ODA ASM19 Expocad Exhibitor Account Instructions

To access your account, please log in here: Exhibitor Login

Select your company name from the drop down list and enter your password. Your password is your 'Exhibitor ID' number which can be found on your "Booth Confirmation/Final Invoice" or "Receipt" just below the invoice number.
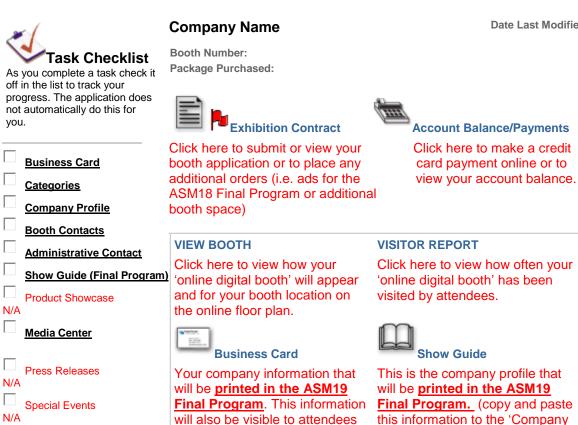
Please refer to the explanations on the screen shot below showing the home page. By completing all of the sections, your "online digital booth" will be updated accordingly. Attendees will be able to visit your online booth by clicking on the Expocad Web Attendee link on our website.

IMPORTANT – Please note that the information from the 'Business Card' and the 'Profile' section of your account will be used for your exhibitor listing in the ASM19 Final Program. Please ensure all information is accurate, up to date and the way you would like it to appear in the directory.

The DEADLINE for completing your exhibitor listing information is FEBRUARY 15, 2019.
Please Note: Once you have posted and saved your company profile for the ASM19 Final Program, please log back in to your account to ensure that it was accepted and you did not exceed the word count.

ODA ASM19

Task Checklist
As you complete a task check it off in the list to track your progress. The application does not automatically do this for you.

- ☐ **Business Card**
- ☐ **Categories**
- ☐ **Company Profile**
- ☐ **Booth Contacts**
- ☐ **Administrative Contact**
- ☐ **Show Guide (Final Program)**
- ☐ Product Showcase **N/A**
- ☐ **Media Center**

- ☐ Press Releases **N/A**
- ☐ Special Events **N/A**

Company Name

Booth Number:
Package Purchased:

Date Last Modified:

 Exhibition Contract
Click here to submit or view your booth application or to place any additional orders (i.e. ads for the ASM18 Final Program or additional booth space)

 Account Balance/Payments
Click here to make a credit card payment online or to view your account balance.

VIEW BOOTH
Click here to view how your 'online digital booth' will appear and for your booth location on the online floor plan.

VISITOR REPORT
Click here to view how often your 'online digital booth' has been visited by attendees.

 Business Card
Your company information that will be **printed in the ASM19 Final Program**. This information will also be visible to attendees visiting your 'online digital booth' on the online floor plan.

 Show Guide
This is the company profile that will be **printed in the ASM19 Final Program.** (copy and paste this information to the 'Company Profile' section)

Categories

You may select up to three categories for your business. Your company name will be Listed under each category in the ASM19 Final Program.

Company Profile

This is the profile that will appear on the online floor plan only. (copy and paste this information to the 'Show Guide' section) **Don't forget to include your website address at the bottom of this page!**

Company Contacts

Additional company contacts may be entered here. These contacts will only appear on your 'online digital booth' on the online floor plan.

Change Password

You may not change your password. Please contact ODAASM2019@oda.ca to retrieve your password.

Media Center

You may upload your company logo to appear on the online floor plan here.

Brands List

You may enter up to five brands your company represents. This information will only appear on the online floor plan.

Administrative Contact

You may change and/or update the primary contact information on your account here. This is the main contact who receives all exhibitor/booth related emails from the ODA and ODA Official Show Services Suppliers.

Show/Hide