

## SPECIFICATIONS & LOGISTICS: Featured Digital Listing

A Featured Digital Listing includes all complementary exhibitor listing information plus:

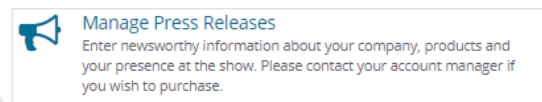
- Special Designation as a featured company on the [Natural Products Expo West digital exhibitor list](#), pre, during and post Natural Products Expo West.
- Additional 1,000 character count in Exhibitor's company profile.
- Ability to upload company logo.
- 3 Press releases.
- "Featured" icon on the ExpoWest.com digital exhibitor list.
- "Featured" icon on the ExpoWest.com digital floorplan.

To begin utilizing your Featured Digital Listing, login to the [Exhibitor Console](#) and select the following buttons:



**"Edit Booth Info"** to enter basic information about your company, 1,000-character profile, & company logo:

1. Select "Edit Booth Info" from the Exhibitor Console.
2. Verify that your booth information is correct, including the company contact information. This is the information that attendees will see on the website under "Exhibitor List".
3. To upload your company logo or image, click on "Choose File," find your company logo or image on your hard drive and click "open" to upload the file. Your logo will be shown in your exhibitor listing along with your company information.
  - a. 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 "Print Profile" field.
5. **Select "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 all the information and it is current and accurate.



**"Manage Press Releases"** (enter up to 3):

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 become available on the website. You will be allowed to enter three Press Releases.

To take full advantage and receive the maximum exposure this marketing opportunity has to offer, please upload your company information as soon as possible. If you have any questions, please feel free to contact the Exhibit Sales & Client Services Team.

Questions? Contact us!  
Client Service Specialist  
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