

NOW is the time to enter your Directory listing information for the Official Show Directory distributed to all show attendees!

To submit your 200 character description and to indicate which product/service categories your company would like to be listed under, please follow these instructions:

1. Select or enter this link:

http://iebms.heiexpo.com/iebms/oep/oep_p1_exhibitors.aspx?cc=exh10&oc=10

2. Select the "Profile Editor" link on the left hand menu.

3. Please enter the main contact's email address and password and then click "Logon." If you do not have a password, then click on "Send password to my email". This will email the main contact the password. Passwords will be sent from helpiebms@heiexpo.com; please be sure your email will accept messages from helpiebms@heiexpo.com. If you enter any other email address other than the main contact listed on the Application and Contract for Exhibit Space, you cannot access the Profile Editor.

4. Your company name will appear on the next screen. Click on your company name. You can now enter/edit your company description (200 character limit) and select up to 10 product/service categories.

5. Click the "Save Profile" button at the bottom of the screen in order to save your edits.

6. The email address on record will receive an email confirmation of the profile change(s). If you do not receive an email confirmation, your edits may not have been saved.

If you have any questions, or need assistance, please contact Hall-Erickson, Inc. at helpiebms@heiexpo.com. Or call 877-394-2113; or 630-434-7779.