



On-Line Directory Instructions

1. Log-in to the Exhibitor Directory [click here](#). Click on Exhibitor Login. Enter your company's **Exhibitor ID** and **Password**. **NOTE:** The password is **both** font-style and case sensitive. For easiest use, copy/paste the **Password** from your confirmation email to gain access to **Maintain Exhibitor Listing** page.
2. Review the company information and make any changes needed. ****Asterisks**** denote required fields.
3. **Display link for users to request customer passes?** Check Yes/No This option is **NOT** associated with this event. Please ignore.
4. **Contact email for customer pass requests:** Please Ignore.
5. **Guest invitation link:** Please ignore.
6. **Do you want to *exclude* your company name from the Online Exhibitor Directory?** Check Yes/No Clicking *Yes* will **hide** your company name on the website.
7. **Do you want to *exclude* your booth or suite number from the Online Exhibitor Directory?** Check Yes/No Clicking *Yes* will **hide** your company booth number on the website.
8. **Enter company web address.** This will be printed in the event guide.
9. Enter **Email for person to receive booth/exhibitor planning information.** This is for **internal use only** and will not be published.
10. **Submit your Company/Product Profile for both the 50 and 150 Word Maximum boxes.** The 50 word profile will be printed in the Event Guide and the 150 word submission is for the web view only.
11. **Upload Company logo or image:** For display on the web. Acceptable image formats: GIF, JPG, or PNG. Maximum image pixels 105h x 275L Pixels. Any images exceeding either the height or width will be resized appropriately.
12. Click on Submit. SAE may require up to 24 hours to review the information and approve it. During this time, you will not be able to access your listing in the Online Exhibitor Directory.