

HOW TO Create your Profile!

- 1** Login to your Exhibitor Admin homepage at www.bmse.net (top right hand corner of website).
- 2** **Select a lecture time** (optional) by clicking on “Exhibitor Booths” > “Select Lecture” > then choose an available time from the drop down box.
- 3** Fill in text for your **Lecture Title, Lecture Description** (Brief & Written in 3rd Person), **Default Booth Short & Long Description, Website URL & Facebook URL.**
- 4** Add **required** high resolution photos and company logo. Below are the specs for each box:
 - First box is **110x120 pixels** - 72 resolution
 - Second box is **300x300 pixels** - 300 resolution
 - Third box takes a larger file which **doesn't need resizing** (Original File)
 - **Company Logo: 155x60 pixels** - 72 resolution
- 5** Once you are finished editing, **click save** and your information will appear on the website for the public to see. **(Your address or phone number will not appear on the website).**
- 6** Your exhibitor admin homepage is a **great marketing tool for you** and gives you the greatest opportunity for success at our shows. It also provides the public with a way to **reach you even before the expo happens.**