



## WELCOME TO THE 2026 ASPE EXPO EXHIBITOR HUB!

The ASPE Exhibitor Hub is where exhibitors can update their **company profile** for the online exhibitor list and mobile app as well as access **registration**, the **Exhibitor Services Manual (ESM)**, and **crucial forms and show information**.

**TIP! Watch [this helpful video](#) to learn how to access and use the ASPE Exhibitor Hub!**

### STEP 1 – LOG IN TO THE COVERINGS EXHIBITOR HUB

1. Go to <https://aspe2026.smallworldlabs.com/home>
2. Click the “Exhibitor Login” button
3. To setup a new password for your account, click on the “Forgot Password/First Time Login” link.  
**NOTE:** Only the contacts submitted with your 2026 ASPE exhibit booth contract have access to the ASPE Exhibitor Hub, unless you give them access under STEP 5.
4. Enter your email address into the field, click “Submit,” and look for an email from “Events IdP” at [noreply@personifyauth.com](mailto:noreply@personifyauth.com) in your inbox.

*If you don't see the email, please check your spam/junk folder.*

**NOTE:** The contacts submitted with your ASPE exhibit booth contract have login access to the Coverings Exhibitor Hub.

5. Click the reset password link in the email and the system will take you back to the login page to sign in.
6. Once logged in, you will see the Exhibitor Hub menu option at the top of the site.



## 7. STEP 2 – COMPLETE YOUR COMPANY PROFILE

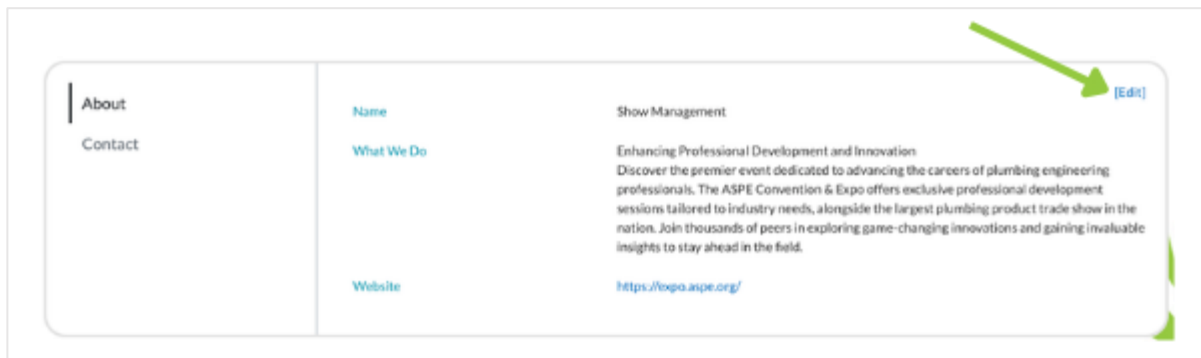
1. **Add images:** Click on the three dots in the top-right corner of your image area to add imagery to your profile.

Recommended graphic sizes include:

- Cover Photo: 1440x360px
- Logo: 400x400px
- Featured Photo: 400x400px



2. Update your Company Details, Description, select up to five Product Categories, list your Brands, and add links to your social media accounts.



3. Update the information in both the “About” and “Contact” sections so attendees can learn about your company.

**NOTE:** Don't forget to click the “Save” button after you edit each section!

## STEP 3 – STAND OUT & ADD ADDITIONAL CONTENT TO YOUR PROFILE

1. Each exhibitor may submit additional content that will appear in your profile.

Four buttons are displayed in a row, each with a title, a count of items to add, and an 'Add' button. The buttons are: 'Press Releases' (3 more listings to add), 'Products' (2 more listings to add), 'Show Specials' (3 more listings to add), and 'Videos' (1 more video to add). Each button has a green circular icon with a plus sign and the text 'Add Listing' or 'Add Video'.

2. If you would like to purchase additional listings, including press releases, products, show specials, and videos, there is a link to the upgraded listing options available on the button right side of the screen – under the “ACCOUNT MANAGEMENT” section.

A banner with the heading 'Upgrade your Online Profile' and the text 'Add additional content and appear in more search results. Showcase your products ahead of the show for attendees to see.' Below the text is a large green button labeled 'Upgrade Now'.

## STEP 4 – ACCESS IMPORTANT EVENT INFORMATION

1. Review upcoming action items and key deadlines
2. Access the Event Guide and forms
3. Register your booth staff
4. Book your Oklahoma City hotel rooms
5. Promote and market your booth at ASPE
6. Discover sponsorship opportunities
7. And more!!

A screenshot of the ASPE 2026 exhibitor dashboard. The dashboard is divided into two main sections. On the left, under the heading '1 ACTION ITEMS', there is a list of tasks with progress indicators (radio buttons). The tasks include: 'Review and Update your Online Profile', 'Don't miss important cut-off dates for discounts', 'Know your Official ASPE 2026 Contacts & Vendors', 'Show your products to attendees', 'Promote your participation at ASPE 2026', 'Submit REQUIRED Exhibitor Forms', 'Register your Booth Personnel', 'Reserve Exhibitor Room Blocks (10+ Rooms)', 'Order Lead Retrieval at Early Bird Rates', and 'First Day for Shipments to Arrive at the Freeman Advanced Warehouse'. On the right, there are six large green buttons with white text and blue circular icons containing numbers 2 through 6. The buttons are: '2 EXHIBITOR LOGISTICS >>', '3 REGISTRATION >>', '4 HOTEL RESERVATIONS >>', '5 PROMOTE & MARKET >>', and '6 SPONSORSHIP OPPORTUNITIES >>'. The '4 HOTEL RESERVATIONS >>' button includes a sub-text: 'Search your exhibiting company name and enter the email address of the primary contact associated with your booth to make hotel reservations.'

## STEP 5 – UPDATE COMPANY CONTACTS

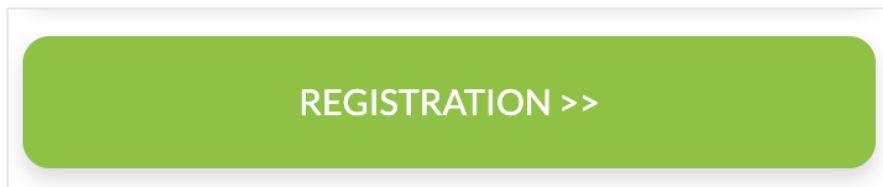
1. Show Management sends important email communications to the contacts on your Contact Management list. If any of your contacts are not up to date, you can remove them and add replacement contacts.



**NOTE:** Removing a contact will remove their access to the ASPE Exhibitor Hub and the contact will be deleted from the database. Be sure to manage this information with care.

**This contact list in your ASPE Exhibitors Hub is not to register badges.**

Click on the “REGISTRATION” link to access ASPE exhibitor registration.



**CONGRATULATIONS! ASPE ATTENDEES CAN NOW EXPLORE YOUR COMPANY IN THE HUB AND YOU’VE ACCESSED CRUCIAL EVENT INFORMATION! PLEASE CONTACT [ASPEINFO@TAFFYEVENTS.COM](mailto:ASPEINFO@TAFFYEVENTS.COM) FOR FURTHER ASSISTANCE.**