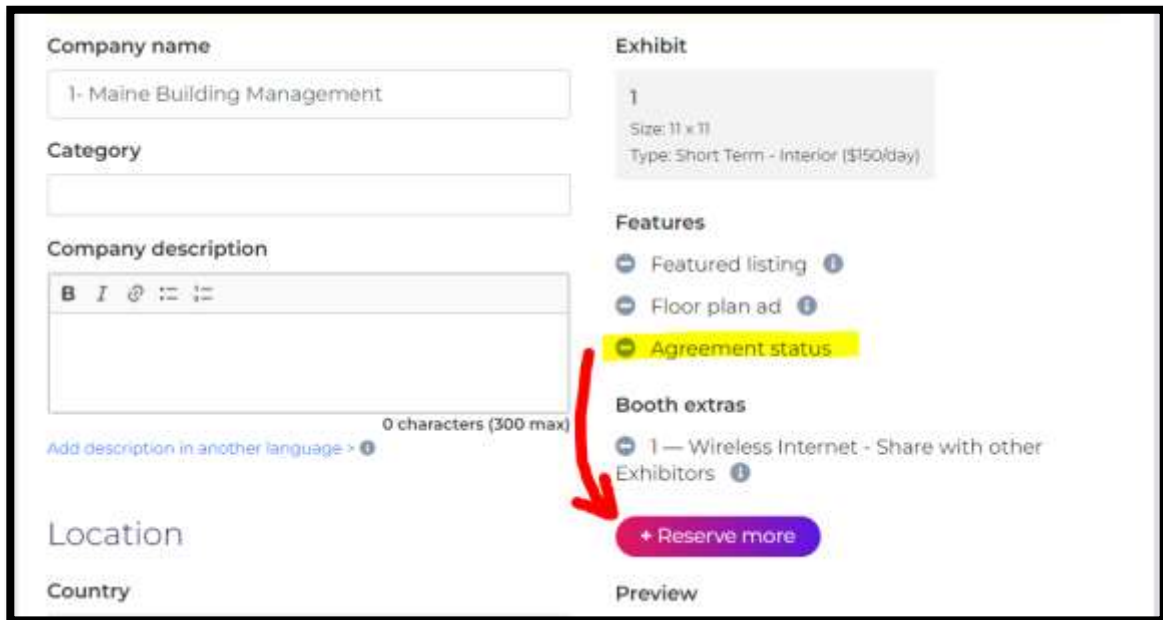


Maine Building Exhibitor Help: Sign Agreement - Update Profile

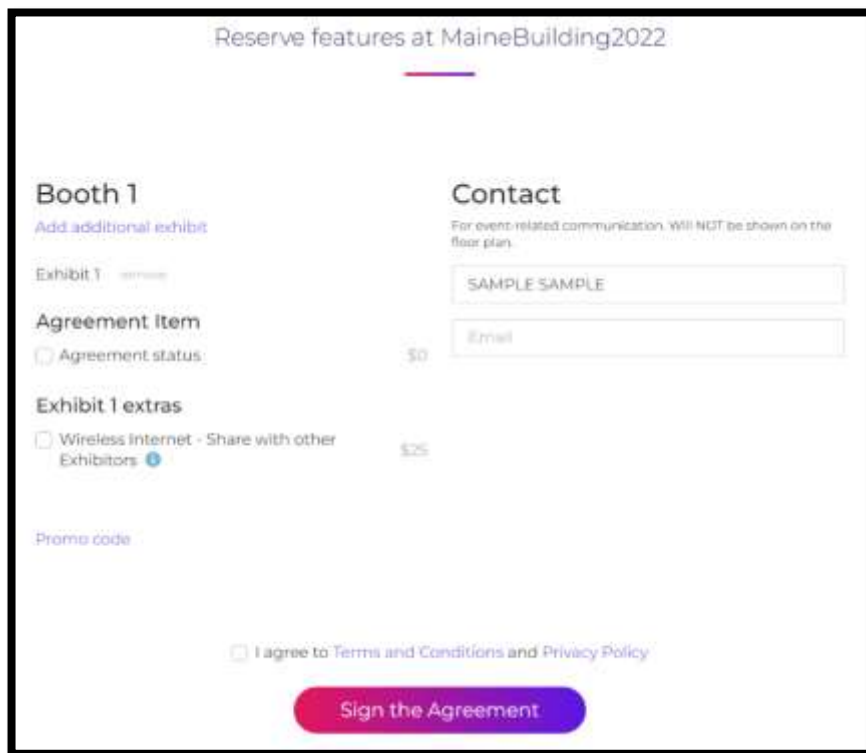
1. Open your profile page (Use your autologin Exhibitor profile link).
2. Look for the Agreement status. A circle with a white line means the status is not updated. **Click +Reserve more button** (under features):



The screenshot shows a profile page with the following sections:

- Company name:** 1- Maine Building Management
- Category:** (empty)
- Company description:** (text area with 0 characters, 300 max)
- Location:** (empty)
- Country:** (empty)
- Exhibit:** 1, Size: 11 x 11, Type: Short Term - Interior (\$150/day)
- Features:** Featured listing, Floor plan ad, **Agreement status** (highlighted in yellow)
- Booth extras:** 1 — Wireless Internet - Share with other Exhibitors
- + Reserve more** button (highlighted in purple)

3. You will be directed to the 'reserve features' page:



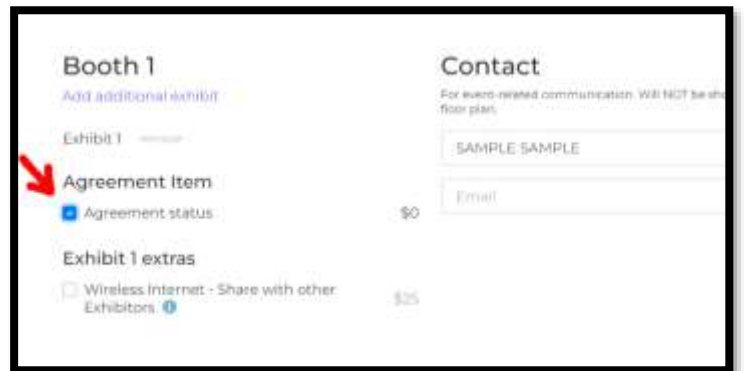
The screenshot shows the 'Reserve features at MaineBuilding2022' page with the following sections:

- Booth 1:** Add additional exhibit, Exhibit 1
- Agreement Item:** Agreement status: \$0
- Exhibit 1 extras:** Wireless Internet - Share with other Exhibitors: \$25
- Contact:** For event-related communication. Will NOT be shown on the floor plan. Fields: SAMPLE SAMPLE, Email
- Promo code:** (empty)
- Sign the Agreement** button

4. Look for Agreement Item. To update your status, **click the “Agreement status” box**: a white check on a blue box means it’s selected

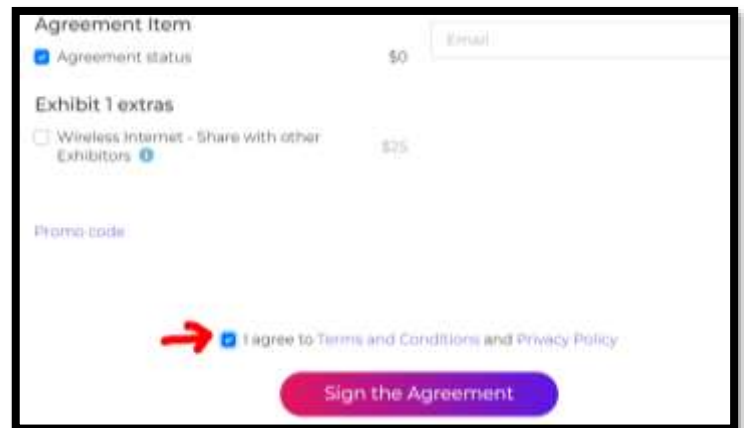
NOTE: You only need to select this one time.

Optional: add group wireless



5. **Click “I agree to Terms and Conditions...” box**: a white check on a blue box means it’s selected

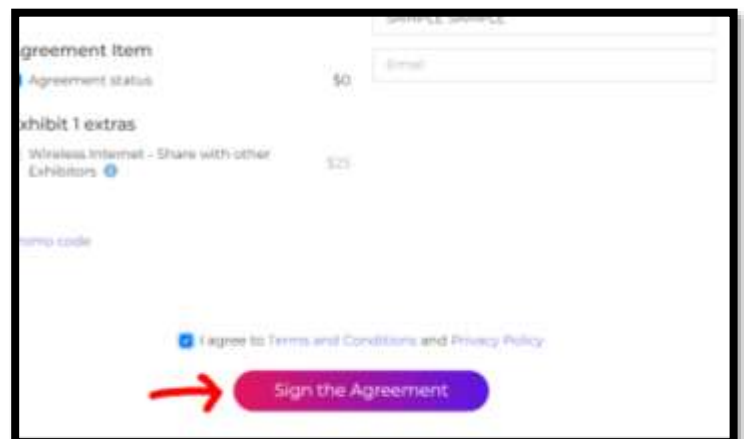
NOTE: you will need to check this box whenever you make changes – even if you already completed the Agreement status



6. **Click the “Sign the Agreement” button**:

NOTE: You cannot complete this part if there is missing contact info – add the missing info.

NOTE: you will need to check this box whenever you make changes – even if you already checked the Agreement status box



7. After clicking submit, you are redirected to your profile page. Review this page for the following:
- a. **Features:** look for a green circle with check mark – if appears next to agreement status, your status is updated.
 - b. **NOTE:** it's also a good time to review any areas to update or correct (e.g., description, contact info—'issues' are listed in the message box above Company Name).

The screenshot shows a profile page with a yellow warning box at the top. The warning box contains the text: "There are a few issues with this profile that you may want to correct" followed by a list of issues: "Add company description", "Add company location", "Add website", "Add links to social media profiles", "Add company phone", and "Add company logo". Below the warning box, the profile information is displayed in two columns. The left column includes fields for "Company name" (1- Maine Building Management), "Category", "Company description" (with a rich text editor and a character count of 0/300), "Location", and "Country". The right column includes fields for "Exhibit" (1, Size: 11 x 11, Type: Short Term - Interior (\$150/day)), "Features" (Featured listing, Floor plan ad, Agreement status), and "Booth extras" (1 - Wireless Internet - Share with other Exhibitors). A purple button labeled "+ Reserve more" is visible at the bottom right. A "Preview" link is also present at the bottom right.