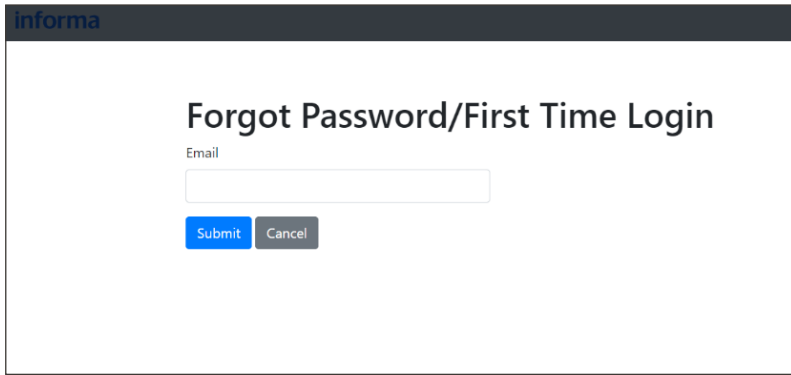
1. To log in for the first time and activate your account, visit the login page by [clicking here](#).



The screenshot shows a web browser window with the Informa logo in the top left corner. The main content is a 'Login' form with the following elements:

- Form Title:** Login
- Email:** A text input field with a blue border and a blue cursor.
- Password:** A text input field with a blue border.
- Remember My Login:** A checkbox that is currently unchecked.
- Forgot Password/First Time Login:** A blue text link.
- Buttons:** A blue 'Login' button and a grey 'Cancel' button.

2. Select “Forgot Password/First Time Login” and enter your email into the prompted box.

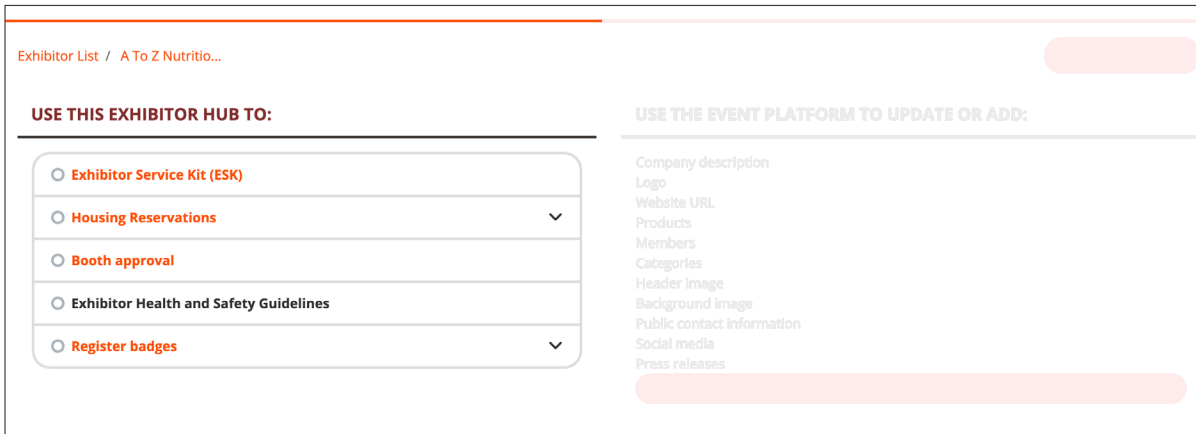


3. You will receive a link to the provided email which will allow you to securely set your own password. (Please be patient as it can take several minutes for you to receive your link. If you do not receive your magic link, be sure to check your spam/junk folder or blocked messages. If you still don't see it, contact [client services](#).)

Navigating your Exhibitor Hub

Task checklist

Use the task checklist to view your outstanding tasks. (You can navigate back to your tasks by clicking the button that says “Event Portal.”)

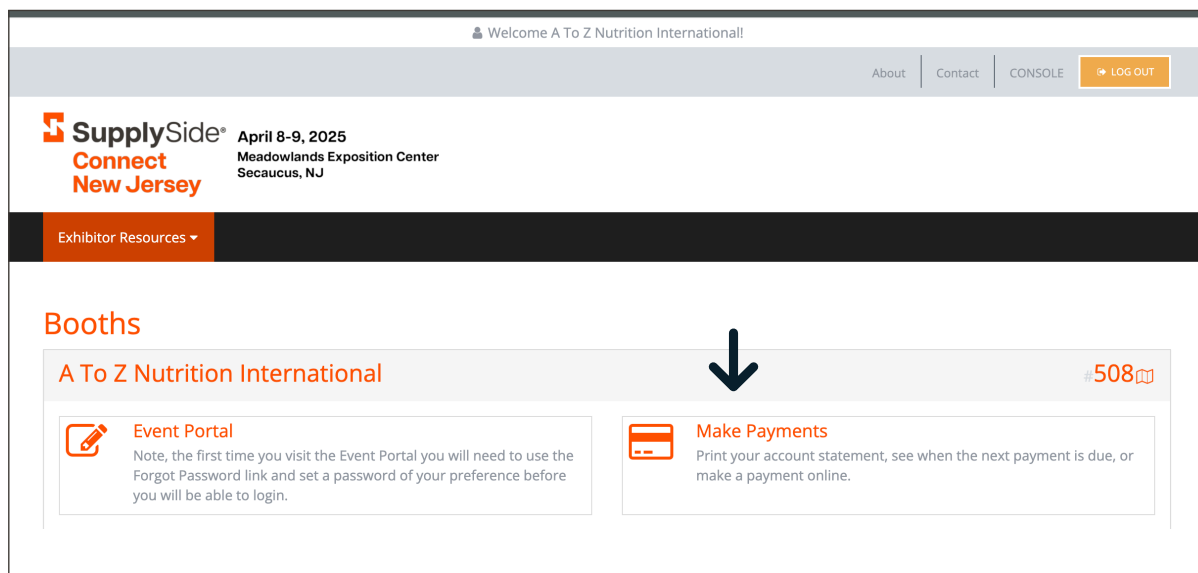


View account statement and make payments

To view your account statement or make a payment, click the “Click Here” link at the top of your Exhibitor Hub.



Once redirected, click “My Account” to be taken to your payments and account page.



Event Platform

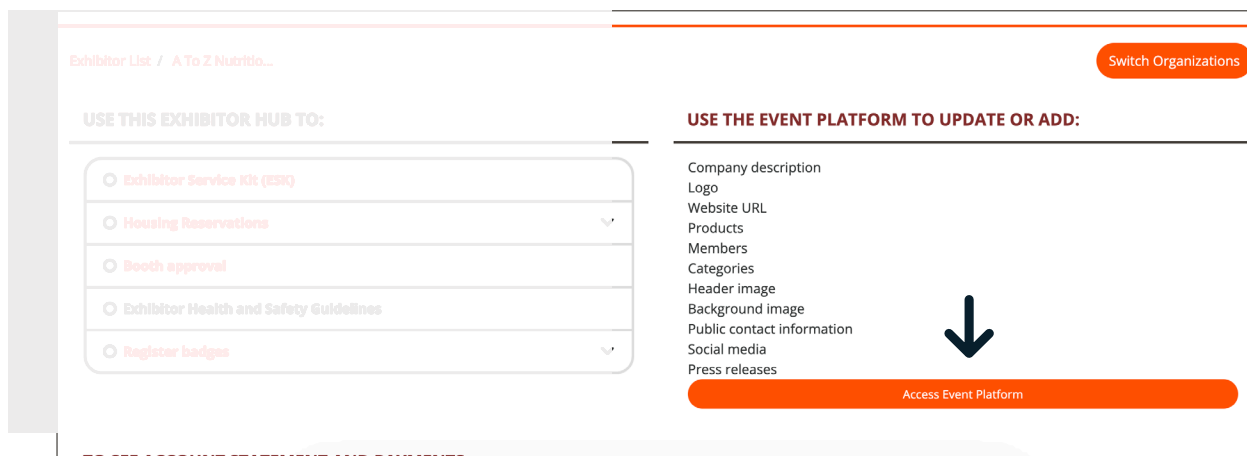
The Event Platform serves as a comprehensive hub that hosts the Exhibitor List for SupplySide Connect New Jersey. It facilitates matchmaking opportunities, enabling attendees to connect directly with exhibiting companies. Maintaining an updated company profile on this platform is crucial, as it helps your company stand out in the Exhibitor List, increases visibility through AI (artificial intelligence) recommendations and assists attendees in easily locating your products.

Within the Event Platform you can:

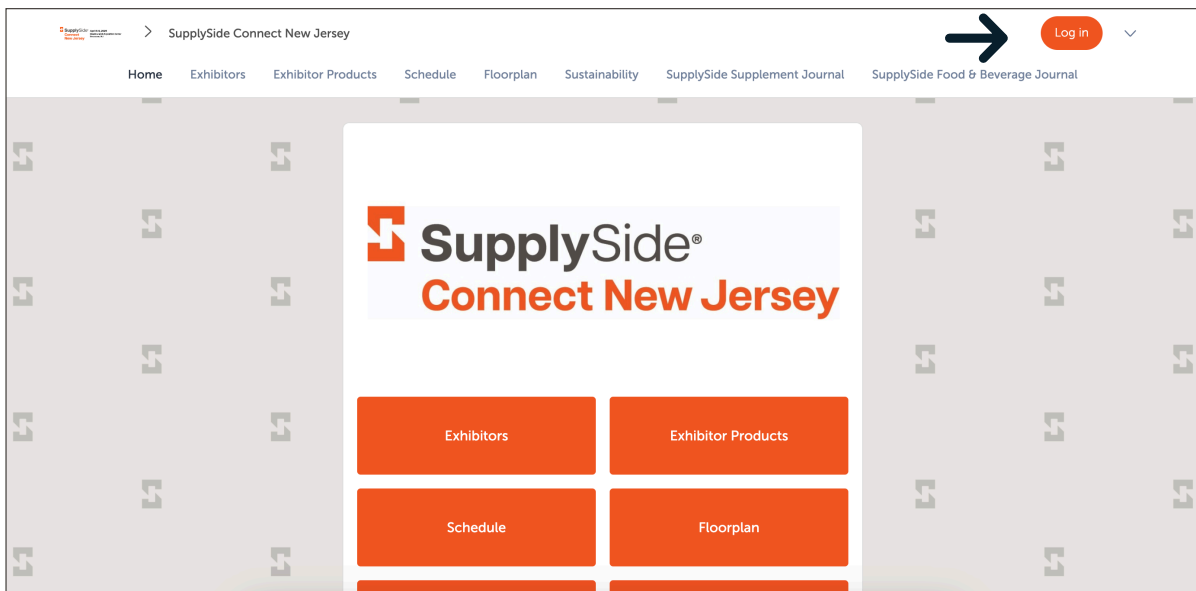
- Add company description, logo, header image, background image and website
- Add company products
- Add or edit team members that have been registered in the Exhibitor hub
- Select company or product categories
- Modify or add public company contact information
- Add social media handles/accounts
- Add press releases
- Connect with show participants and request meetings

Access to the Event Platform

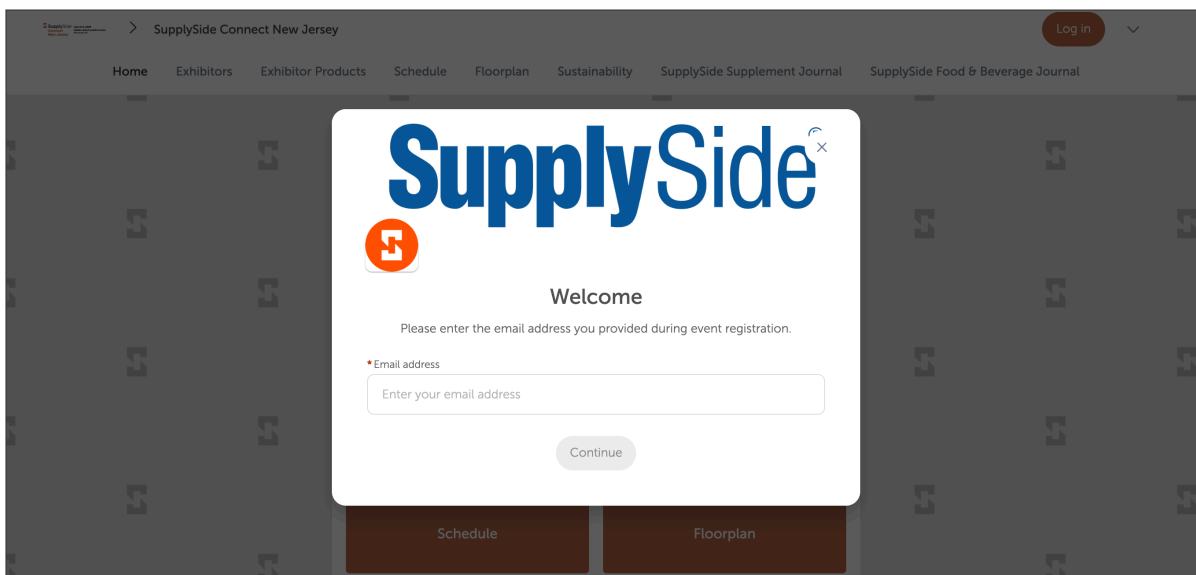
1. To access the Event Platform, click the “Access Event Platform” button within the Exhibitor Hub.



2. Once redirected, click the “Log in” button in the top right corner.

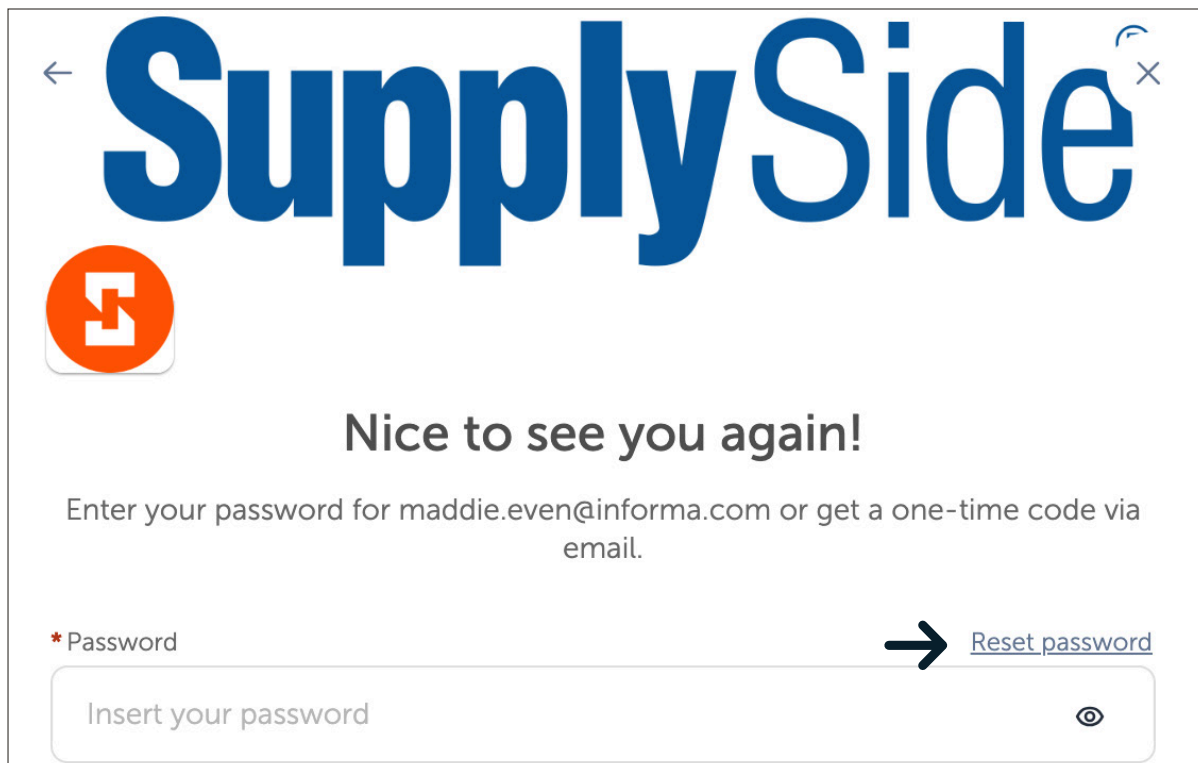


3. Enter the email you used to access the Exhibitor Hub.




If you have never logged in to the Event Platform, you will be sent a magic link to your email which will allow you to set a password. This email will come from noreply@swapcard.com.

If you already have an account, you will be prompted to enter your password. Click “Send me a magic link” if you would like to reset it.




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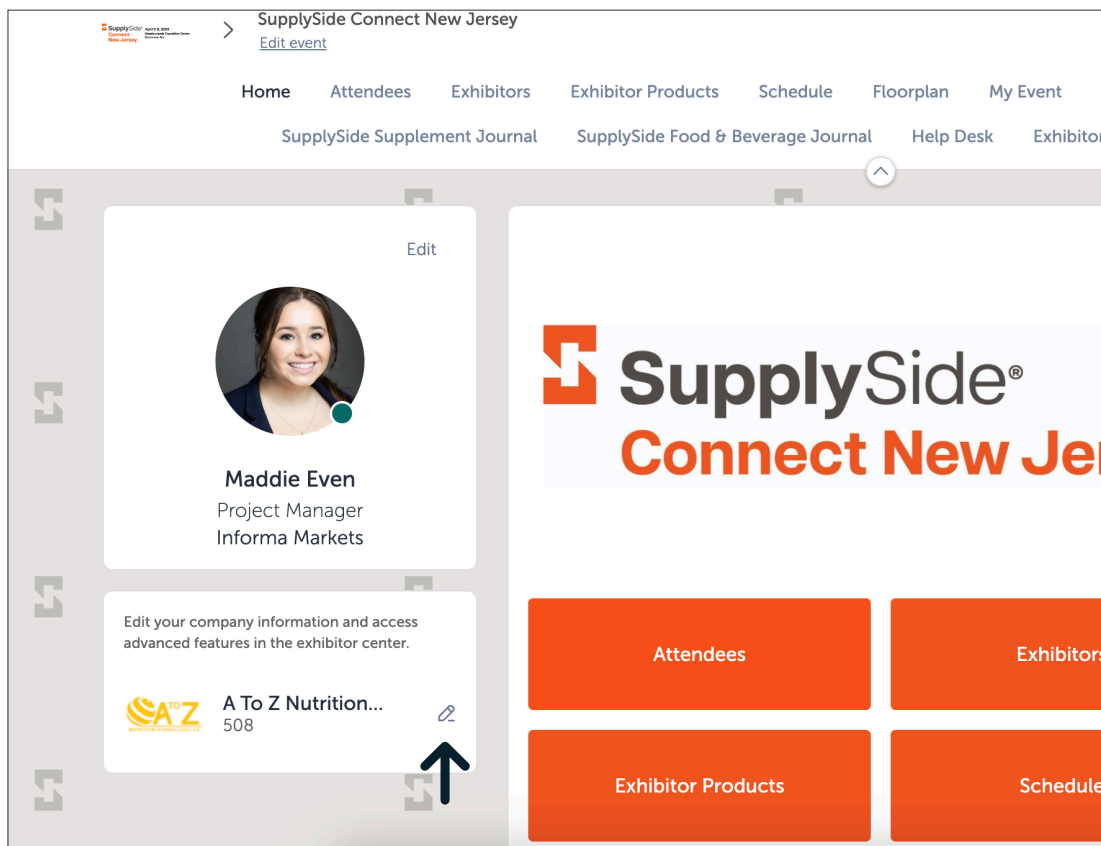
Nice to see you again!

Enter your password for maddie.even@informa.com or get a one-time code via email.

* Password [Reset password](#)

4. Once logged in, click the pencil icon by your company name to edit.





SupplySide Connect New Jersey
[Edit event](#)


Home Attendees Exhibitors Exhibitor Products Schedule Floorplan My Event
SupplySide Supplement Journal SupplySide Food & Beverage Journal Help Desk Exhibitor

Maddie Even
Project Manager
Informa Markets

Edit

Edit your company information and access advanced features in the exhibitor center.

 **A To Z Nutrition...**
508 

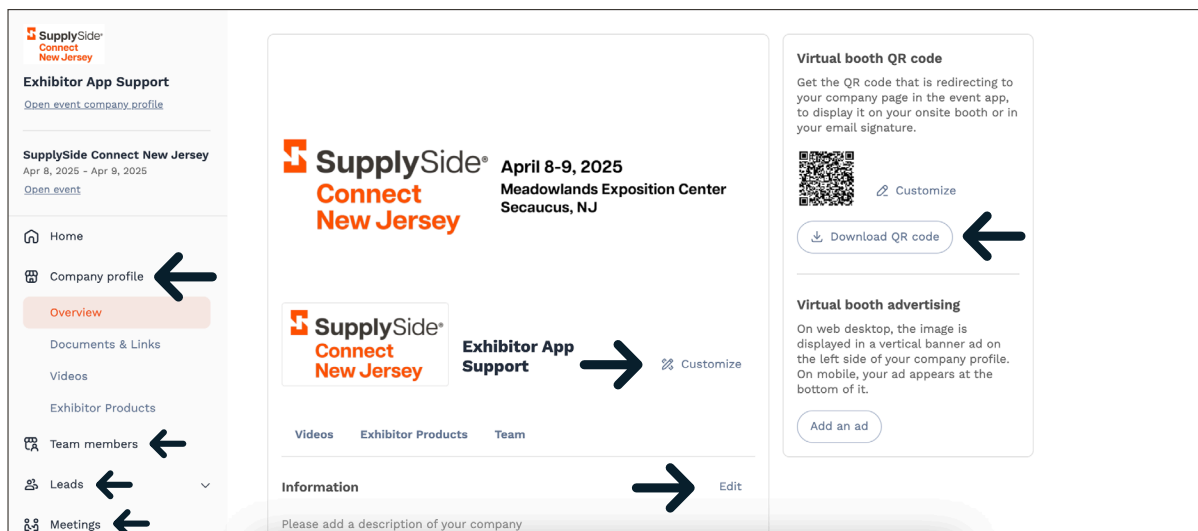


SupplySide®
Connect New Jersey

Attendees Exhibitors
Exhibitor Products Schedule

Once in your company profile, you can:

- Add a header image or video
- Add a background image
- Add your logo
- Edit your company description
- Add your categories
- Add social media handles
- Update your contact details
- Add documents and links
- Add team members
- View leads (participants that view your company page)
- View upcoming meetings
- Customize and download a virtual QR code that will direct your customers to your company page



Still having trouble?

Contact client services [here](#).