## NYNOW

# Your Exhibitor Hub Cheat Sheet

#### Summer 2025 Market AUGUST 3-5, 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

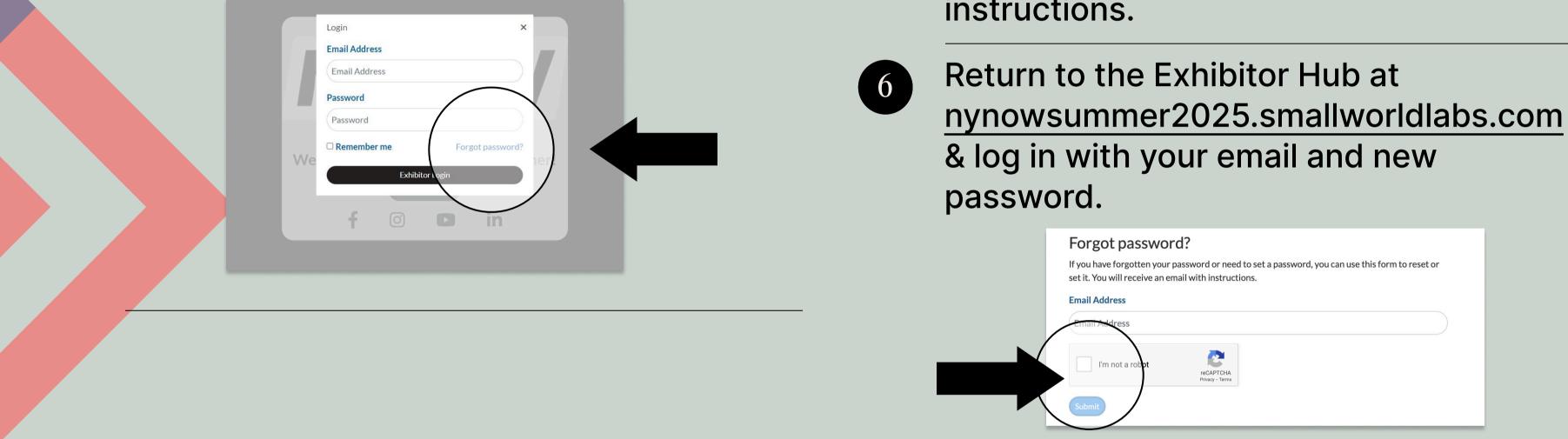


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Go to (@) nynowsummer2025.smallworldlabs.com

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.** 

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



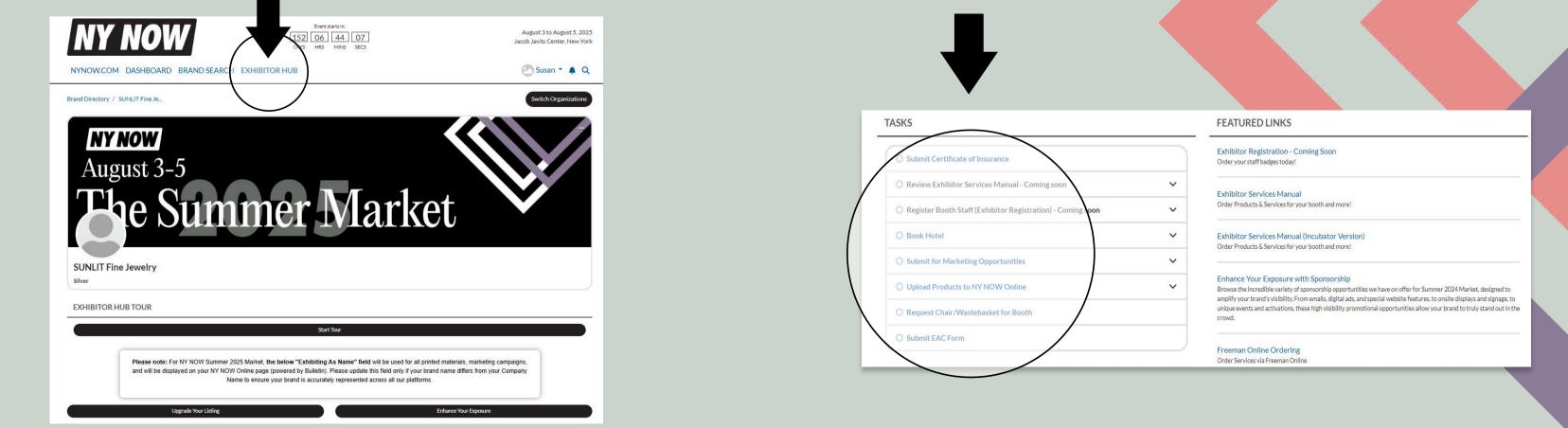


Once you've successfully logged in, click **EXHIBITOR HUB** in the top navigation bar.

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#### 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	
Register Booth Staff (Exhibitor Registration) - Coming 200	~	Order Products & Services for your booth and more!	
O Book Hotel	~	Exhibitor Services Manual (Incubator Version)	



### Summer Market

AUGUST 3-5, 2025 JAVITS CENTER, NYC