ExhibitorPro Login Guide - *Exhibitor*

As exhibitors begin preparing for the event, they will be encouraged to fully leverage ExhibitorPro to streamline all aspects of their exhibiting experience. Early in their planning process, they will receive a detailed email outlining the steps below, designed to guide them in accessing and navigating the platform efficiently.

First-Time Login Instructions

If a user is accessing ExhibitorPro for the first time and is listed as an assigned exhibitor for your event—meaning they are included in the exhibitor data provided to Shepard by show management—they must reset their password before accessing the platform. To do so, these exhibitors will be given the following steps:

1) Go to ExhibitorPro's main login page.

2) Click 'Reset Password' and enter your email.

3) Check your email for a reset password link from ExhibitorPro.

4) Click the link and follow the prompts to create a new password.

5) Return to the login page and log in using your email and new password.

6) After logging in, you'll see a list of all active events associated with your account. Simply select the event you wish to access, and its unique Event Portal will open.

Important: An exhibitor's email address is used to link them to their Event Portal in ExhibitorPro. In the instance an exhibitor's email is not included in the full exhibitor list provided by show management, they will be prompted to create an account on ExhibitorPro and request access to their event. Our team will then manually grant them access to their Event Portal, ensuring they can continue preparing for their exhibit.

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Important: If a user is exhibiting on multiple Shepard events simultaneously, they can easily access all events tied to their account by using the 'Switch Event' button in ExhibitorPro. This allows exhibitors to seamlessly continue preparations for each event.