



THC Fair Website Branding Guide for Exhibitors

Getting Started

Thank you for joining the THC Fairs as an exhibitor! We are excited to welcome you to the new website, where you will be able to add and update the information that is shown to the public.

It's easy to do. Just have this information handy before you log in:

- A description of your company/product
- A very short, 4-word overview of your company/product. For example: "Hand-blown glass"
- Logo for your company or brand at 155 x 60 pixels. This should be a JPG or PNG.
- Coupon or show special

How do I re-size an image?



If you need to re-size or crop an image to fit these specifications and need help in doing so, try one of these helpful tutorials from Windows and Apple:

If you have a PC:

Use Paint: <http://windows.microsoft.com/en-US/windows7/Crop-a-picture-using-Paint>

Use Windows Live Photo Gallery: <http://windows.microsoft.com/en-US/windows-vista/Crop-a-picture>

If you have a Mac:

Use Preview: http://www.ehow.com/how_2126752_images-preview-mac-osx-leopard.html

Use iPhoto: <http://support.apple.com/kb/HT2639>

Logging In

Go to your Admin panel at <http://www.thcfair.com/exhibitoradmin> . Enter your email address as your user name and the password provided in your confirmation email.

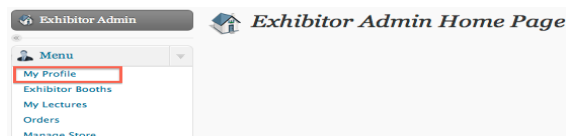
Basic Navigation

In the upper right-hand corner, you will see HOME and LOGOUT buttons. Be sure to click LOGOUT when you are done working on your Admin panel.

There is a main navigation menu on your left. Here, you will access the pages to add your details and build your profile.

Complete Your Profile

Start by making sure that your profile is completed. Some information may already be here, so review any existing information and add all that you can to fill it in.



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1. Click the My Profile tab from the left-hand navigation
2. Fill out the information in each field. Following are the fields that may need further explanation:

Onsite Contact Cellphone: The phone number for the primary at-show contact.

Add your photo: Your headshot at 110 x 120 pixels as a PNG or JPG. If you are speaking at the Fair, this is the name that will appear at thefair.com and/or in the program guide

1. Click “Your Own”
2. Click “Choose File” to select the location of your photograph on your computer

Company Logo: Your logo at 155 x 60 pixels as a PNG or JPG. This will be displayed on the website and/or in the program guide.

1. Click “Your Own”
2. Click “Choose File” to select the location of your logo on your computer

Default Lecture Title: If you are speaking at the Fair, the title of your lecture

Default Lecture Description: If you are speaking at the Fair, a short description of your lecture

Booth Description: Enter more detailed information about you and/or your company

Select Category: Select the closest fit

Coupon or Special: Enter a short description of show specials, such as “20% off fertilizer at the show!”

3. Click SAVE at the bottom of the screen. If the form is not saved, look for red or bold error messages on the form.
4. A pop-up window will appear. Want the same info displayed for all of your THC Fair booths? Click YES!

Order Extras

To order electricity, tables or chairs:

1. Click the Exhibitor Booths link on the left menu.

The screenshot shows the 'Exhibitor Admin' interface. On the left is a navigation menu with 'Exhibitor Booths' highlighted. The main content area is titled 'Exhibitor Booths' and contains a table with the following data:

S.No	Expo Name	Booth Number	Booth Sign	view/edit details	Installation	Purchase Extras	Includes
1	THC Fair - Southern Oregon	205	Your company	view details	--	Purchase Extras	Includes
S.No	Expo Name	Booth Number	Booth Sign	view/edit details	Installation	Purchase Extras	Includes

2. If you have more than one booth, locate the booth number that you are purchasing for.
3. Click "Purchase Extras"
4. Enter the number of each item that you wish to purchase.
5. Click Update Cart and then complete the checkout process through PayPal.