

# Your Exhibitor Hub Cheat Sheet

## WINTER 2025 MARKET **FEBRUARY 2–4, 2025**

Think of the Exhibitor Hub as the place where all of your business with NY NOW lives. On a regular basis, you'll use this Hub to view invoices, make payments, and manage your contract. Closer to market, you'll submit your insurance, register your staff, review our Exhibitor Services Manual, and more.

Step One  $\rightarrow$ LOGIN



Go to (a) nynowwinter2025.smallworldlabs.com

Click the Login button

Click Forgot Password?



A new window will open, where you'll enter your email address to reset your password. IOTE: YOU MUST ENTER THE SAME EMAIL ADDRESS **USED IN YOUR NY NOW CONTRACT.** 

You will receive an automated email from admin@smallworldlabs.com with a link to reset your password – follow those instructions.



Once you've successfully logged in, click **EXHIBITOR HUB** in the top navigation bar.

# IMPORTANT!

If your "Exhibiting As Name" (the brand name you want displayed in all marketing materials) is different from the Company Name on your contract, add that information here.



- Access the below items and more, all in one place:
  - a. Access invoices
  - b. Make payments
  - c. Manage your contract
  - d. Submit your insurance
  - e. Register your staff
  - f. Purchase sponsorship opportunities
  - g. Review the Exhibitor Services Manual

TASKS	FEATURED LINKS
Submit Certificate of Insurance	Exhibitor Registration - Coming Soon Order your staff badges today!
O Review Exhibitor Services Manual - Coming soon	Exhibitor Services Manual

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0	Book Hotel	
0	Submit for Marketing Opportunities	
0	Upload Products to NY NOW Online	/
0	Request Chair/Wastebasket for Booth	/
0	Submit EAC Form	

Order Products & Services for your booth and more

Exhibitor Services Manual (Incubator Version) Order Products & Services for your booth and more!

#### Enhance Your Exposure with Sponsorship

Browse the incredible variety of sponsorship opportunities we have on offer for Summer 2024 Market, designed to mplify your brand's visibility. From emails, digital ads, and special website features, to onsite displays and signage, to unique events and activations, these high visibility promotional opportunities allow your brand to truly stand out in the

Freeman Online Ordering Order Services via Freeman Online

Winter Market

FEBRUARY 2-4, 2025 JAVITS CENTER, NYC

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