Follow these steps to set up your online Exhibitor Profile. The sooner you do this the sooner your exhibitor profile will be seen by event attendees. This service is included for Premier Booths and any exhibitor that purchased Exhibitor Plus. If you did not purchase Exhibitor Plus when you reserved your booth, contact CAI to add it to your booth for an upgrade fee of $150.

If you selected Expanded Profile:

You will receive an email invitation from account-invitation@mg.map-dynamics.com

Click on "Click Here to get started"

Click "Continue to the Admin Login Screen"

Click on Community Live 2024

From here you can enter/edit info on any of the tabs

Main Profile: Add/edit company name, description, logo, keywords, categories

Contact Us: Add/edit business contact information that displays to the public and website and social media links. Can also add book meeting link if you use a third party appointment setting program like Calendly

In the Booth: Add who will be working in the booth during the show.

    Click "Add new Person"

    Enter name, contact information, photo, bio, email, etc.

    Click "Save Record"

Products and Services: List your products and services that you will be promoting at the event.

    Click "Add New"

    Enter information, pictures, video, description, etc.

    Click "Save Record"

Videos: Add your You Tube videos or video links that will display in your profile

    Click "Add New Video"

    Enter information

    Click "Save Record"

Contact Form: These are contact submissions that came through either the desktop or mobile app and have been emailed

    Enter your email address

    Click "Save Record"

Administrative: Add or edit information that only show administrators see

Click "Save Record"