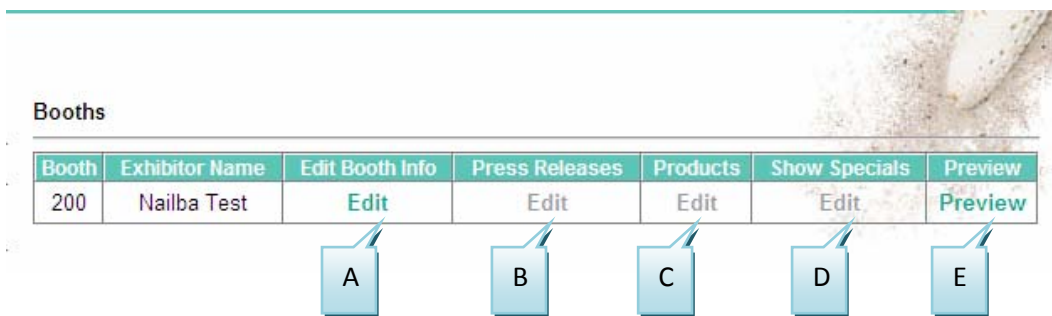


NAILBA

How to set up your Online Booth Profile Instruction Guide

- 1) Visit <http://s36.a2zinc.net/clients/nailba/annual09/public/enter.aspx>
- 2) Select Exhibitor Login
- 3) Enter your Password to access your Exhibitor Console area
- 4) Once you are in the Exhibitor Console you can:
 - a. **Edit Booth Info** – this is what will be seen in your Online Booth, and what will be printed in the Exhibitor Guide Directory. Setting this up completely and correctly is “key” to getting the most exposure to potential buying attendees.
 - b. **Press Releases** – Add up to 10 press releases to promote your company and draw interest to your booth!
 - c. **Products** – Add up to 10 products that you plan to promote at your show to potential attending buyers!
 - d. **Show Specials** – Add up to 10 show specials to attract attending buyers who are looking for extra show savings!
 - e. **Preview** – Proof your Online Booth to see what your booth will look like from the attendees perspective.



The screenshot shows a table titled "Booths" with the following columns: Booth, Exhibitor Name, Edit Booth Info, Press Releases, Products, Show Specials, and Preview. The first row contains the data: 200, Nailba Test, Edit, Edit, Edit, Edit, and Preview. Below the table, five callout boxes labeled A through E are positioned under the "Edit" buttons in the "Edit Booth Info", "Press Releases", "Products", "Show Specials", and "Preview" columns respectively.

| Booth | Exhibitor Name | Edit Booth Info | Press Releases | Products | Show Specials | Preview |
|-------|----------------|-----------------|----------------|----------|---------------|---------|
| 200 | Nailba Test | Edit | Edit | Edit | Edit | Preview |

Scroll down to see how to use each feature!

Edit Booth Info

- 2) Edit or Preview an existing product listing
- 3) Add a new product listing

Booths

| Booth | Exhibitor Name | Edit Booth Info | Press Releases | Products | Show Specials | Preview |
|-------|----------------|-----------------|----------------|----------|---------------|---------|
| 200 | Nailba Test | Edit | Edit | Edit | Edit | Preview |

| Delete | Product Name | Edit | Preview |
|--------------------------|--------------|------|---------|
| <input type="checkbox"/> | Our Product | Edit | Preview |

Delete

Or, you may use the following form to add a new product to your booth.

Product Management

Product Name*

Product Description (max 255 characters)*

Paragraph Font Size Color Highlight

Show Specials – Add up to 10!

- 1) Click to Edit or Add show specials to your online booth
- 2) Edit or Preview an existing show special
- 3) Add a new show special

Booths

| Booth | Exhibitor Name | Edit Booth Info | Press Releases | Products | Show Specials | Preview |
|-------|----------------|-----------------|----------------|----------|---------------|---------|
| 200 | Nailba Test | Edit | Edit | Edit | Edit | Preview |

| Delete | Title | Edit |
|--------------------------|-----------------------------|------|
| <input type="checkbox"/> | Only Available at NAILBA 28 | Edit |

Delete

Use the form below to add a new show specials to your booth

Show Special Management

Title*

Paragraph Font Size Color Highlight

B I U ABC [List Icons] [Link Icons] [Image Icons] [Print ABC]

Symbols [Table Icon] [Checkmark Icon] [Save Icon]