

Use this guide for steps on updating your exhibitor profile to ensure our 20k+ attendees make their way to your booth!

### STEP 1

#### LOG INTO YOUR COMPANY PROFILE

Go to link below ▼ ▼ ▼

<https://mjbizcon2025.smallworldlabs.com/home>

- ▶ Click **Exhibitor Login**
- ▶ Click **Forgot Password?**

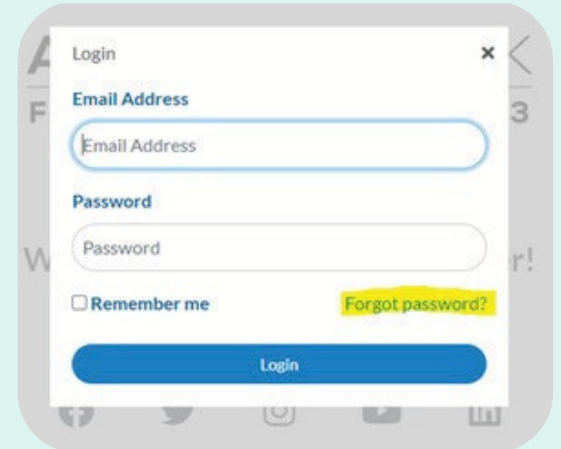
**Note:** Everyone will need to do this, as this password is different from the A2Z password.

- ▶ Enter your email address and click **Submit**  
An automated email to reset your password will be sent.  
Not in your inbox? Check your junk folder.

**Note:** Use the billing contact email address from your A2Z contract.

Contact [sales@mjbiz.com](mailto:sales@mjbiz.com) if you need assistance.

- ▶ Click **Reset Password** in the email
- ▶ Return to the **login page** and log in with your email and new password
- ▶ Once logged in click on the **Exhibitor Hub** button on the top navigation bar.



## STEP 2

### UPDATE YOUR COMPANY PROFILE

It's essential to update your profile to ensure that the 20k+ MJBizCon attendees can find your booth at the show.

#### ► Add your company photos

Click the **3 dots** on the top right of the cover photo → click on [Add Photo](#), [Add Cover Photo](#) and [Add Featured Photo](#).

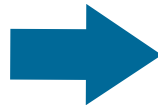
### PROFILE PHOTO

JPG or PNG  
400W x 400H  
2MB max file size

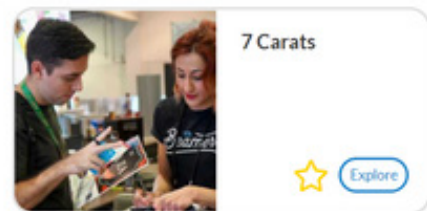


### FEATURED PHOTO

Add a product photo or logo.  
**Level 3 Listings ONLY**



#### RECOMMENDED VENDORS



**Pro Tip:** Images not aligning correctly? Try re-uploading — zooming out & centering the image on the preview screen before clicking **Save**.

## STEP 2 — Continued

### UPDATE YOUR ABOUT SECTION

#### ► Edit + Fill in All Sections

**Name:** Add/edit your company name how you would like it to appear in the MJBizCon Directory (print + digital).

**What We Do:** Add a description of your company to show attendees:

- **WHO** you are.
- **WHAT** you sell.
- **WHY** they should visit your booth.

**Product Categories:** Select up to (3) relevant categories.

This includes your company in specific sections when buyers search the Online Directory.

**Choose subcategories under the below industry sectors:**

- **Business Services**
- **Cultivation Products + Services**
- **Processing, Product + Packaging**
- **Retail/Dispensary**

**Exhibitor Identification Categories:** Identify your company with specific titles unique to your company's story and origins.

- **Disability-Owned Business Enterprise (DOBE)**
- **LGBTQ+ Owned**
- **Minority Owned Company**
- **Veteran Owned**
- **Women Owned Company**

**Categories** [clear]

- Business Services +
- Cultivation Products & Services -
  - ☐ Cultivation Products & Services (includes propagation, irrigation, nutrients, harvesting & trimming)
  - ☐ Facility Design & Components
  - ☐ Lighting
- Processing, Product & Packaging +
- Retail/Dispensary +

Don't forget to click **Save** once you are finished!

### UPDATE YOUR CONTACT SECTION

► Click **Contact** → then click on the **Edit** link.

**About** | **Contact**

Facebook	<a href="https://www.facebook.com/ASOTradeShows/">https://www.facebook.com/ASOTradeShows/</a>
Instagram	<a href="https://www.instagram.com/asdshow/">https://www.instagram.com/asdshow/</a>
LinkedIn	<a href="https://www.linkedin.com/company/asd-market-week/">https://www.linkedin.com/company/asd-market-week/</a>
Twitter	<a href="https://twitter.com/asdshow">https://twitter.com/asdshow</a>

[Edit]

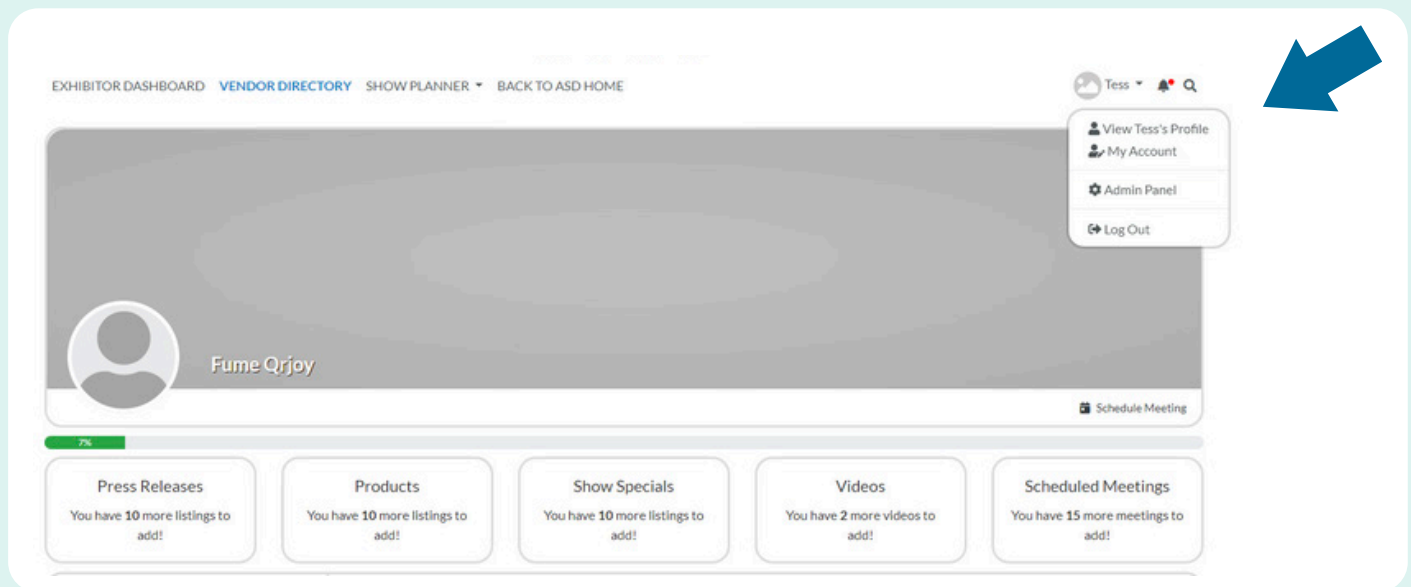
► Edit/Fill in all sections → then click **Save**.

## STEP 3

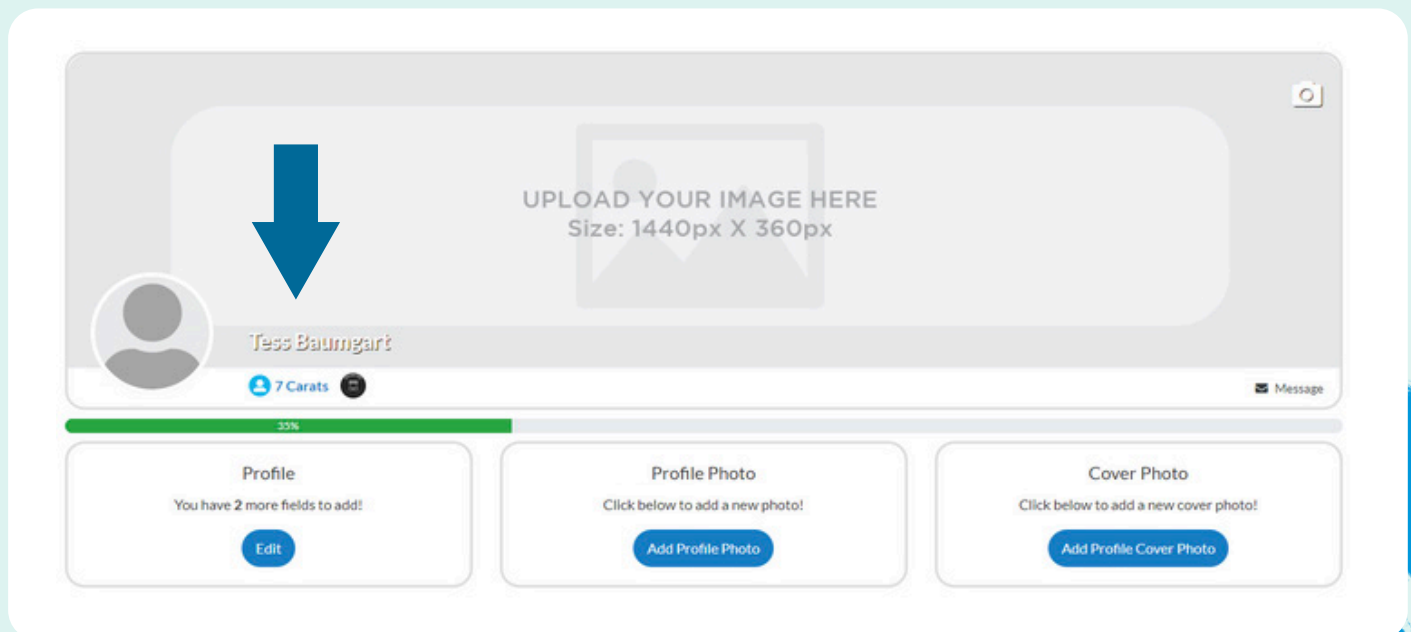
### UPDATE YOUR PERSONAL PROFILE

Enhance your presence at the show and update your personal profile. This puts a face — or faces — to your company!

- ▶ Click on your name in the top right corner of the screen, and then click on [View Profile](#)



- ▶ From your personal profile page — click the [Edit](#) button under [Profile](#) to add your [About Me](#) info. Click [Save](#) when complete.



## STEP 4 — Add Ons

Stand out! Add listings to your [Company Profile](#) and the [Exhibitor Marketplace](#) — used by attendees when planning which exhibitors to see at the show.

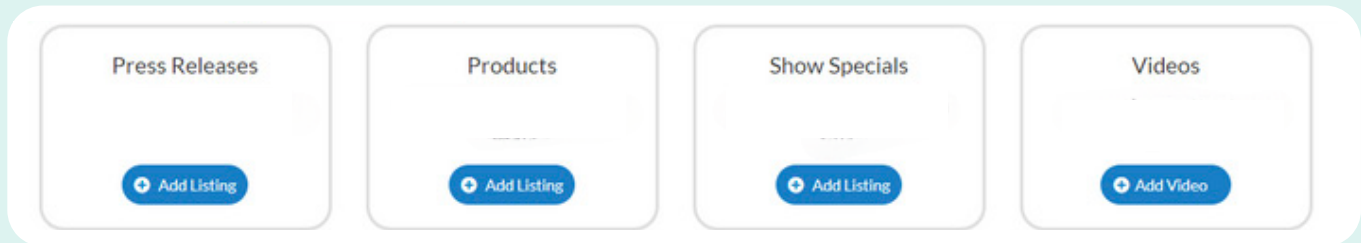
*Note: Access to enhanced listings depend upon your package level. See the chart below to see what comes with each level of listing.*

FEATURES	DESCRIPTION	BASIC PACKAGE	LEVEL 1 LISTING	LEVEL 2 LISTING	LEVEL 3 LISTING
<b>Lead Capture</b>	Scan attendees during the show + export data to market to your leads post-show.	✓	✓	✓	✓
<b>Floorplan + Company Listing</b>	Company Name, Address, Website URL, Links to Socials + Booth #. Online + in MJBizCon Mobile App.	✓	✓	✓	✓
<b>Company Description</b>	Provide detailed information to make your business easy to find for the attendees.	500 Character Limit	Unlimited Character Limit		
<b>Company Logo</b>	Stand out on the interactive floor plan with your company logo.		✓	✓	✓
<b>Product Showcase</b>	Highlight and showcase a product that you'll be selling at the show.		1	4	8
<b>Press Releases</b>	Link to a company press release to inform attendees of what's new.	1	2	4	6
<b>Videos</b>	Link to a video you want to feature on your profile.			2	6
<b>Show Specials</b>	Highlight special deals and promotions you'll be running at the show.			2	6
<b>Priority Status</b>	Receive priority listing status in Exhibitor List.			✓	✓
<b>Investment</b>		Included	\$495	\$1,495	\$2,995

Looking to upgrade your listing?  
Reach out to us at [sales@mjbiz.com](mailto:sales@mjbiz.com).



## STEP 4 — Add Ons Continued



### ADDING PRESS RELEASES

- ▶ Click [Add Listing](#) and fill in the [Title](#) of the press release.
- ▶ use the [Description](#) box to add the body of the press release.
- ▶ Add a link to the [Learn More](#) box.
- ▶ Click [Save](#) once complete.

### ADDING PRODUCT SHOWCASES

- ▶ Click [Add Listing](#) and fill in the [Title](#) and [Description](#) of the product you want to highlight.
- ▶ Add a link to the [Buy Now](#) box.
- ▶ Click [Save](#) once complete.
- ▶ On the next page, click [Add Photo](#) to add a photo of the product.

### ADDING SHOW SPECIALS

- ▶ Click [Add Listing and](#) fill in the [Title](#) of the show special you are promoting
- ▶ Use the [Description box](#) to add the details of the deal or offer.
- ▶ Add a link to the [Learn More box](#).
- ▶ Click [Save](#) once complete.
- ▶ On the next page, click [Add Photo](#) to add a photo to the listing.

### ADDING VIDEOS

- ▶ Click [Add Video](#) and fill in the [Title and Description](#) of the video.
- ▶ Add the video link to the [Add Video box](#).
- ▶ Click [Save](#) once complete.

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## CONGRATULATIONS!

Attendees can now find your company when searching the Online Directory and Exhibitor Marketplace listings!

 Need more help? Contact [sales@mjbiz.com](mailto:sales@mjbiz.com).

