

Show Dates:
Oct 23-27, 2023

Expo Hall:
Oct 25 & 26, 2023

Mandalay Bay,
Las Vegas, NV

PLEASE NOTE: The password you previously used to sign into your account will no longer give you access. See the directions below on creating a new password to log in.

Exhibitor Hub Guide

How to activate your account

To login for the first time and [activate your account](#), select login at the top righthand corner of your page. When the login screen has loaded, you will need to select "forgot password" and enter your email into the promoted box.

Once completed, you will receive an email link to the provided email which will allow you to securely set your own password. Be patient as it can take several minutes for you to receive your link.

*Please keep in mind that you will need to use the same email to set a password that you used when you registered for SupplySide West 2023. *



Update company information

To update your company description and contact information go to your exhibitor hub.

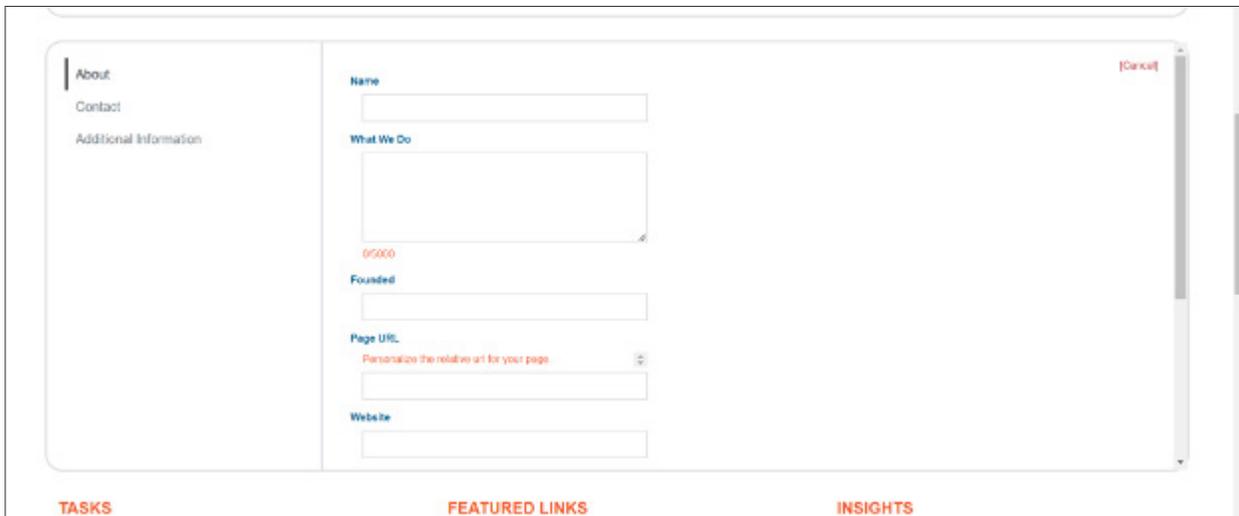
Click edit.

This will allow you to update your company description, contact information, and categories.

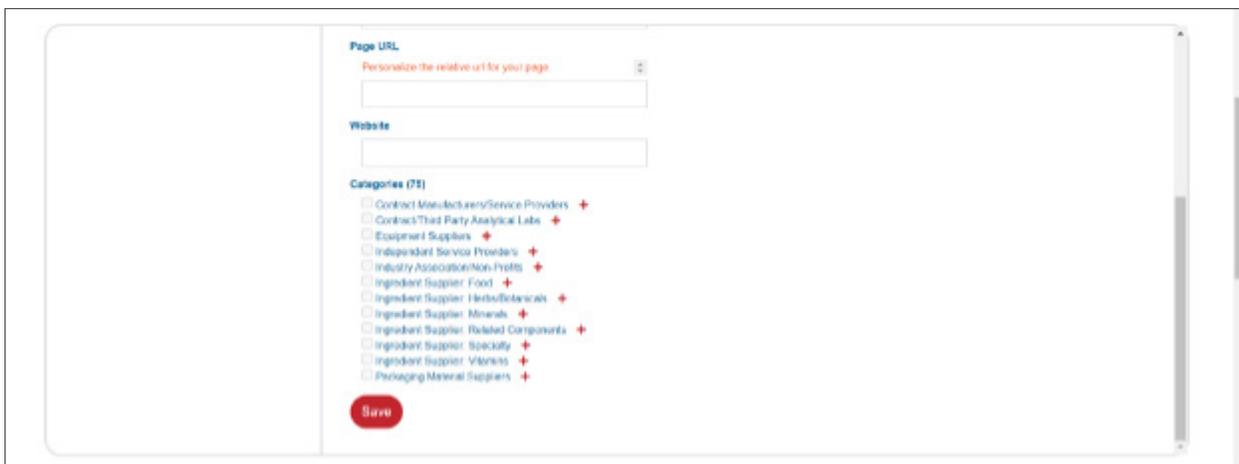
Don't forget to hit save at the bottom of the page.



A screenshot of a web interface showing a sidebar on the left with three menu items: 'About', 'Contact', and 'Additional Information'. The main content area on the right has two fields: 'Name' and 'Website'. A red box highlights an '(Edit)' button in the top right corner of the main content area.



A screenshot of the 'Edit' form. The sidebar on the left is the same as in the previous screenshot. The main content area contains several input fields: 'Name', 'What We Do' (a larger text area), 'Founded', 'Page URL' (with a dropdown menu for 'Personalize the relative url for your page'), and 'Website'. A red '(Cancel)' button is in the top right. At the bottom of the page, there are three red labels: 'TASKS', 'FEATURED LINKS', and 'INSIGHTS'.



A screenshot of the bottom portion of the 'Edit' form. It shows the 'Page URL' and 'Website' fields. Below them is a section titled 'Categories (75)' with a list of checkboxes and category names, each followed by a red plus sign: 'Contract Manufacturers/Service Providers', 'Contract/Third Party Analytical Labs', 'Equipment Suppliers', 'Independent Service Providers', 'Industry Association/Non-Profits', 'Ingredient Supplier - Food', 'Ingredient Supplier - Herbs/Botanicals', 'Ingredient Supplier - Minerals', 'Ingredient Supplier - Related Components', 'Ingredient Supplier - Specialty', 'Ingredient Supplier - Vitamins', and 'Packaging Material Suppliers'. A red 'Save' button is located at the bottom left of this section.

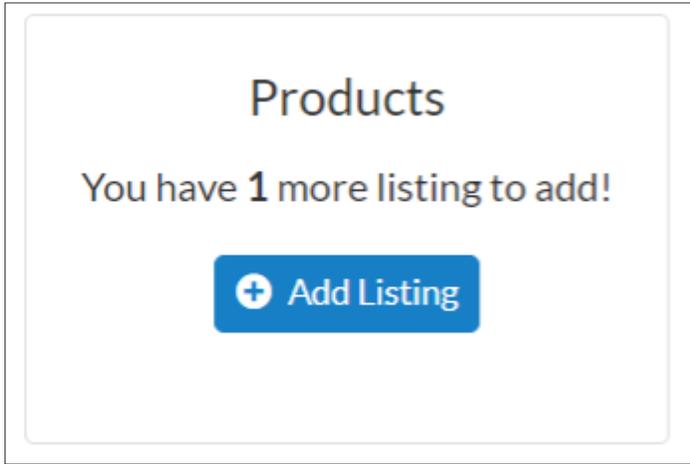
Add products

To add products to your page, click into your hub and scroll down until you find the option to add products.

Click on the plus sign to add products.

This will allow you to input a title, description, image, and link to purchase.

Don't forget to save your work.



ADD LISTING IN PRODUCTS

Title*

Rich Text Product Description

Edit allows you to embed images, links, etc.

Rich text editor toolbar with options for font, size, bold, italic, underline, strikethrough, and format. The text area is empty. Characters: 0/2000

Buy Now

Save

View account statement and make payments

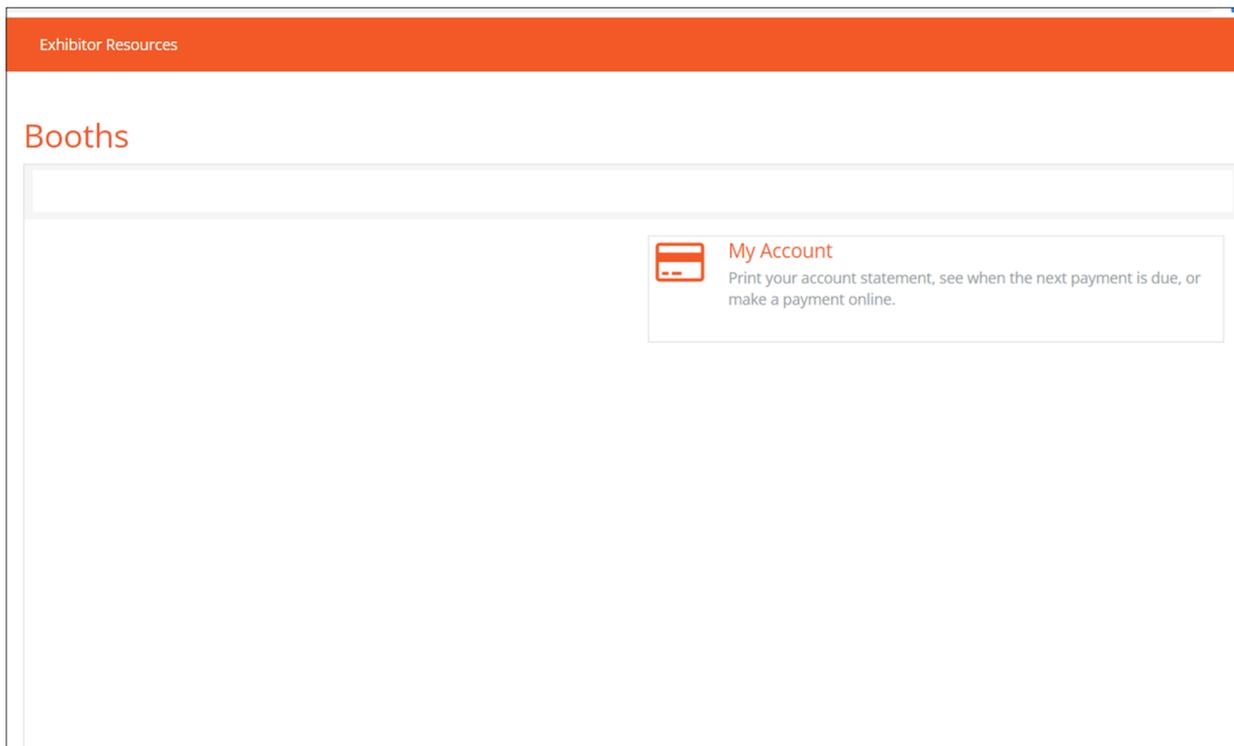
To view your account statement or make a payment you will need to follow the link at the top of your hub.

Once redirected, you will see "My Account."

Click on that and you will be taken to your payments and account page.



The screenshot shows the top navigation bar of the SupplySide West 2023 Exhibitor Hub. On the left, there are logos for SupplySide WEST, KSM-EG Ashwagandha, and Fi North America. In the center, a countdown timer displays 140 DAYS, 10 HRS, 17 MINS, and 21 SECS. On the right, the event dates are listed as October 23 to October 27, 2023, at the Mandalay Bay Las Vegas. Below the logos, there are navigation links: SCHEDULE, VISITOR HUB, EXHIBITOR HUB (highlighted in red), and REGISTER. A notification bell and search icon are on the far right. Below the navigation bar, there is a breadcrumb trail "Exhibitor Dir... /" and a "View Organizations" button. A pink banner contains the text "To see account statement and payments" followed by a "Click Here" link, which is highlighted with a red square.



The screenshot shows the "Exhibitor Resources" page. The page has an orange header with the text "Exhibitor Resources". Below the header, the word "Booths" is displayed in orange. A large white rectangular area is mostly empty. In the bottom right corner of this area, there is a "My Account" section. It features a red icon of a document with a minus sign, the text "My Account", and a subtext: "Print your account statement, see when the next payment is due, or make a payment online."

Still having trouble?

Contact Client Services [here](#).