# Your Exhibitor Hub Cheat Sheet

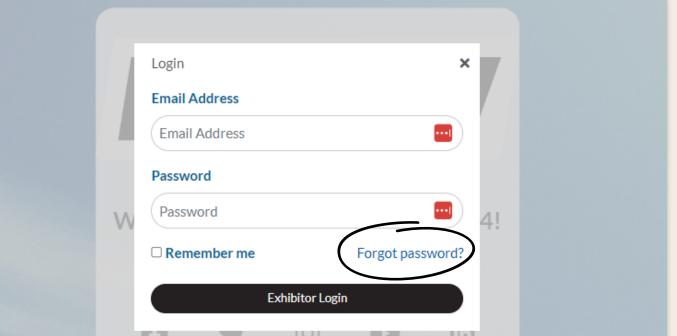
Think of the Exhibitor Hub as the place where all of your business with NY NOW lives. On a regular basis, you'll use this Hub to view invoices, make payments, and manage your contract. Closer to market, you'll submit your insurance, register your staff, review our Exhibitor Services Manual, and more.



NYNOW

## 1 Log In

- 1. Go to winter24.smallworldlabs.com
- 2. Click the Login button
- 3. Click Forgot Password? -
- 4. A new window will open, where you'll enter your



email address to reset your password.

#### NOTE: YOU MUST ENTER THE SAME EMAIL ADDRESS USED IN YOUR NY NOW CONTRACT.

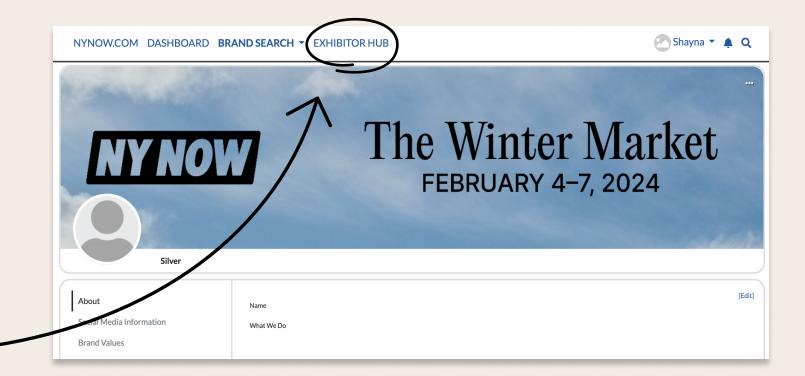
- You will receive an automated email from admin@smallworldlabs.com with a link to reset your password – follow those instructions.
- 6. Return to <u>winter24.smallworldlabs.com</u> and log in with your email and new password.

## 2 Access All NY NOW Business-Related Items

Once you've successfully logged in, click **EXHIBITOR HUB** in the top navigation bar. All of the below items and more are now easily accessible in one place:

- a. Access invoices
- b. Make payments
- c. Manage your contract
- d. Submit your insurance
- e. Register your staff
- f. Purchase sponsorship opportunities

Forgot passwoi	rd?	
	password or need to set a password, you can use thi	s form to reset or
set it. You will receive an e	mail with instructions.	
Email Address		
Email Address		
	2	
I'm not a robot	reCAPTCHA	



TASKS		FEATURED LINKS
O Insurance		Exhibitor Badge Registration Order your staff badges today!
O Primary EAC		Exhibitor Service Manual Kit
O Chair Form		EXTIDITED Set VICE Manual NL Order Products & Services for your booth and more!
O Helium Balloon Request O Wastebasket Request		Enhance Your Exposure 68% of buyers say exhibitor pre-show marketing has a direct impact on their decision to attend tradeshows. Get the exposure you need to stand out to buyers. There are affordable options to fit every budget. Buyers are influenced by the marketing they see from exhibitors, generating interest in your products in advance of the show and driving traffic
O Exhibitor Registration	~	Free Marketing Opportunities Submissions If you'd like your product images to be considered for use in our marketing collateral, and/or featured on NY NOW
O Hotel Information	~	social media platforms places complete this form, submit your images, and acknowledge the release. Editorial images are preferred for social media.

#### g. Review the Exhibitor Services Manual

#### CONTACT US

#### support@nynow.com



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### Winter Market

#### FEBRUARY 4–7, 2024