

## Creating Your Listing on the Show Website

As an exhibitor in the show, one of your benefits is the ability to create your own “mini web site.” These individual sites are designed to let visitors to the site know what you’ll be offering at the show. It also gives you the opportunity to create a coupon for your company that can be printed and brought to your exhibit.

This web page is simple to create and can include your logo, photographs, any copy you would like to include, and a link to your website. And best of all, it’s included in the cost of your exhibit.

**Step 1:** Once you are approved as an exhibitor you will receive an email from the manager of the specific show you have entered. **This email will contain a link to the exhibitor login page and will include your default username and password.**

*\*Please note that some spam filters may block this email, so please make sure this email address is accepted.*

**Step 2:** Go to this link: <http://southernshows.com/exhibitor>

**Step 3:** Fill in your username and password, and you will be sent to your Exhibitor Manager Page.

**Step 4:** Start setting up your page! In the upper left corner of your Manager Page is a section called **Your Admin Tools** with links that will look like this:

[Edit General Information](#) |

[View/Edit Web Page](#) |

[Add/Edit Users](#) |

[Help](#)

General Info lets you edit your email address, contact information, and username and password

Allows you to edit your company description, company logo, and website address

Allows you to upload images of various products you offer

Our unique coupon feature allows you to upload your coupon for guests to print and bring to the show

The Users option allows you to assign specific users to edit your pages

### Some things to note about your website:

- The website you create will be linked to your listing for each Southern Show Inc. event you participate in. If you’re in more than one show, you’ll want to make sure it’s appropriate for all shows, or change it before each event.
- The website you create and any coupons will remain unchanged until you change it. It will link to your on-line exhibitor listing each time you participate in a Southern Shows Inc. event.
- Once you have created your web site it is always available to you, even though your company name may not yet be posted on the show site.
- Please check your coupons often to update and proof to ensure accuracy. Southern Shows Inc. is not responsible for updating exhibitor coupons.

You can login and make changes as often as you like. If you have any questions, please contact Rochelle Tackett at [RTackett@southernshows.com](mailto:RTackett@southernshows.com) or 800-849-0248, ext. 111