

Exhibitor Instructions for Establishing and Updating Your Online Exhibitor Profile (OEP)

The MANTS Online Exhibitor Profile (OEP) has two purposes:

1. To allow exhibitors to update your contact information at any time.

When you have a demographic change, i.e. contact person or phone number has changed, log on to your profile and make these changes. Any contact information can be changed in real time by you, with the exception of a company name. Company name changes must be initiated by show management. You can also log on and retrieve your booth number, if you've forgotten it.

2. To add detail to how your company is viewed when attendees use the interactive floor plan to search for exhibitors, products, and services desired.

Currently MANTS offers exhibitors the opportunity to select from a list of generic products and services. With the OEP, you can add a detailed paragraph description about your company. Keywords from your detailed description will be linked to attendee searches for specific products and services.

To access your OEP:

1. Log on to the MANTS website, www.mants.com
2. Go to the Exhibitor tab.
3. Select the box containing the link that says "Update Exhibitor Profile 24-7"
4. Once on the profile page you will see a menu bar on the left side of the screen and an alphabetical exhibitor list in the center of the page.
5. Select the "Profile Editor" link in the top left hand corner of the page.
6. Log on with your user name (e-mail address) and password. (If you forget or lose your logon information, select the options at the bottom of the page to have this information re-emailed to you. Our office does not have your password, so you will need to have it e-mailed to yourself.)
7. **Check the box in front of "Edit account after logon."** Then click on "Sign in to Account." On the next screen, review all of your contact information and make any changes or corrections necessary. (If you have a change to your company name, contact MANTS show management at 410-296-6959).
 - a. YOU WILL want to go in and add your website address if it is not already listed. (make sure to include the "www.", so a hyperlink will be established)
 - b. YOU MAY want to go in and upload your logo in the "Account Photo" option. In order to be properly viewed, logos must be 466 pixels wide by 266 pixels high.
 - c. Once you have finished on this page, select "Save Changes and Continue to Edit." By doing so, you will be taken to the page that allows you to add more detail to your profile

Return to this page, as often as you need throughout the year to update your contact information.
(continued on reverse)

Once you have reviewed and or made changes to your company information, you will be taken to the next screen titled “Exhibitor Profile Editor.” Through this portal you will control the information that attendees can view about your company.

8. Once on the “Exhibitor Profile Editor” page, you may:
 - a. Click on your exhibitor name, listed in the pale blue bar in the middle of the page.
 - b. The next screen to be viewed allows you to enter a more descriptive note about your company and the products and services you offer. Keyword searches performed by attendees will pick up words you use in your product and service description. This is your opportunity to differentiate yourself. For example, instead of being “just” a “Grower”, you have the opportunity to more specific about what types of plants you grow. You have 1,000 characters to complete your notes. You may type it directly into the notes box provided on the screen or copy and paste in from a Word document.
 - c. You may also select up to eight product/services to display, from our pre-determined list of exhibitor products and services. If you have something other than is on this list, select “Other Product or Service.” Then e-mail us what your other product or service is. Show management will create Other Product and Service categories to be displayed in our printed floor plan book. Show management reserves the right to modify how exhibitors define their other products and services to enable grouping of exhibitors in the printed Floor Plan Book. Your “other” option will not appear online.
If an option appears to download photos or images on this page, just disregard, as the photos will not appear to the public anywhere.
 - d. When you have finished with this page, select “Save Profile.”

You can then preview your profile page, by selecting the “View my Profile” link at the top of the page under the “General Information” header.

Depending upon when you access the OEP, the dates may still read for MANTS 2018. The MANTS 2019 Floor Plan will be updated and online by early September 2018, but you may update your profile and contact information at any time.

If you have any questions or issues using the online exhibitor profile (OEP), please let the MANTS office know and we will help you out. If you have a question, it is best to call us at 410-296-6959, rather than e-mail. A “real” conversation will probably offer a faster resolution to your question.

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