



ISPA CONFERENCE & EXPO EXHIBITOR DASHBOARD

This handy guide will help you navigate the ins and outs of the Map Your Show Exhibitor Dashboard to make your ISPA Conference & Expo experience a breeze. Follow these simple how-to's and your Exhibitor Dashboard will be up and running in no time.

The first step is to access your [Exhibitor Dashboard](#) using the link and log in information found at the bottom of past booth invoices.

Submit Payments

- Within the Exhibitor Dashboard, select “Submit Payments / Download Invoice”
- Click “Make a Payment”
- Choose “Credit Card” in the drop down box and enter your payment information
- Proceed to the next step, review your information and process payment

Participate in an ISPA Marketing Opportunity

Cultivating a buzz prior to the ISPA Conference will drive traffic and strengthen your presence. Participate in an ISPA marketing opportunity to stand out!

- Within the Exhibitor Dashboard, select “ISPA Marketing Opportunities”
- Choose the desired opportunity and “Add to Cart”
- Click the “Checkout” button
- Proceed to the next page and click “Checkout”
- Enter your payment information, review and click “submit order”

Upgrade Your Online Listing on Map Your Show

You have the ability to upgrade your listing on Map Your Show to enhance the viewing potential of your exhibitor information. These upgrades will display certain information on Map Your Show that will be visible to attendees.

- Within the Exhibitor Dashboard, select “Manage Your Online Listing”
- Click “Map Your Show Listing Upgrades”
- Choose your desired upgrade level
- Choose “Credit Card” in the drop down box and enter your payment information
- Proceed to the next step, review your information and process payment

There are three upgrade packages to choose from:

Deluxe: \$199.00 – This upgrade will display your company logo, press releases and social media links.

Ultimate: \$499.00 – This upgrade includes all Deluxe features as well as four product display panels with descriptions under your information tab on Map Your Show.

Premier: \$899.00 – In addition to including all Ultimate features, this upgrade includes eight total product display panels with descriptions, two of these displays have video capabilities. Your company will also be included in the Featured Exhibitor Search, have premium placement on the directory search home screen and will be highlighted on the Expo floor map with a corner peel graphic.

Update company information and description for online listing and on-site Conference Guide

- Within the Exhibitor Dashboard, select “Exhibitor Directory Information”
- Add and edit company information for your online listing and the printed on-site Conference Guide
- Once all company information is updated, you must confirm the changes by clicking the green “Approve Data” button at the top left corner of the screen
- Be sure to save your work prior to closing out of the window

Update contact information for on-site Conference Guide

- Within the Exhibitor Dashboard, select “Exhibitor Directory Information”
- Scroll to the “Sales/Marketing Contact” and click to add information
- Enter information and click “Add”

Add online product category listing

- Within the Exhibitor Dashboard, select “Exhibitor Directory Information”
- Scroll to the “Product Categories” section and click “Edit Information”
- Add the category you would like your product listed in for online product searches
- Be sure to save your work prior to closing out of the window

Add information about new products and technologies

- Within the Exhibitor Dashboard, select “Manage Your Online Listing”
- Choose “New Products and Technologies”
- On the following page, insert the name, description and upload the image of the product(s) you would like to showcase
- Click “Add New Product/Technology”

Upload show specials available to ISPA attendees

- Within the Exhibitor Dashboard, select “Manage Your Online Listing”
- Choose “Upload Your Show Specials”
- Select the category, insert the name and description, and upload the image for the special you would like to promote
- Click “Add” to add this to your listing

Share your show presence through social media

- Within the Exhibitor Dashboard, select “Manage Your Online Listing”
- On the following page, you will see links to your booth location and online showroom that can be shared on Facebook, Twitter and LinkedIn
- Simply copy and paste in the desired social media page and publish

Upload your company logo for online listing

- Within the Exhibitor Dashboard, select “Manage Your Online Listing”
- Choose “Upload Advertising Content”
- Select “Upload Company Logo & Showcase”
- Click the “Upload Logo” box to include your company logo

Set appointment scheduling for attendees to book appointments

- Within the Exhibitor Dashboard, select the “Attendee Scheduling tool” at the bottom left of your homepage
- Select Attendee Scheduling again to set up time slots for attendees
- Choose a day to add it to your schedule
- Select the number and duration of appointments you would like to offer and submit
- Update your email settings, to add up to five people to receive alerts when an appointment is booked
- When appointments are scheduled, you can assign a team member to that particular meeting, and export all of this information to Excel
- Promote your appointments on social media and link attendees directly to your online showroom to view available time slots

Attendees will see open exhibitor time slots and be able to select an appointment time when they click on your company name to view more information. They will also be able to view exhibitors that are offering meetings in their ISPA planner.