

ONLINE DIRECTORY: EXHIBITOR HOW-TO GUIDE

1 LOGIN

Exhibitor's primary contact will receive a welcome email from cosmoprofna@expoplatform.com, with the subject line: ATTN EXHIBITOR: Access Your Miami Online Booth Profile

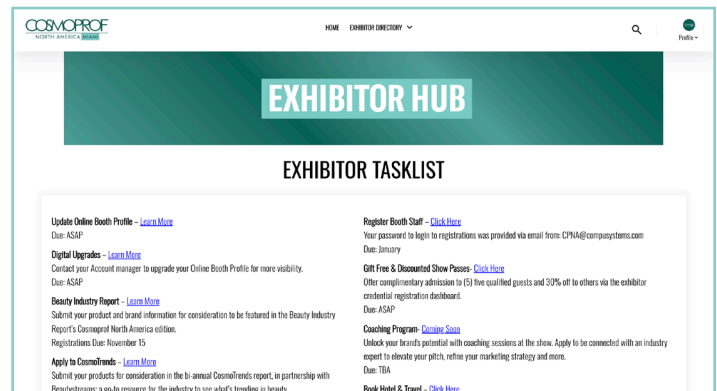
- Open this email and click the 'Access Now' button.
- Input the username in the email and click 'Generate A One-Time Password'. Your one-time password will be emailed to you and valid for 10 minutes for you to login to the platform.

Didn't receive the welcome email? Contact customer.service@cosmoprofna.com for assistance.

If you are the primary contact for multiple booths and did not receive a welcome email for each booth, or have multiple brands in your booth, please contact customer.service@cosmoprofna.com to set-up your multiple profiles.

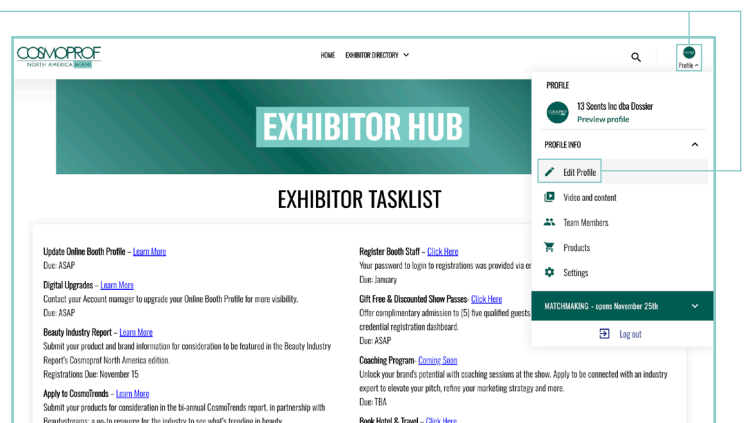
2 EXHIBITOR HUB

Upon logging in, you will be directed to the Exhibitor Hub, a landing page with important tasks and resources for you to review.



3 UPDATE YOUR PROFILE

Click 'profile' in the top right corner and navigate to Edit Profile



3 UPDATE YOUR PROFILE – CONTINUED

a. Upload Company Logo

Supported formats are .png, .jpeg, .jpg and a 1:1 aspect ratio.

b. About The Company

Tell visitors about your company and the value that your products or services offer. There is a 1,000 character limit. Need more space? You can upgrade your profile to the Gold Package to expand the character limit.

c. Country Of Origin

Select your products' primary country of origin.

d. Website

Add your brand or company website.

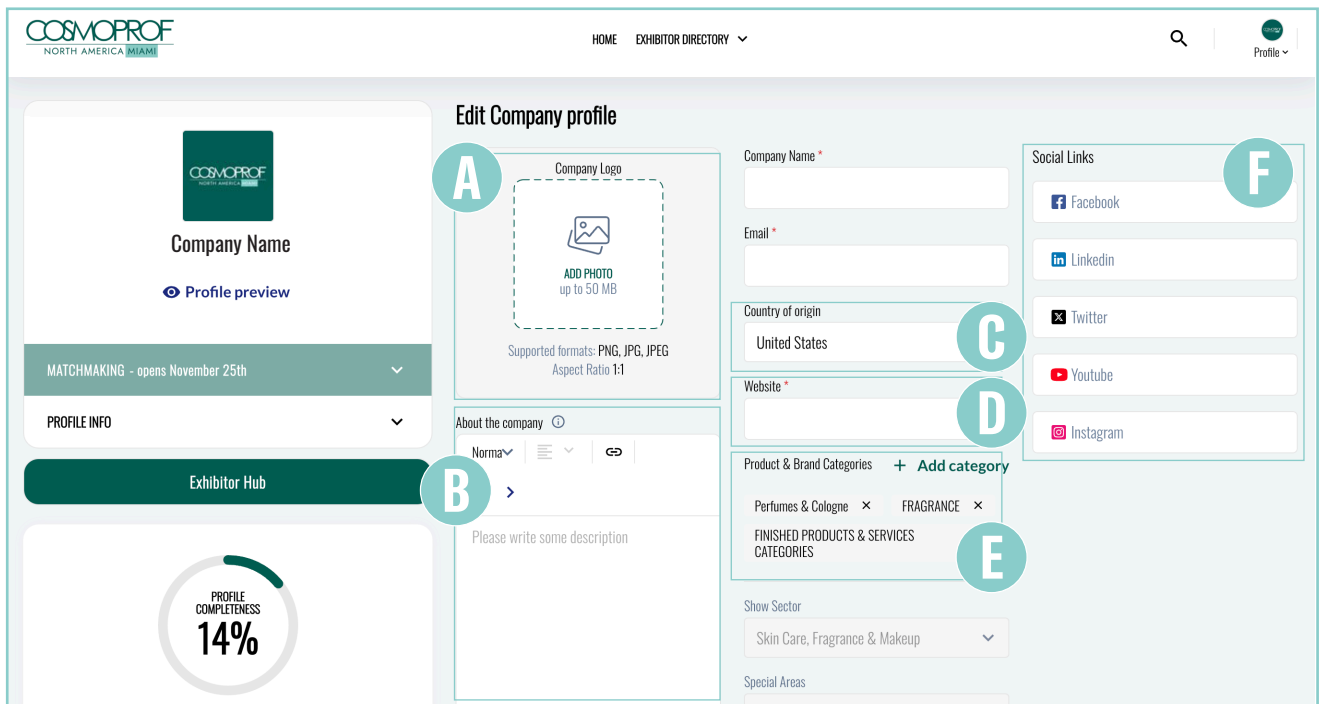
e. Add Product & Brand Categories

IMPORTANT: Be sure to select the product and brand categories that apply to your products and services. This is how visitors will find you.

f. Social Media

Add your social media handles for attendees to learn more about your company.

If you created an online booth profile for the 2024 Las Vegas show, some of your company's basic information will have saved, but is editable.



4 LOCKED FIELDS

Your company name, email address, show sector and special areas are not editable.

- a. Your email address is a private field, not shared in the Online Directory.
- b. If you see a discrepancy on: company name, show sector or special areas and think these fields need updating, please contact customer.service@cosmoprofna.com

5 VIDEO & CONTENT AND PRODUCTS

You can upload up to three pieces of content and five specific products for visitors to discover. Want to showcase more content and products? Upgrade to the Gold Package to upload more. Please contact your Account Manager to purchase the upgrade.

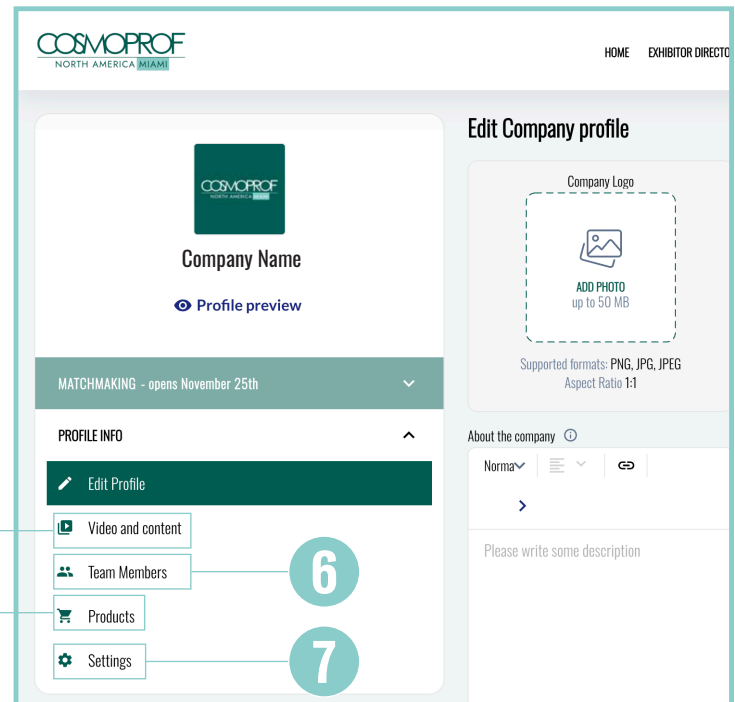
6 TEAM MEMBERS

The Online Directory, featuring My Match, will open to registered exhibitor team members and visitors on November 25th. Your registered staff will receive welcome emails to access the platform and create their profile. Once they log in, you will see them listed under Team Members.

You can assign your Team Members admin access to the company profile to help monitor and update the profile.

7 SETTINGS

You can update your platform settings here, such as notification settings. Some will not apply until My Match opens November 25th.



ENHANCE YOUR PROFILE

Upgrade your profile to increase your company's visibility in the platform, including becoming a featured exhibitor, and adding more products and content. Please contact your Account Manager to upgrade.

VIEW DIGITAL UPGRADES HERE >>

REMINDERS:

- Update your company's profile by **November 25th**.
- On November 25th, the Online Directory, featuring My Match, will be live for anyone to view. Registered exhibitor team members and visitors will receive welcome emails to access the platform and set-up personal profiles.
- Registering your booth staff for the show takes place in a different platform. Information on how to register your staff was emailed to your company's primary contact and came from: **CPNA@compusystems.com**