

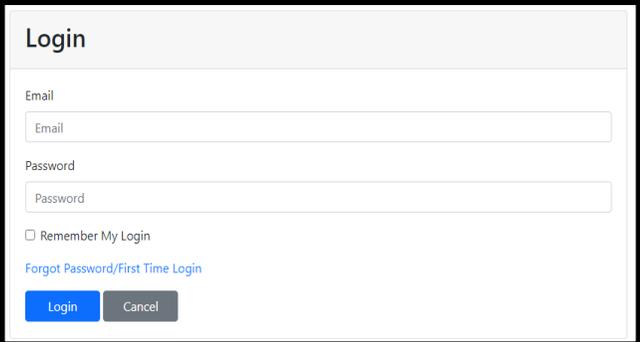
METALCON

Welcome to the METALCON Event Portal!

Here's how to login and update your exhibitor information and profile.

STEP 1: LOGIN

1. Go to the [Event Portal](#).
2. Click the **Login** button
3. Enter the **Primary Contact's** email address.
4. Enter the designated password provided to you on your Exhibitor Confirmation Letter.



The screenshot shows a login form titled "Login". It contains two input fields: "Email" and "Password". Below the "Password" field is a checkbox labeled "Remember My Login". At the bottom left of the form is a blue "Login" button, and at the bottom right is a grey "Cancel" button. A link labeled "Forgot Password/First Time Login" is located below the "Remember My Login" checkbox.

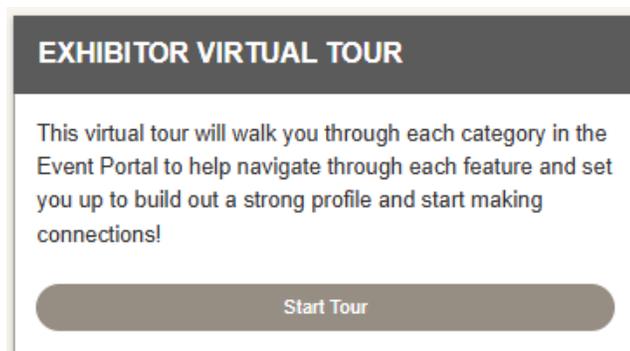
****If you are unable to find/access your password:**

- Contact Amanda Carlow at amanda@metalcon.com

OR

- Select "Forgot Password/First Time Login" and enter the email address of your company's primary contact. The primary contact will receive an email with a link to reset their password. Click the link and follow the instructions. Once the password has been reset, you can then login with the email and new password created.

Once you have successfully logged into the Event Portal, you can access the "**Exhibitor Tour**" button on the dashboard to see a walk through and description of the different functionalities.



STEP 2: UPDATE YOUR COMPANY'S PROFILE

Once you are logged in, select "Edit My Organization Profile".



Add your company photos: Click on the three dots on the top right of the cover photo and click on Add Photo, Add Cover Photo, and Add Featured Photo.



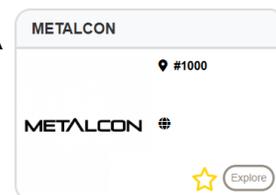
PHOTO:

Add your company logo 360 wide x 360 high px (png or jpeg format)

COVER PHOTO:

Add a lifestyle or product image 1440 wide x 360 high px (png or jpeg format)

FEATURED PHOTO: Add your featured image (only appears in the exhibitor directory) 300 wide X 300 high px



STEP 3: UPDATE YOUR COMPANY'S ABOUT/CONTACT SECTION

Click **About** and then click the **edit** button. Fill in the information accordingly

DASHBOARD MARKETPLACE MATCHMAKING EXHIBITOR DIRECTORY MEETINGS EXPO HALL Amanda

METALCON
Booth #1000

| | | |
|---------|------------|--|
| About | Name | METALCON |
| Contact | What We Do | METALCON is where contractors, architects, developers, owners, fabricators, manufacturers, suppliers and distributors from 45+ countries gather to explore the latest products, solutions, opportunities and innovations related to the use of metal in design and construction. The conveniently combined tradeshow floor, education learning centers and demo areas make it easy to discover the innovations to make your business more competitive, efficient and profitable. https://www.metalcon.com |
| | Website | https://www.metalcon.com |

[Edit]

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 visit your booth on site.
- **Website:** Add your company website URL. This will assist the attendee in navigating to your website for a visual of your products and services.
- **Product Categories:** Select up to 8 relevant Product Categories, as this will ensure your company is listed in these sections of the online exhibitor directory and in the show app.

About

Contact

| | |
|------------|---|
| Name | METALCON |
| What We Do | METALCON is where contractors, architects, developers, owners, fabricators, manufacturers, suppliers and distributors from 45+ countries gather to explore the latest products, solutions, opportunities and innovations related to the use of metal in design and construction. The conveniently combined tradeshow floor, education learning centers and demo areas make it easy to discover the innovations to make your business more competitive, efficient and profitable. |
| Website | https://www.metalcon.com |

[Edit]

Click **Contact** and then click on the **edit** button. Fill in the information accordingly.

About

Contact

| | |
|------------------------------|---|
| Phone | 857-255-3342 |
| Facebook | https://www.facebook.com/PSMJMETALCON |
| Instagram | https://www.instagram.com/metalcon/ |
| LinkedIn | https://www.linkedin.com/company/metalcon-tradeshow |
| Twitter | https://twitter.com/metalcon |
| Primary Contact Name | Amanda Carlow |
| Primary Contact Email | amanda@metalcon.com |
| Primary Contact Phone Number | 857-255-3342 |
| Primary Contact Job Title | Marketing Coordinator |

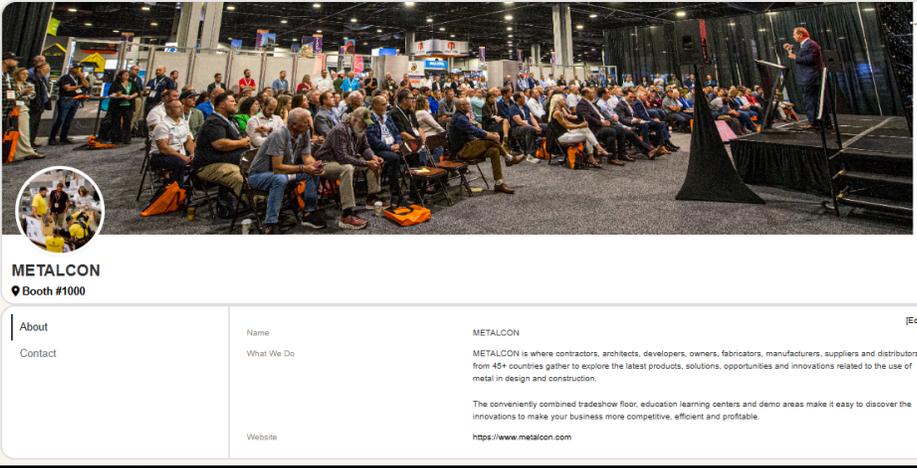
[Edit]

STEP 4: PROMOTE YOUR PRODUCTS to be feature in our year-round marketplace and have a chance to win a top product award at the event.

- Click **Add Listing** and fill in the **Title, Product Description, Launch Date and Category** the product falls under and click **Save**. Once your products have been uploaded, they can be found in the Marketplace and on your Company Profile.
 - Please note, if you're product was brought to market **after January 1st, 2024**, it will automatically be nominated into the Top Product Awards.

STEP 5: ADD PRESS RELEASES, SHOW SPECIALS AND VIDEOS

- To **Add Press Releases**:
 - Click **Add Listing** and fill in the **Title, Description**, and under **Learn More** add your **link** to the **Press Release** and then click **SAVE**.
- To **Add Show Specials**:
 - Click **Add Listing** and fill in the **Title, Description**, and under **Learn More** add your **link** to the **Show Special** and then click **SAVE**.
- To **Add Videos**:
 - Click **Add Listing** and fill in the **Title, Description**, and **Add Video URL** and then click **SAVE**.



The screenshot displays the METALCON company profile page. At the top, there is a large photograph of a busy trade show booth with many people. Below the photo, the company name 'METALCON' and 'Booth #1000' are listed. The profile is divided into sections: 'About' (with a 'Contact' link), 'Name' (METALCON), 'What We Do' (describing the company's role in metal design and construction), and 'Website' (https://www.metalcon.com). At the bottom of the profile, there are four distinct buttons, each with an 'Add Listing' icon and text: 'Press Releases' (2 more listings to add), 'Products' (Click below to add a new listings!), 'Show Specials' (4 more listings to add!), and 'Videos' (Click below to add a new listings!).

**Congratulations,
your profile set up is complete!**
