

SPACECOM PRESENTS

COMMERCIAL SPACE WEEK®



SPACE MOBILITY®
CONFERENCE & EXPO

SPACECOM®

In collaboration with:
51ST SPACE CONGRESS®



GSA
SPACEPORT
SUMMIT

Jan 28-30th, 2025 | Orlando FL | Orange County Convention Center

Welcome to the SpaceCom Exhibitor Hub! Here's how to update your exhibitor information.

STEP 1

LOGIN

1. Go to www.website
2. Click the **LOGIN** button
3. Click **FORGOT PASSWORD?**

(Note: Everyone will need to do this, as this password is different from the 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 Sales Representative 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 purple button that says **CLICK HERE TO ACCESS EXHIBITOR HUB** to begin updating your exhibitor profile.

STEP 2

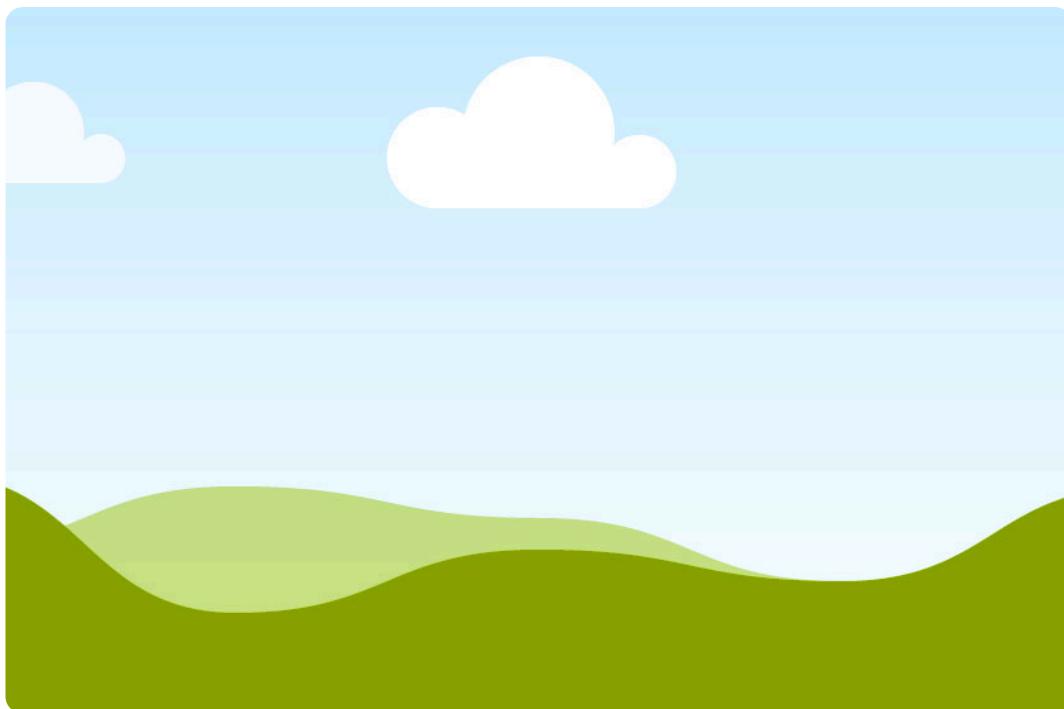
UPDATE YOUR COMPANY'S PROFILE

It is SO important for you to update your company information as this info is the only way KBIS attendees can find your company in the official print and online Exhibitor List. Be as thorough as possible for best results!

From your **EXHIBITOR HUB** 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 to the top right of the cover photo and click on **Add Photo**, **Add Cover Photo** and **Add Featured Photo** (*Featured Photo is for Premium Exhibitors Only*)



2. Update your company's **ABOUT** and **SOCIAL MEDIA** section

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



- 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 buy your products.
 - **Keywords:** **VERY IMPORTANT!** Adding your products, categories and brands as keywords will ensure your company is listed when attendees search the online Exhibitor List!
 - Be sure to enter as many products as you can here (**be specific!**) and separate each one with a comma.
 - **Product Categories:** Select the number of Product Categories that apply. This will ensure your company is listed in these sections in the printed and online Exhibitor List making it easier for attendees to find you.

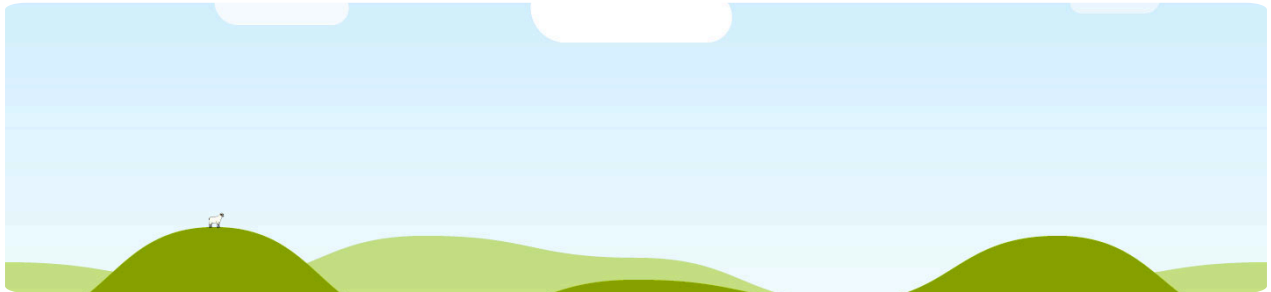
✦ Edit/Fill in all sections that apply:
Don't forget to click **SAVE** once you are finished!

- Click on the Social Media link and edit/fill in all sections that apply.

✦ Edit/Fill in all sections that apply:
Don't forget to click **SAVE** once you are finished!

3. Add Products, Videos, and/or Press Releases (Enhanced, Boost, and Premium Digital Upgrades Only)

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 SpaceCom Exhibitor List, used by attendees when planning which exhibitors to see at the show:



- **To Add Product Showcase(s):** Click **Add Listing** and fill in the **Title** and **Description** of the product you want highlight, add a link to the **Buy New** box, and click **Save** once complete.
 - On the next page, click **Add Photo** to add a photo of the product.
- **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.
 - YouTube or Vimeo link File uploads and shorts are not supported. Please make sure the link works after uploading it.
- **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 online Exhibitor List.



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