

CLUB INDUSTRY SHOW

October 4-6, 2017 Hilton Chicago



SPECIFICATIONS & LOGISTICS: Featured Digital Listing

Featured Digital Listing includes all basic listing information, an additional 1,000 character online profile, plus your company logo, 2 press releases (posted on the website) and 2 additional show specials.

All of the following sites will be found in the [Exhibitor Console](#).

Edit Booth Info

1. Select "Edit Booth Info" from the Exhibitor Console.
2. Verify the company contact information is correct. This is the information that the attendee will see on the website and the app.
3. To upload your company logo, click on "Choose File", find your company logo on your hard drive and click "open" to upload the file. Your logo will be shown on the Exhibitor List along with your company information. (gif, jpeg or png, less than 30KB and not exceeding 250 W x 120 H pixels)
4. Enter your 1,000 character (including spaces) company profile in the online profile field.
5. Enter your 250 character (including spaces) product/brand description in the Brands section.
6. Please click on "SAVE" at the end of the page even if you have not added or changed any of the information on the screen. This will confirm that you have reviewed that all of the information is current and accurate from last year.

Manage Press Releases

1. Select "Manage Press Releases" from the Exhibitor Console.
2. Enter your title in the "Title" field.
3. Enter your Press Release copy in the "Body" field.
4. Click on "Add Press Release" and your Press Release will immediately become available on the website. You will be permitted to enter two Press Releases.

Show Specials

1. Select "Show Specials" from the Exhibitor Console.
2. Enter the title of your show special in the "Title" field.
3. Enter the details of your show special in the "Body" field.
4. Click on "Add New Show Special" to save the new show special. Show specials will immediately become available and live on the website. You will be permitted to enter a total of five show specials.

Preview Your Listing

1. You can preview your listing from any page on the Exhibitor Console by clicking on the small "TV" icon located next to your booth number.
2. **If it seems that nothing is working or happening after you click Save, please check the space directly above the input form for any error messages in red text that you may have received.**

To take full advantage and receive the maximum exposure this opportunity has to offer, please upload your Featured Digital Listing Information as soon as possible.

Questions? Contact us.
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