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):

3. You will be directed to the ‘reserve features’ page:
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).