

THE REUNION

A SOUVENIR, GIFT AND RESORT SHOW

Welcome to The Reunion Exhibitor Hub!
Here's how to update your profile information.

STEP 1

LOGIN

1. Go to <https://thereunion2026.smallworldlabs.com/>
2. Click the **Login** button
3. Enter your email address and click **Next**
4. Click the **Forgot Password/First Time Login** link
Note: This password is different from the password you have for accessing online payments, booth selection, etc. You must create a password for the Hub.
5. Check your email (check "junk" just in case) and follow the steps for creating your password
6. Once logged in, click the **Exhibitor Hub** link in the top left of your screen to take you to your profile and pre-show checklist

A screenshot of a dark navigation bar with the text 'THE REUNION' in white serif font at the top. Below it, in a smaller white sans-serif font, are the links 'EXHIBITOR HUB', 'EXHIBITOR DIRECTORY', and 'FLOOR P'. A large grey arrow points from the left towards the 'EXHIBITOR HUB' link.

THE REUNION

EXHIBITOR HUB EXHIBITOR DIRECTORY FLOOR P

STEP 2

UPDATE YOUR COMPANY'S PROFILE

It is **very important** for you to update your company information as this info is the only way The Reunion buyers can find your company in the printed show directory, app, and the online exhibitor directory.

From your **Exhibitor Hub** page, update as much of the information below that is available to you depending on your package level:

1. Add your banner and logo:

- Click on the 3 dots on the top right of the banner and click on Add Photo, Add Cover Photo (banner) and Add Featured Photo



2. Edit your **About** section:

- Beneath the company logo spot is your company name and booth number. Below that you will see **About**. Click **About** and then **[Edit]** to update the **What We Do** information with your company description.

HERE
Size:
256px X 256px

Company ABC
Booth 123

About
Contact
Product Categories &
Brands/Lines

Name Company ABC [Edit]

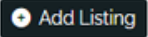
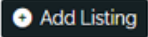
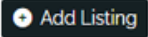
Make the following updates in each section:

- ▶ **About:** Enter your company description in the What We Do field.
- ▶ **Contact:** Enter the links to your social media accounts.
- ▶ **Product Categories & Brands/Lines:** Select your relevant Product Categories, as this will ensure your company is listed in these sections of the printed show directory and when buyers search the online exhibitor listing. If you rep multiple lines, enter the brand names that you'll have in your booth here as well.

 Important: Click Save after updating each section.

3. Add Press Releases, Products, Show Specials, and Videos

Depending on your package level, you have the ability to add Videos, Products, Press Releases, and/or Show Specials that will be displayed on your Company Profile.

Press Releases You have 3 more listings to add! 	Products You have 3 more listings to add! 	Show Specials You have 3 more listings to add! 
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You're done! Attendees can now find you in the printed show directory, app, and online exhibitor listing/searches.