

# infocomm

## Quick Start Guide - Exhibitor Dashboard

This Quick Start Guide leads you through the main resources and functions of the Exhibitor Dashboard. Follows the steps below to get your company and products in front of attendees and make your InfoComm exhibit a success! If you need any assistance with logging in, your listing, adding products, or marketing resources that are available to you, contact:

[Willie Wolfman](#) | Expositions Services Coordinator | +1.703.279.9933  
[Rob Pennylegion](#) | Manager, Expo Account Services | +1.703.279.2172

### Logging In

Go to [infocommshow.org/dashboard](http://infocommshow.org/dashboard)

The Your Name section does not have to be a name that is associated with your booth. This just keeps a record of who is logging into your booth.

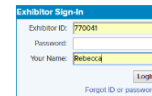
Need your login info? Please contact:

Willie Wolfman, Expositions Services Coordinator  
+1.703.279.9933 | [wwolfman@avixa.org](mailto:wwolfman@avixa.org)



Welcome to the InfoComm 2019 exhibitor section.

Please login with your Exhibitor ID and Password below. If you have problems logging in please contact us toll free at 888-527-8823 or 513-527-8823.



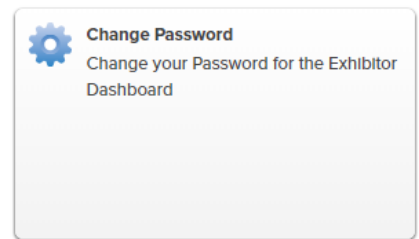
Exhibitor ID: 770041  
Password:  
Your Name: Rebecca  
Login  
Forgot ID or password?

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Map Your Show is an official member of InfoComm 2019




### Want to Change Your Password?

Once logged in, click on the "Change Password" tile at the bottom on the page.

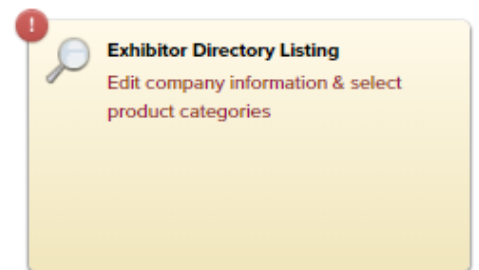


### Manage Your Exhibitor Listing

To edit Company Information, Exhibit Contact, Additional Contacts, and Product Categories:

1. Click the Exhibitor Directory Listing tile.
2. Click  at the bottom of the section you want to edit.
3. Fill in the correct information then click  at the bottom on the page.
4. If you have not already, click  at the top of the Exhibitor Directory Listing page once you have updated each section.
  - o This will allow your company listing to be included in the Show Guide!

**\*Don't forget to select your product markets in Company Information Section!**



Our products are designed specifically for use in these markets: (select all that apply)

- Banking, Finance
- Education
- Energy, Utilities
- Factories
- Government, Military
- Healthcare
- Hospitality
- Media and Entertainment
- Religious Organization
- Residential
- Retail, e-commerce
- Transportation
- Venues, Events, Sports

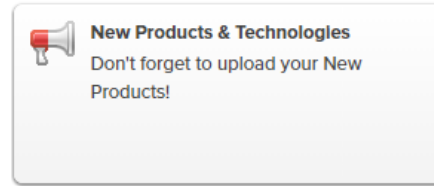
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## Upload Products

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To add a product to your company listing:

1. Click the New Products & Technologies tile.
2. You will be taken to an online form.  
Fill in your product information in the designated fields:
  - Product name
  - Product description
  - Upload a picture of your product as a .jpg, .gif, or .png file type.
  - Product category
3. Click



### New Products

**Current New Products**  
Use the form below to add a New Product or Technology.

**Add New Product**

\* Name

\* Description  500 Chars Left  
(500 character limit)

Image  No file chosen  
Valid file types are .jpg, .gif, and .png

\* Category

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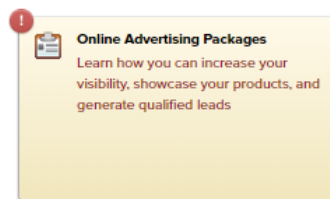
## Exhibitor Marketing

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We know how important it is that you get your companies name out there. Take advantage of our marketing opportunities located on the depicted tiles below to get ahead of the game.


### 1. Online Advertising

See what our multiple online advertising packages can do for you.



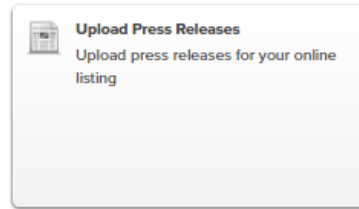
Select the level that works best for your company by clicking the green button to the right of the package you want to choose.

### Online Opportunities

<input type="button" value="Level 1 Package: \$4,000.00 &lt;b&gt;\$795.00&lt;/b&gt;"/>	<input type="button" value="Select"/>
<input type="button" value="Level 2 Package: \$2,500.00 &lt;b&gt;\$1,495.00&lt;/b&gt;"/>	<input type="button" value="Select"/>
<input type="button" value="Show Highlights Sponsorship: \$3,000.00"/>  <ul style="list-style-type: none"><li>• Requires the Level 2 Package</li><li>• Showcase your product image or video on the Directory Home Page</li><li>• Live link directs attendees to your company's listing</li><li>• Limited to first 21 exhibitors</li></ul>	<input type="button" value="Select"/>
<input type="button" value="Product Category Sponsorship: \$3,000.00"/>	<input type="button" value="Select"/>
<input type="button" value="Exclusive Online Hall Sponsorship: \$4,000.00"/>	<input type="button" value="Select"/>
<input type="button" value="Exclusive Online Facility Overview Sponsorship: \$4,000.00"/>	<input type="button" value="Select"/>
<input type="button" value="Exclusive Online Directory Sponsorship: \$5,000.00"/>	<input type="button" value="Select"/>

## 2. Upload Press Releases

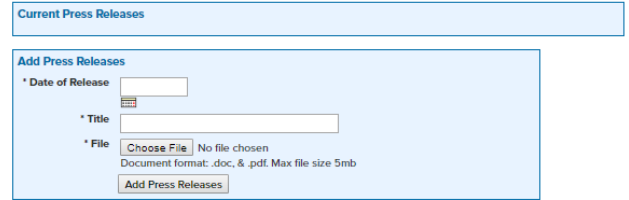
The Upload Press Releases tile will take you to an online form.

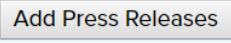


Fill in the designated fields in the Add Press Release section.

- The "Date of Release" does NOT embargo your release until that date.
  - > The "Date of Release" is used to order the press releases in chronological order.
- Upload PDFs for the File section. The system will reject a .docx format.

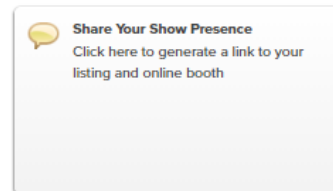
### Exhibitor Press Releases

A form titled "Exhibitor Press Releases" with a sub-section "Current Press Releases". Below that is an "Add Press Releases" section with fields for "Date of Release", "Title", and "File" (with a "Choose File" button). A note says "No file chosen. Document format: .doc, & .pdf. Max file size 5mb". There is an "Add Press Releases" button at the bottom.

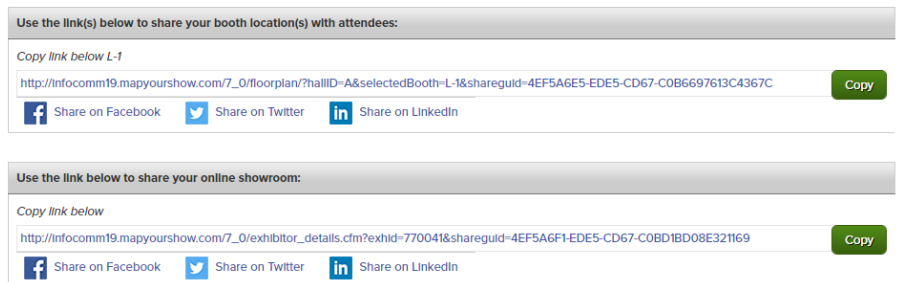
Click , then you will see it displayed under the Current Press Releases section.

## 3. Share Your Show Presence

Clicking on the Share Your Show Presence tile will take you to a page where you can copy a customized link to your listing and booth location via the online show floor map.



You can easily share these links on your social platforms by clicking on the social media icons.

Two sections for sharing links. The first is "Use the link(s) below to share your booth location(s) with attendees:" with a "Copy link below L-1" button and a URL: "http://infocomm19.mapyourshow.com/7\_0/floorplan/?hallID=A&selectedBooth=L-1&shareguid=4EF5A6E5-EDE5-CD67-C0B6697613C4367C". Below the URL are icons for Facebook, Twitter, and LinkedIn. The second section is "Use the link below to share your online showroom:" with a "Copy link below" button and a URL: "http://infocomm19.mapyourshow.com/7\_0/exhibitor\_details.cfm?exhid=770041&shareguid=4EF5A6F1-EDE5-CD67-C0BD1BD08E321169". Below the URL are icons for Facebook, Twitter, and LinkedIn.