

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 ATD25.

Exhibitors and sponsors will use the Exhibitor & Sponsor Portal to manage their online listing and to complete tasks associated with exhibiting and sponsoring at ATD25.

Go to the [ATD25 Exhibitor & Sponsor Portal](#) and log in with the credentials provided in your welcome email.



Welcome to the ATD25 Exhibitor & Sponsor Portal

Please login below and complete the following tasks. If you have questions please email expo@td.org for assistance.

Questions? Exhibitor Service Center Manager:
ATD Exhibit and Sponsorship Manager – expo@td.org / (703) 683-8100

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.

Emails from ATD with updates about ATD25 deadlines and deliverables will come from the expo@td.org email address. Please make sure to mark this as a safe sender so you do not miss any important details.

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.

EVENT INFORMATION



- Dates:** May 18 - 21, 2025 (Sun — Wed)
- Location:**
Walter E. Washington Convention Center
Washington DC, District of Columbia
- More Information:** [Website](#)
- [View Exhibitor Resources](#)

YOUR INFORMATION



- Test Platinum:**
User: Theresa Straub (0 logins)

EXHIBITOR TOOLKIT



- We always welcome feedback and want to hear what you like and your suggestions. [Give feedback Now](#)
- [View / Edit Your Profile](#)

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 40 tasks left to complete out of a total 40 assigned tasks)



- [Upload Company Logo for use in Keynote Announcements](#) (task is due 1/10/2025)
- [Edit Your Booth Admin Profile](#) (task is due 2/7/2025)
- [Enter Your Company Details](#) (task is due 2/7/2025)
- [Upload Your Company Logo](#) (task is due 2/7/2025)
- [Upload Print Ready Logos](#) (task is due 2/7/2025)
- [Submit Solution Session Description and Speaker Information for Review and Approval](#) (task is due 3/14/2025)
- [Premium Brand Upgrade: Upload a Brochure \(PDF\)](#) (task is due 3/21/2025)

You will receive email reminders from ATD prior to any major deadlines. If you have questions about any of the tasks in your list, please email us at expo@td.org.