

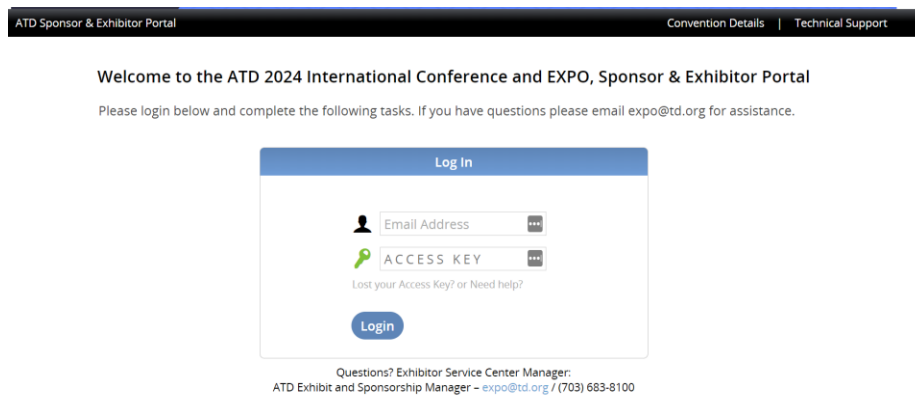


EXHIBITOR & SPONSOR PORTAL INSTRUCTIONS

ATD has partnered with Cadmium to provide attendees with an interactive floor plan and online planner to assist them with researching exhibitors and planning their time at ATD24.

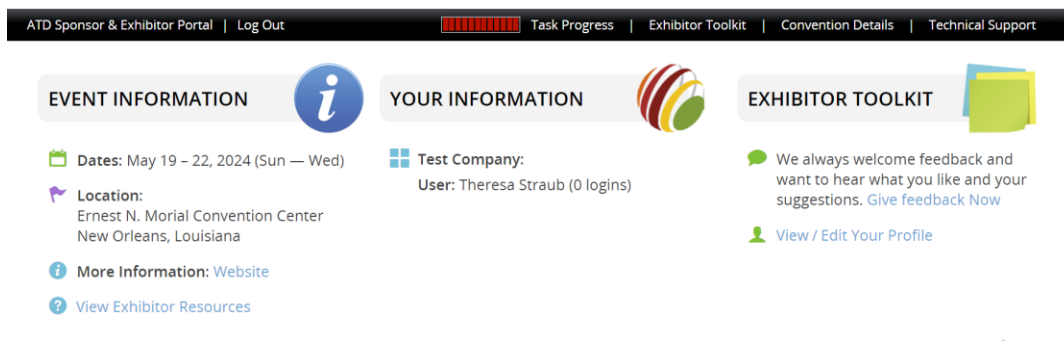
Exhibitors and sponsors will use the Exhibitor & Sponsor Portal to manage their online listing and to complete tasks associated with exhibiting and sponsoring at ATD24.

Go to the [ATD24 Exhibitor & Sponsor Portal](#) and log in with the credentials provided in your welcome email.



Each organization can have one administrator that will have access to log into the portal. The administrator can have an assistant who can be copied on all email communication and will be able to use the login information to access the portal.

Once logged in, there will be a section across the top of the page with information about the event, your organization, and the Exhibitor Toolkit.



Below this section will be a list of tasks to complete. The tasks that need to be completed will have a red X next to them. Once the task has been completed, the red X will be replaced by a green checkmark. Please take note of the deadlines associated with each task. Tasks are dependent on your exhibit/sponsorship level and may look different than the sample below.

TASKS (you have 12 tasks left to complete out of a total 12 assigned tasks)

-  [Enter Your Company Details](#) (task is due 2/2/2024)
-  [Edit Your Booth Admin Profile](#) (task is due 2/2/2024)
-  [Upload Your Company Logo](#) (task is due 2/2/2024)
-  [Upload Print Ready Logos](#) (task is due 2/2/2024)
-  [Show Specials and Prize Drawings](#) (task is due 2/2/2024)
-  [Submit Group Housing Request](#) (task is due 3/8/2024)
-  [Exhibitor Appointed Contractor \(EAC\) Information](#) (task is due 4/8/2024)
-  [Certificate of Insurance Upload](#) (task is due 4/8/2024)
-  [Freeman Advance Ordering Deadline \(Prices increase on April 22\)](#) (task is due 4/19/2024)
-  [Book Housing](#) (task is due 4/26/2024)
-  [Register Exhibitor Staff](#) (task is due 5/3/2024)
-  [Secure Your Pre-Show Attendee Mailing using a Third-Party Mail House.](#) (task is due 5/3/2024)