

## Updating Exhibitor Contact Information

Instructions:

1. Log in to the community hub and choose [MY EXHIBITS](#) from the left navigation menu.
2. Click on the DETAIL button under the fair that you need to change the contact for.
3. Scroll down to the section labeled Exhibit Contact and Booth Signage, type in the new Exhibit Contact and Exhibitor Email, then click on SUBMIT (screenshot below)

Important things to keep in mind

1. Changes to exhibit contact information and booth signage must be done for each fair separately.
2. If the new exhibit contact does not have an account in Salesforce, they can not be added as an exhibitor contact. They can create a new account for the individual OR click on the link in the header section to submit a form to the membership experience team.

### Exhibit Contact and Booth Signage

If you wish to update your booth signage from the information listed above, please populate these values and click Save. If you have registered for multiple fairs, you will need to update signage for each of them separately or email [CustomerSupport@nacacnet.org](mailto:CustomerSupport@nacacnet.org).

If you need to change the contact for this booth, you may update it below if they already have an account in our system. **If the new contact is not listed on your account roster, please [click here to complete the form](#), and NACAC will update it for you.**

Signage Override	<input type="text"/>
Booth Country Override	<input type="text"/>
Booth State Override	<input type="text"/>
Booth City Override	<input type="text"/>
Exhibit Contact	<input type="text" value="Ryan Hanahan"/>
Exhibitor Email	<input type="text" value="r.hanahan@csuohio.edu"/>
New Contact Updated	<input type="text"/>

Submit