SECTION 02

ExhibitorPro Walkthrough & Live Demo

See how to plan, order and manage your booth in one place, followed by a brief recap of Shepard exhibitor resources.

LIVE DEMO

Shepard ExhibitorPro — Live Demo

1. **Log in**
   First-time and returning users at exhibitorpro.shepardes.com
2. **Select your event**
   Choose Irrigation 2026 from your active events
3. **Order products**
   Browse, filter and add furnishings, carpet and accessories to your cart
4. **Order labor & estimate material handling**
   Request services and budget with the guided estimator
5. **Reach official service providers**
   Links to Maritz, Indiana Convention Center, Smart City and Sodexo Live!
6. **Manage your account**
   Order history, invoices, billing methods and company details

START HERE

exhibitorpro.shepardes.com

DISCOUNT PRICE DEADLINE

Place Shepard orders by this date to receive discounted pricing.

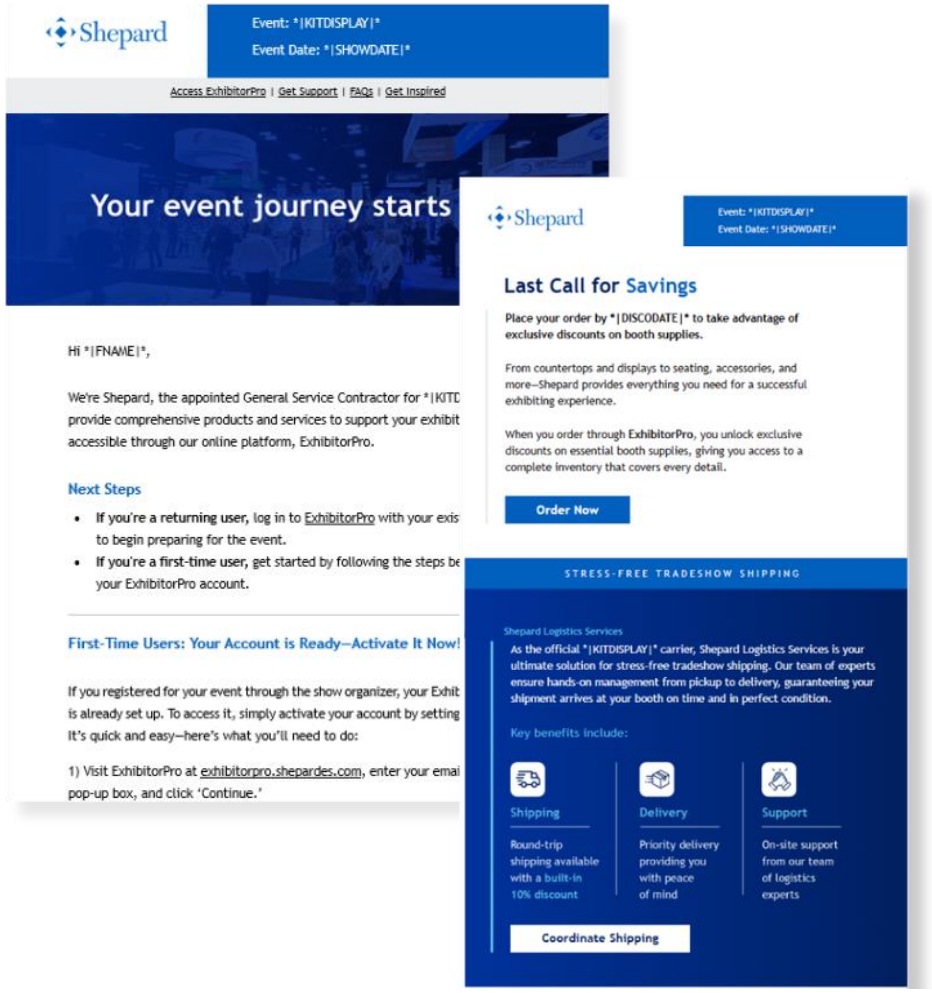
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COMMUNICATION

Exhibitor Communications

- Strategic, journey-based messaging guides you from first log-in to show close.
- Timely reminders for key discount deadlines and ordering milestones
- Step-by-step guidance through each phase of the exhibiting process

- **Look for these emails in your inbox:**
  - From: Shepard – Exhibitor Services
  - Email: exhibitors@email.shepardes.com

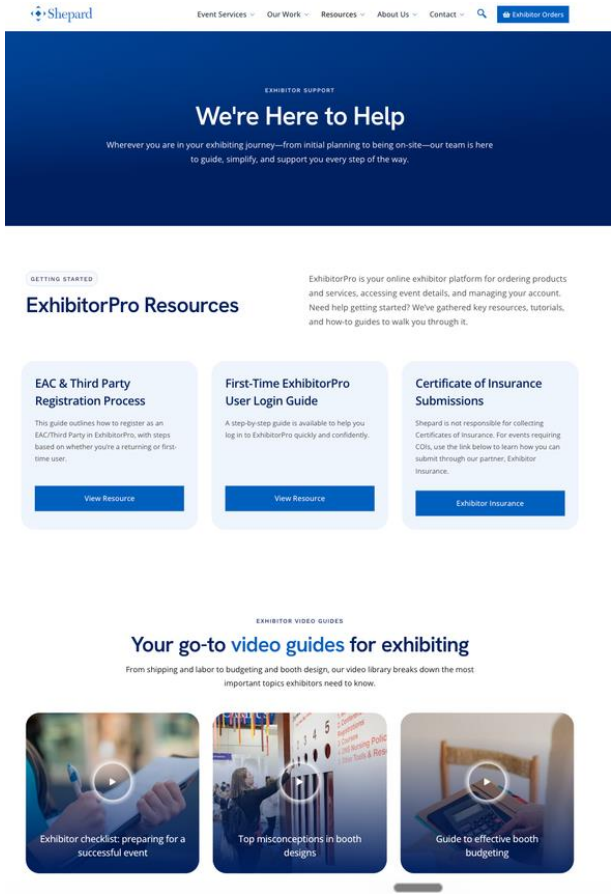


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RESOURCES

Exhibitor Support Center

- Your one-stop shop for every exhibitor resource
- All guides, videos, and tools centralized in a single hub
- Accessible from shepardes.com or directly inside ExhibitorPro
- Dedicated content built to support your entire event journey

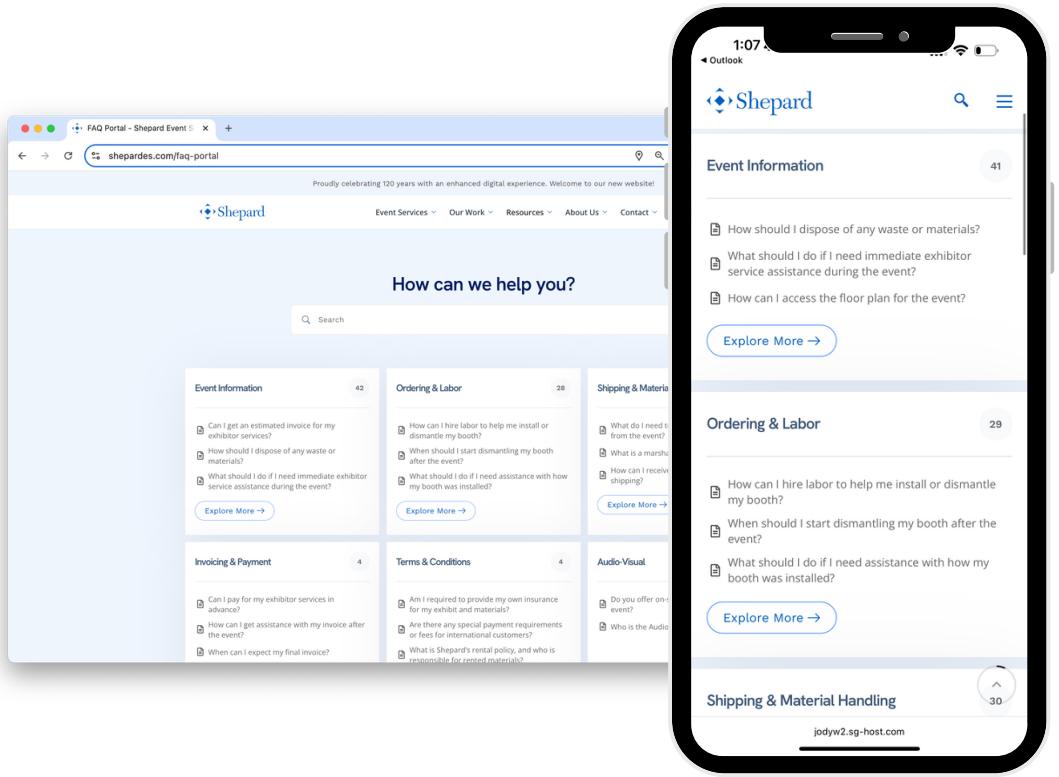


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RESOURCES

Frequently Asked Questions

- 120+ of the most-asked exhibitor questions in one portal
- Self-service answers, available 24/7 throughout your event journey
- Organized by category: Event Info, Ordering, Shipping, Invoicing, and more
- Covers pre-event planning through on-site logistics
- Mobile-optimized for quick answers on the go

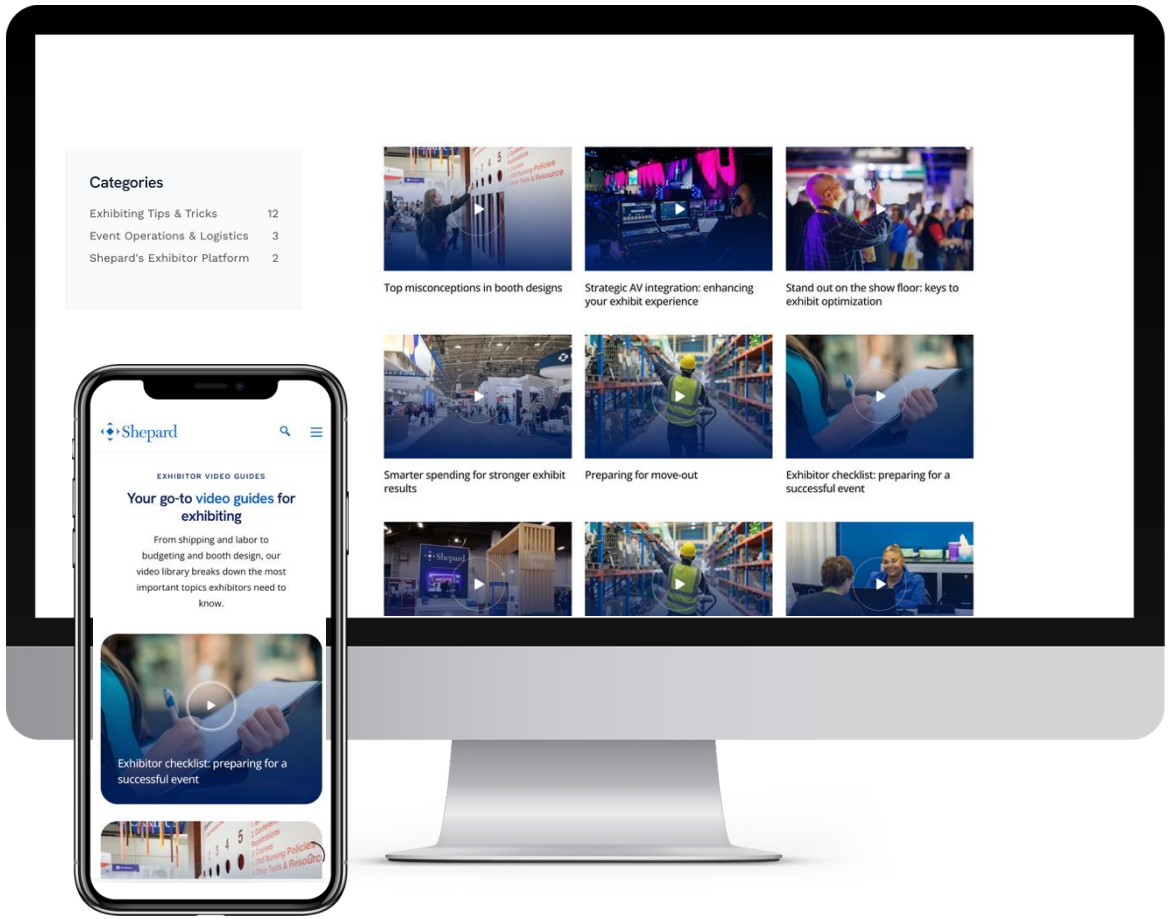


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RESOURCES

Video Library

- Highly curated, expert-led tutorials across the full exhibitor lifecycle
- From first-time fundamentals to advanced booth optimization
- On-demand education — watch anytime, anywhere
- Organized by category for fast discovery
- Available on both desktop and mobile

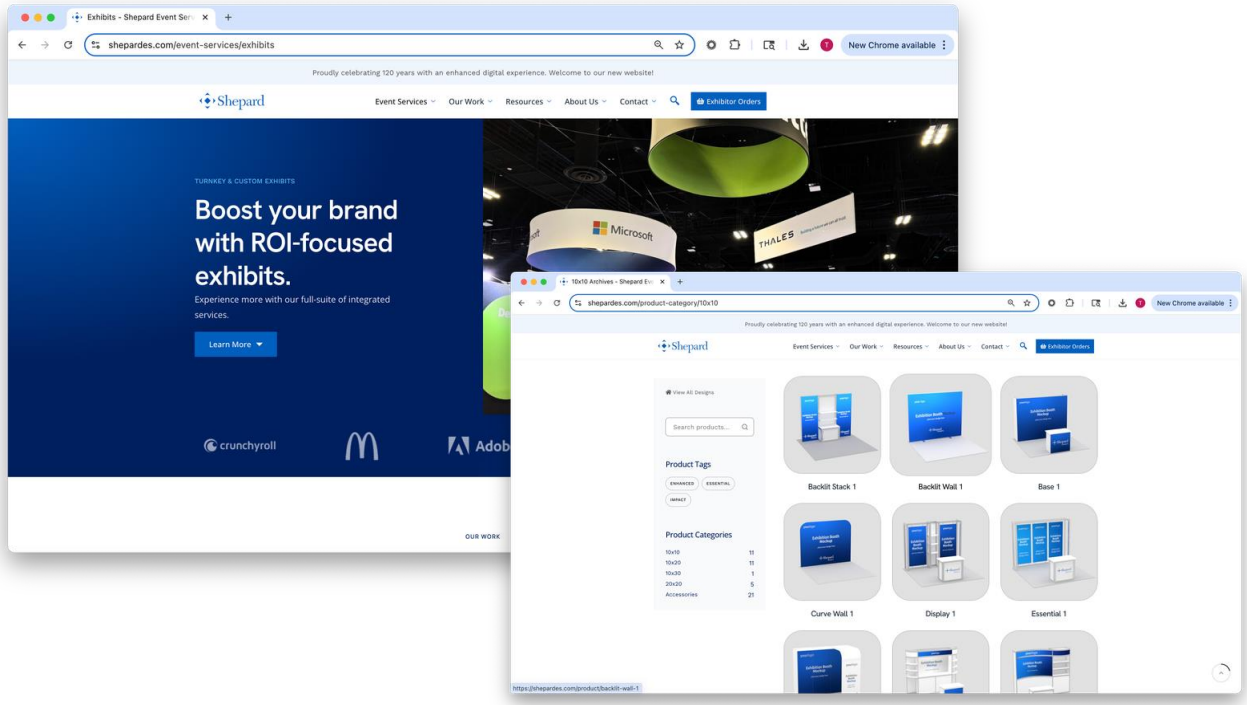


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RESOURCES

Turnkey Rentals & Exhibit Experts

- Direct access to our seasoned design specialists
- A century of collective expertise turning ideas into impactful spaces
- Strategic consultation and creative guidance built around your goals
- Solutions for every budget and ambition:
  - Turnkey rental packages
  - Fully custom builds
  - Budget-conscious options that still command attention

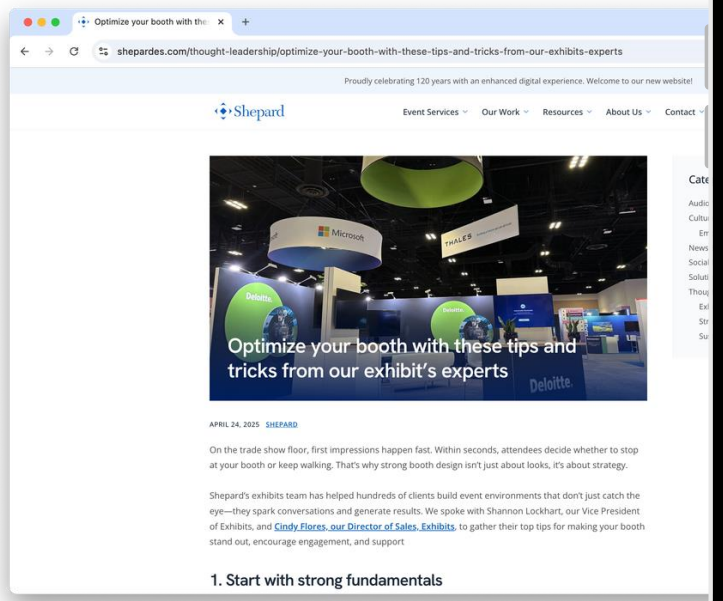


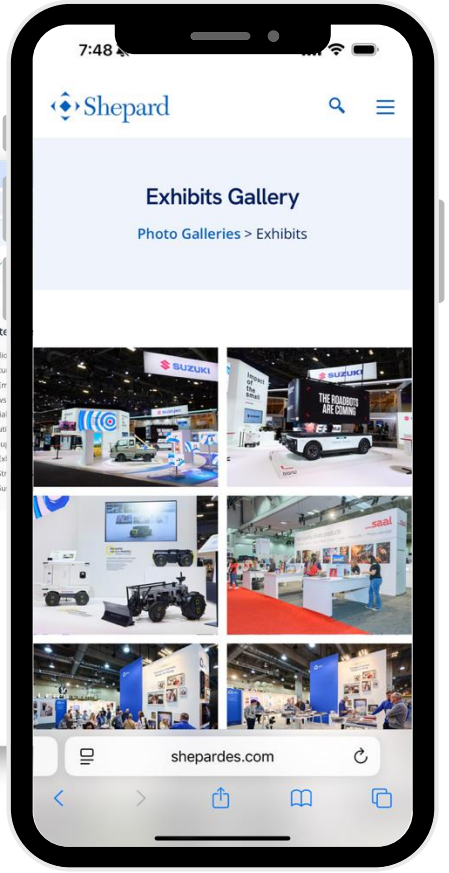
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RESOURCES

Visual Ideas & Inspiration

- Curated exhibit gallery and design articles in one place
- A continuous stream of creative inspiration for your booth
- Innovative layouts and cutting-edge design trends
- Ideas tailored for every budget and footprint
- Mobile-optimized and available on-demand



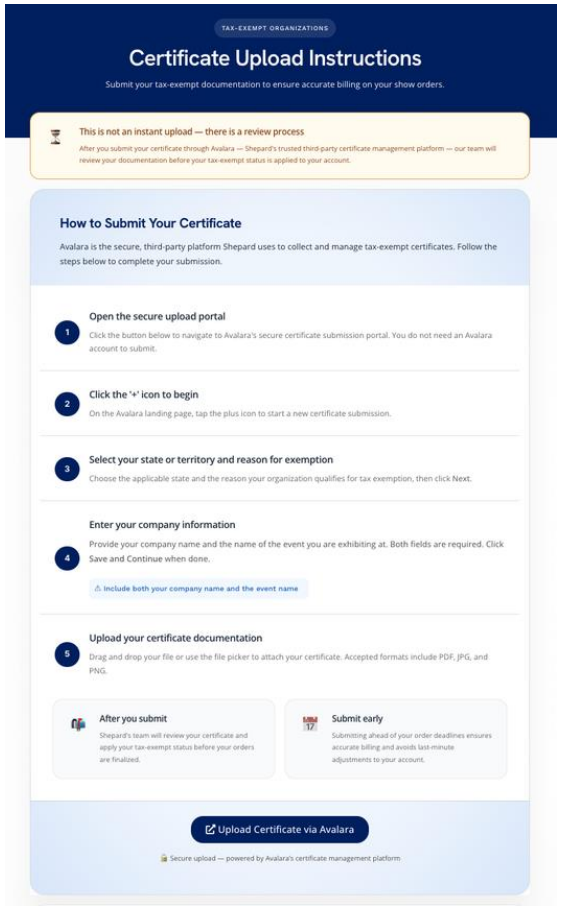


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TAX EXEMPTION

Tax Exemption Process

- Available within both the Resource Center and ExhibitorPro
- Step-by-step guidance for qualifying exhibitors
- Upload your tax exemption certificate through a secure portal
- Powered by Avalara — our trusted certificate management partner
- Submit early to avoid last-minute billing adjustments

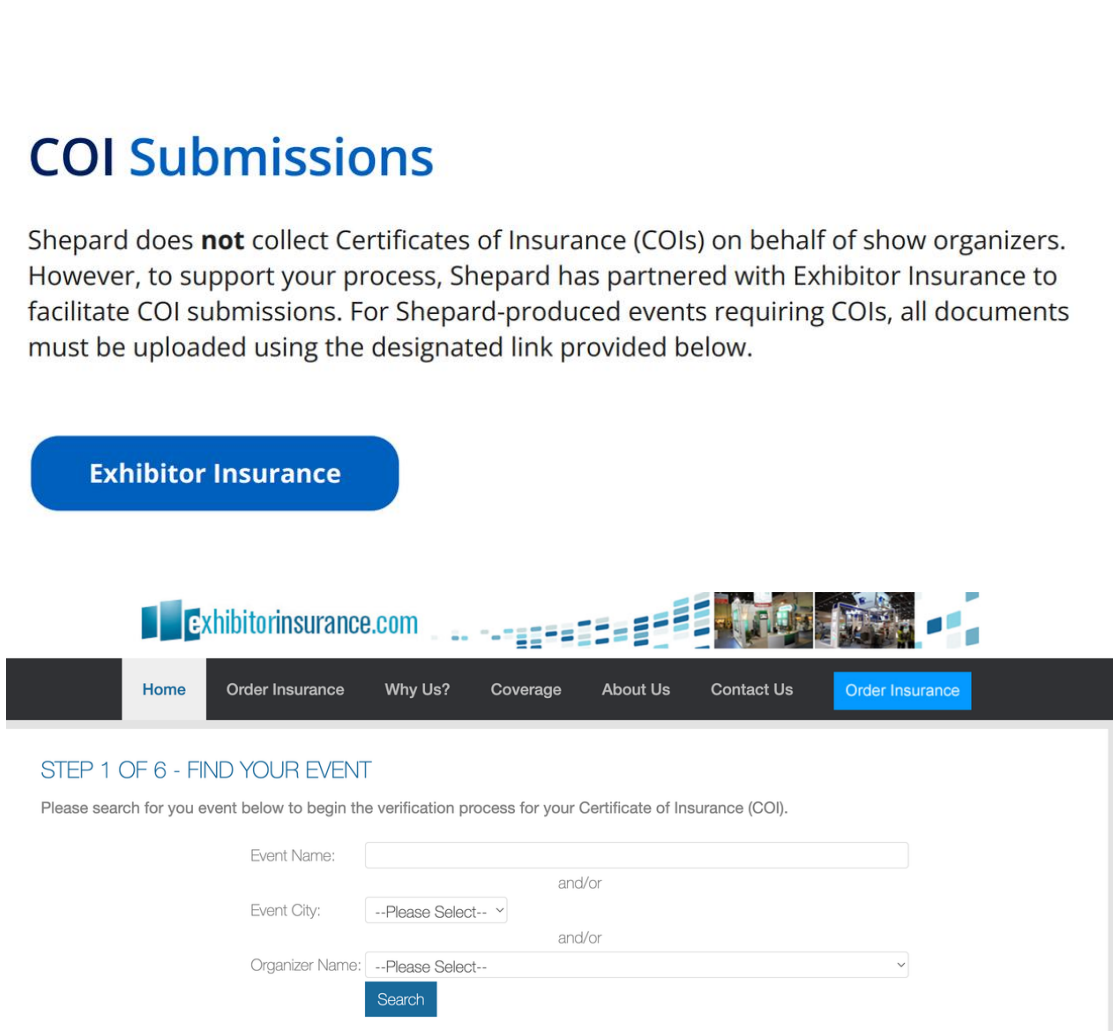


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INSURANCE

COI Sumbmissions

- Shepard does not collect Certificates of Insurance directly
- We've partnered with Exhibitor Insurance to handle COI submissions
- Required for Shepard-produced events that need a COI
- Access the submission process through the Exhibitor Support Center
- Guided, step-by-step flow walks you through every requirement

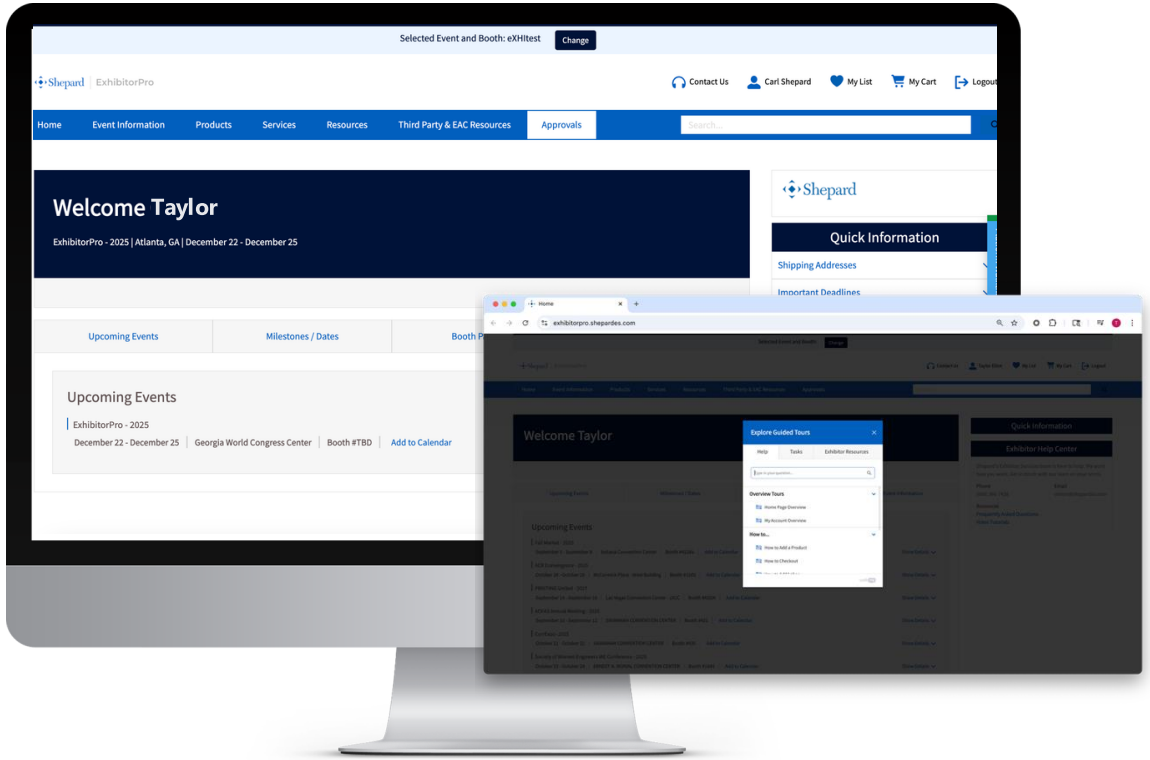


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EXHIBITORPRO

Welcome to ExhibitorPro

- Every exhibitor need, centralized in one intuitive platform
- Online ordering and deadline tracking
- Budget management and cost visibility
- Guided journeys that walk you through each phase
- Robust, built-in knowledge base and resources
- Plan, order, and manage your entire booth seamlessly

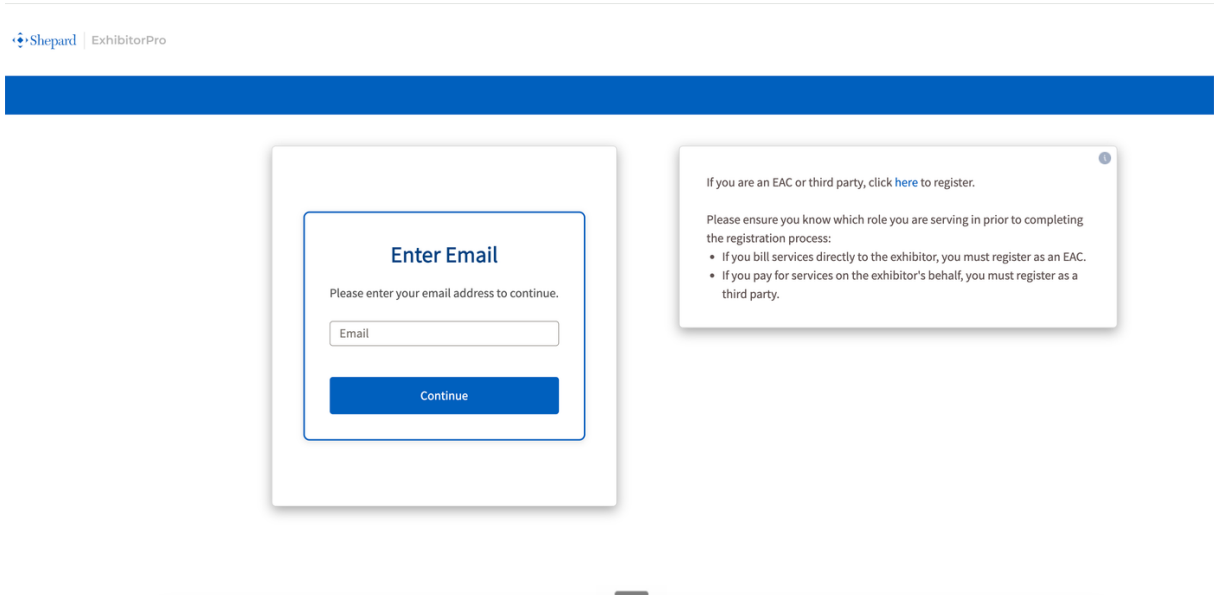


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EXHIBITORPRO

Logging In to ExhibitorPro

- Same starting point for first-time and returning users
- Enter your email, then your password to continue
- New users are guided through password creation
- Forgot your password? Easy self-service reset built in

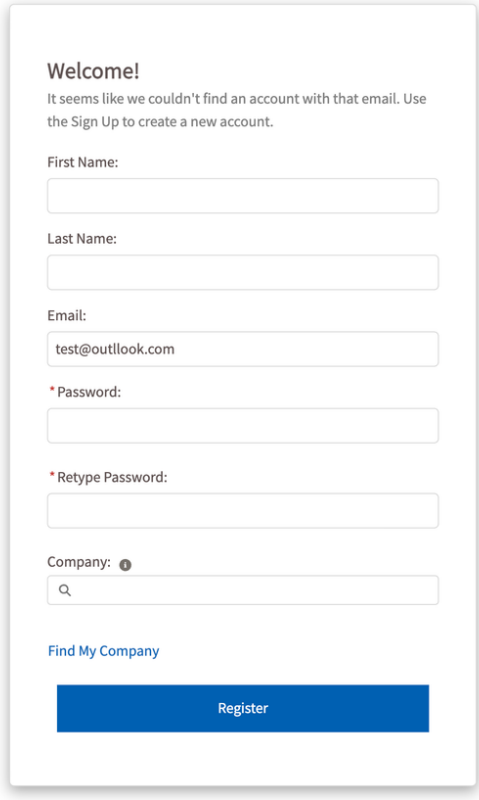


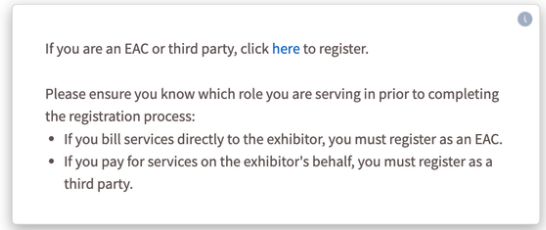
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EXHIBITORPRO

First Time Users

- Go to exhibitorpro.shepardes.com, enter your email address, and click “Continue”.
- If your account is not yet set up, follow the prompts to create one.
- During setup, select your company from the dropdown list. If it doesn’t appear, use “Find My Company.”
- Once complete, sign in with your email and password.
- After logging in, select your event from the list of active events to begin preparing.



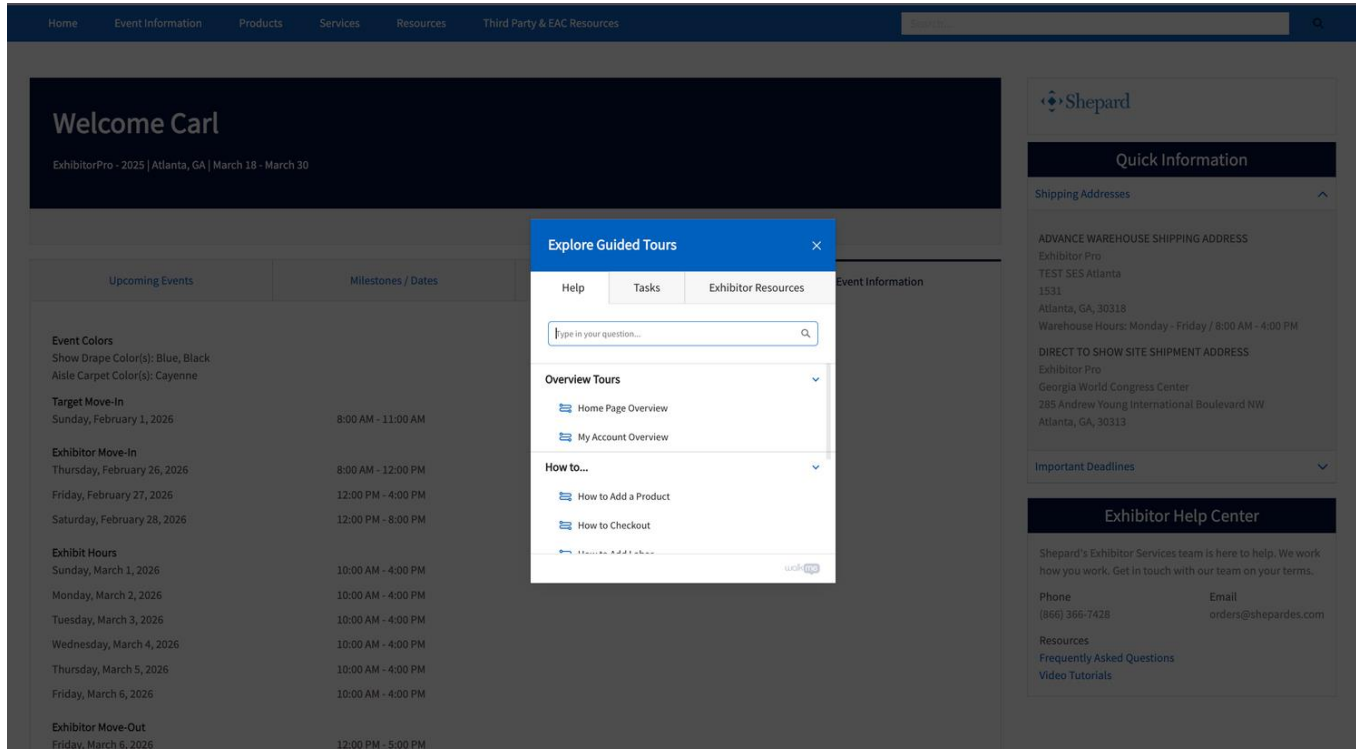


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GUIDED TOURS

ExhibitorPro Walkthroughs

- Built-in, hands-on guidance for key actions across the platform
- Step-by-step tours teach you how to navigate and complete tasks
- Great for first-time users and feature discovery
- Look for the light-blue button on the right side of the interface
- Topics include adding products, checking out, and managing your account

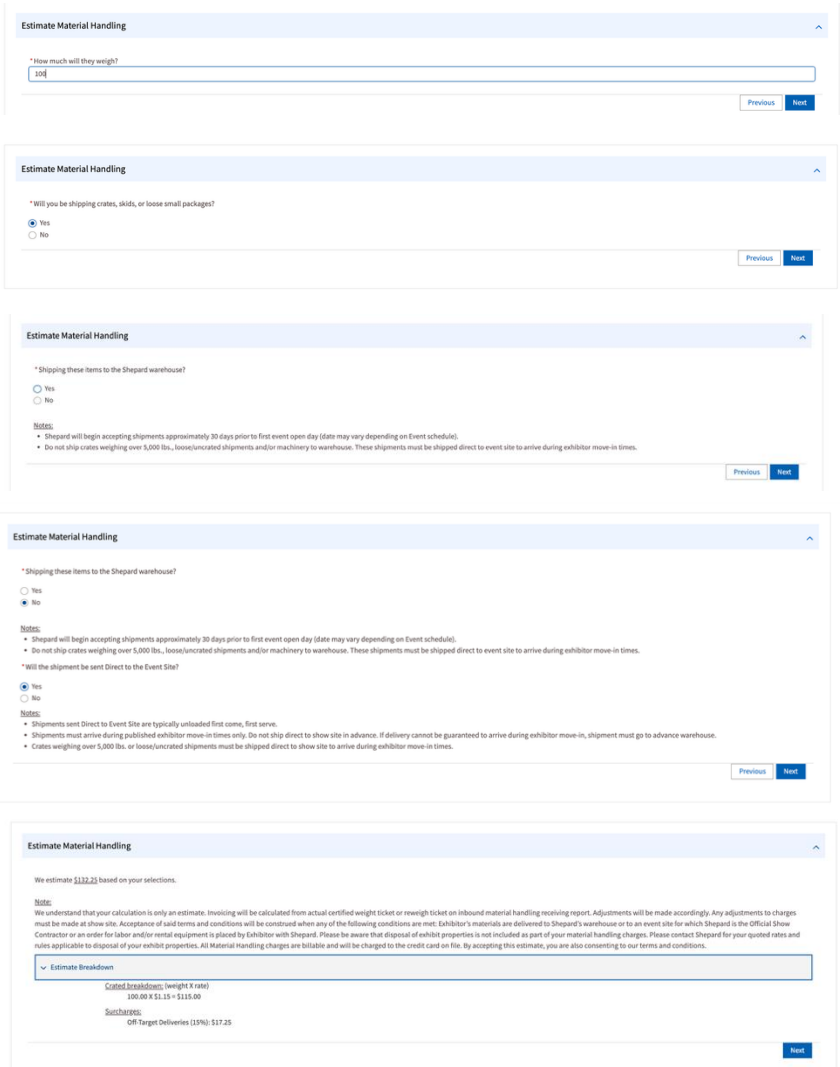


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BUDGET MANAGEMENT

Material Handling Estimates

- New: estimate your material handling costs inside ExhibitorPro
- A guided question flow walks you through the key inputs
- Helps you plan and budget with more confidence upfront
- Important: this is an estimate, not your final invoice
- Final billing reflects actual weight and conditions on-site
- Accurate inputs = closer-to-actual costs

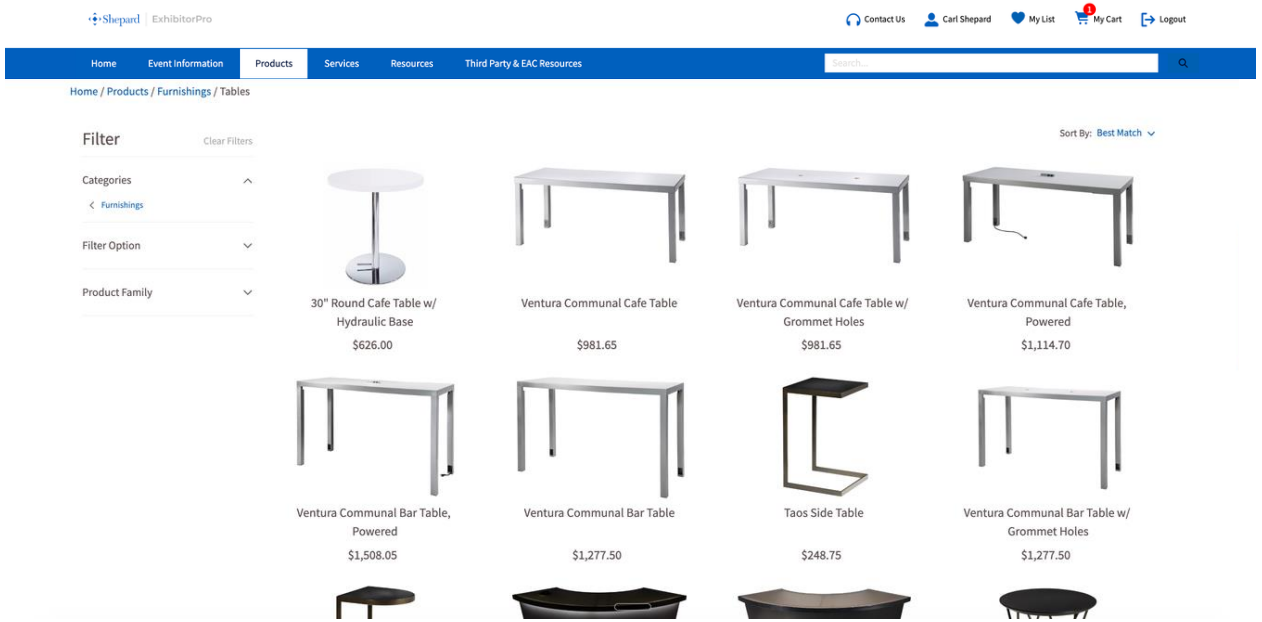


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ORDERING

Ordering Products

- Browse the full inventory by category — tables, chairs, accessories, and more
- Filter results to quickly find what fits your booth
- Use the search bar for direct product navigation
- View pricing, images, and product details inline
- Add items to your cart and check out when ready

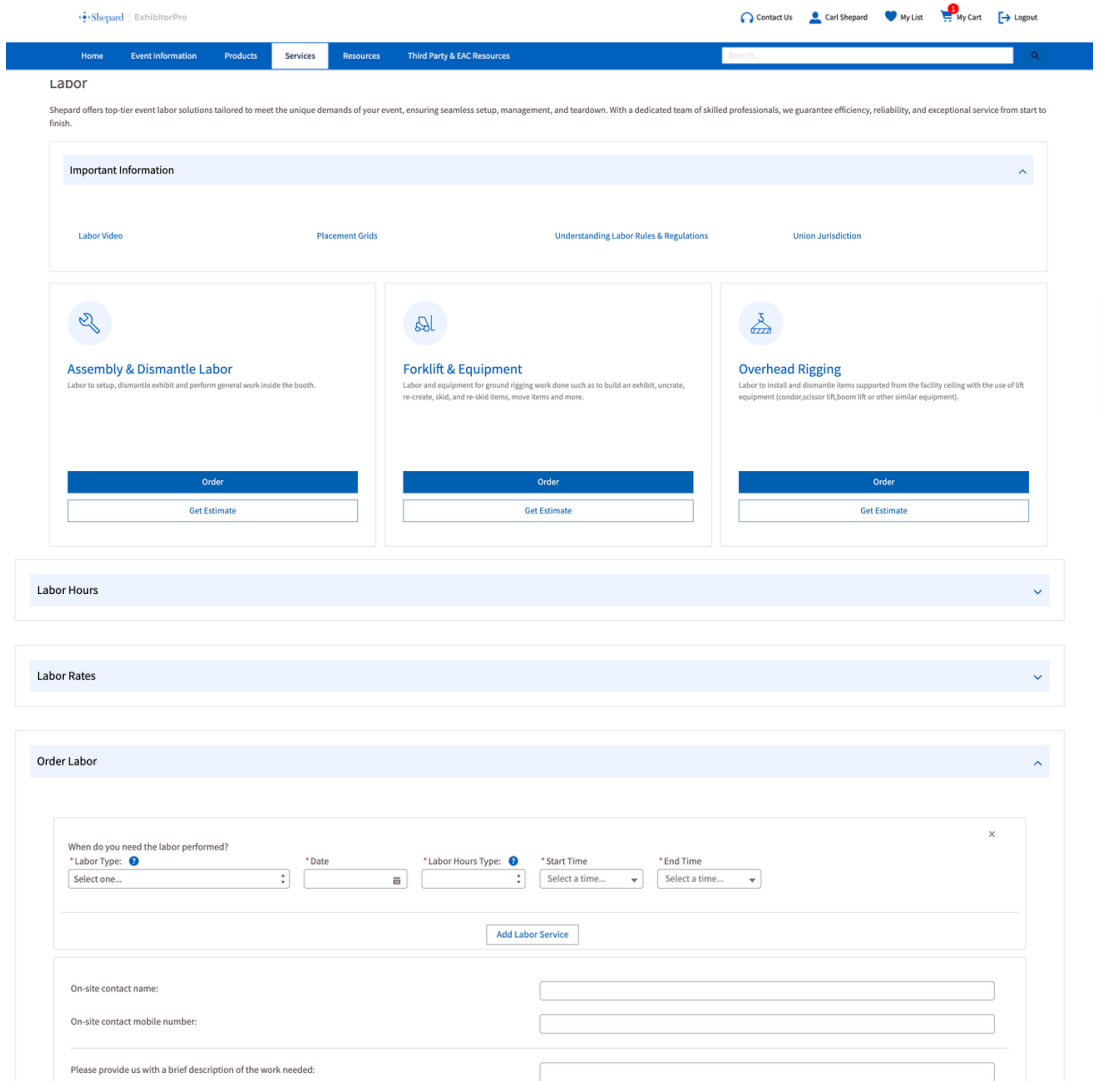


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ORDERING

Ordering Labor

- Easy, intuitive ordering for all labor services
- Available service categories:
  - Assembly & Dismantle Labor
  - Forklift & Equipment
  - Overhead Rigging
- Reference labor hours and labor rates before placing your order

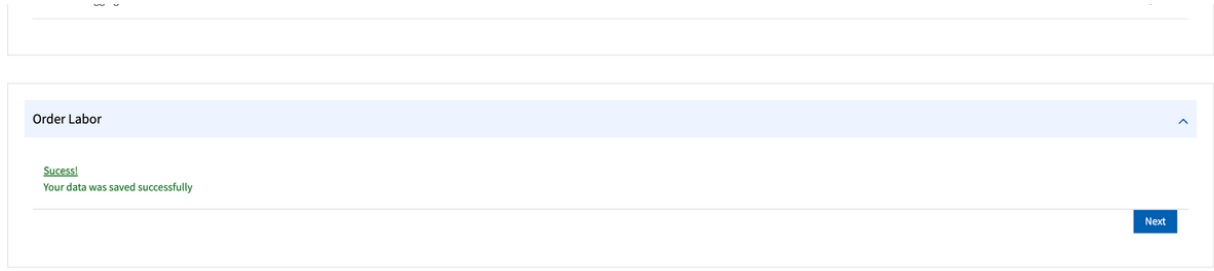


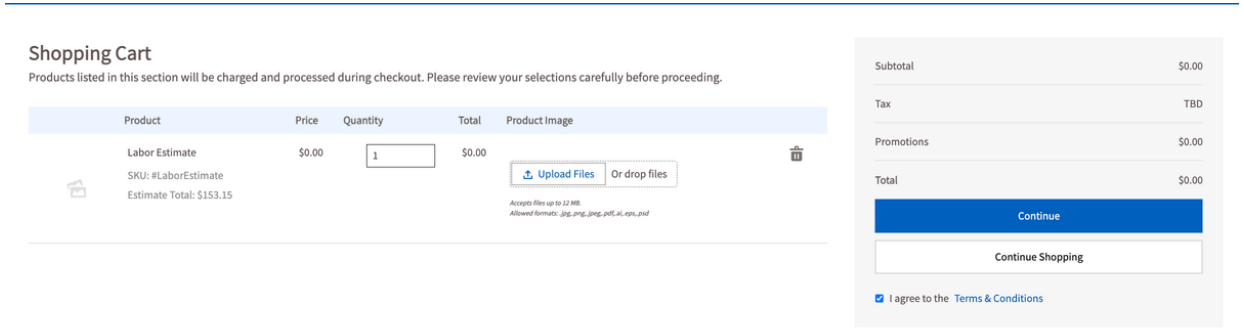
LOGIN PROCESS

Ordering Labor

Important Note:

- Labor estimates display as $0.00 at checkout — this is expected
- Services are billed at the event, not in advance
- You must complete the full checkout flow to secure your request
- Completing checkout locks in your service order
- An invoice is issued after the service is performed on-site



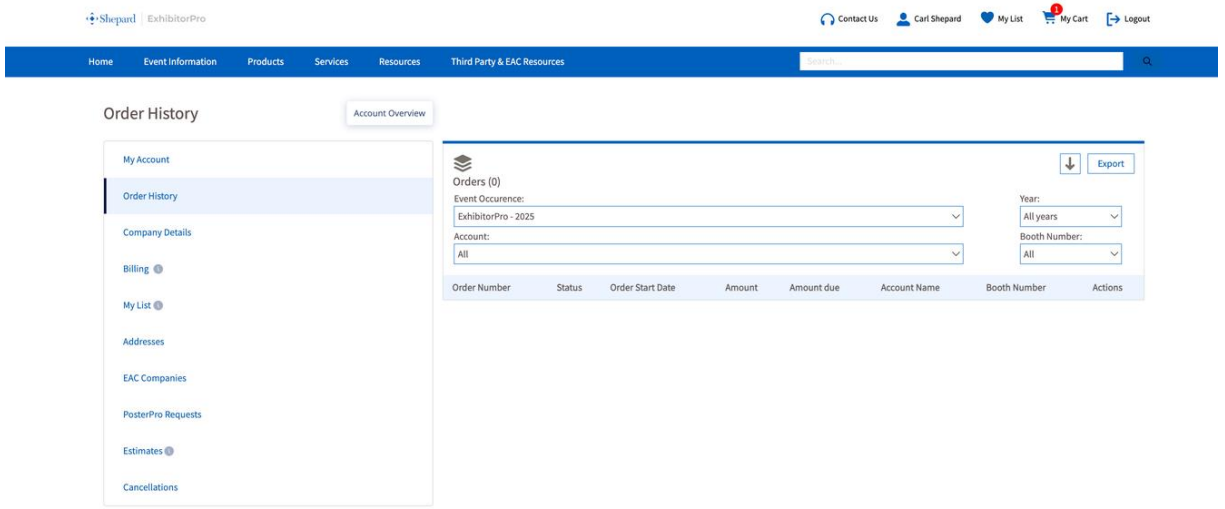


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EXHIBITORPRO

Account Information

- Manage everything from your account dashboard
- Access order history across all past events
- Update billing methods and payment information
- Edit company details, addresses, and EAC companies
- Manage saved lists, estimates, and cancellations
- Click the person icon in the top navigation to get started



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