



Log in to the Exhibitor Resource Center Complete Your Exhibitor Directory Profile

The Exhibitor Resource Center is open. We request that you follow the outlined steps below for logging in and successfully setting up your Exhibitor Directory Profile. Your listing information will be used online and in the printed directory. **The deadline to be included in the printed directory is Friday, September 25, 2026.**

LOGGING IN TO THE EXHIBITOR RESOURCE CENTER FOR THE FIRST TIME

1. Go to <https://ash2026.myexpoonline.com/exhibitorresourcecenter>

2. Click the “Exhibitor Login” button on the top right of the page.

A screenshot of a login form titled "Login". It has two input fields: "Email" and "Password". Below the password field is a checkbox labeled "Remember My Login". At the bottom, there are two buttons: "Login" (blue) and "Cancel" (grey). There is also a link "Forgot Password/First Time Login" below the password field.

3. Enter your email and click “**Forgot Password/First Time Login**” You must enter your Booth Contact email address. An email will be sent, and you will need to create a password. If you are not the Booth Contact, you will not have access to create an account.

4. Enter your email address in the new window and click “**Submit.**”

A screenshot of a form titled "Forgot Password/First Time Login". It has a single input field for "Email". Below the field are two buttons: "Submit" (blue) and "Cancel" (grey).

5. You will receive an automated email from “Events IdP <noreply@personifyauth.com>” with the subject line “Reset Your Password.” Be sure to check your junk folder if you do not see the email. Click the link in the email to be sent to a page to create your password.

A screenshot of an email titled "Reset Your Password". The header shows "Events IdP <noreply@personifyauth.com>" and "To: [redacted]". The body of the email says "Hi," followed by "We've received a request to reset the password for your account associated with [redacted]". It then says "You can reset your password by [clicking here](#)". At the bottom, it says "-- The Events Team" and includes the SPARGO logo with the tagline "TECHNOLOGY AND TALENT YOUR EVENTS NEED".

6. Create your password and click “**Submit.**”

A screenshot of a form titled "Reset Password". It has two input fields: "Password" and "Confirm Password". Below the fields is a blue "Submit" button.

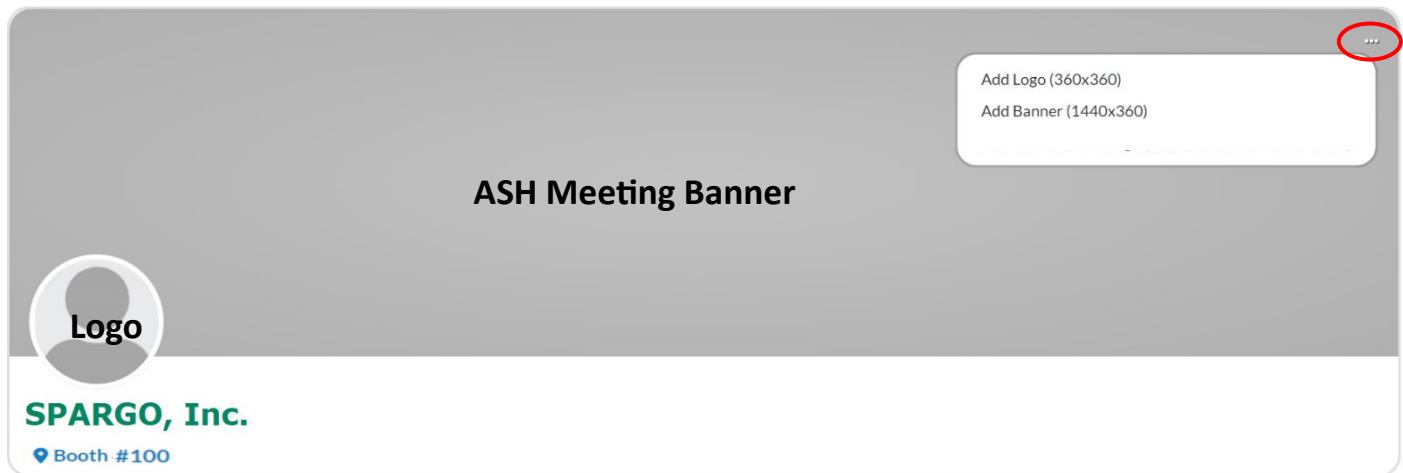
7. Return to the login page at <https://ash2026.myexpoonline.com/exhibitorresourcecenter> and log in with your email and password.

ADD COMPANY INFORMATION ON THE EXHIBITOR DIRECTORY LISTING PAGE

1. Once logged in to the Exhibitor Resource Center, you will land on the **DASHBOARD** page. Click the “**Complete Your Exhibitor Directory Listing**” button.

2. Add a corporate or product logo. Click the three dots in the top right corner of the banner and click “Add Logo”.

- Corporate or Product Logo Specifications:
 - 360px wide x 360px high
 - png or jpg files only



3. In the **About** section, you will add your description (max 500 characters including spaces and punctuation) and website URL, and product categories. Click “Edit” in the right corner to add your information.

<div>About</div> <div>Company Information</div>	<div>Name</div> <div>SPARGO, Inc.</div> <div>Website</div> <div>http://www.none.com</div>	<div>[Edit]</div>
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4. In the **Company Information** section you will add your address (only city, state, and country will appear on your profile) and social media URLs. Click “Edit” in the right corner to add your information.

<div>About</div> <div>Company Information</div>	<div>[Edit]</div>
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5.

