



# MyExpo Planner User Guide

## Creating a MyExpo Planner Account

1. Visit [MyExpo Planner](#) and click on “Create Your MyExpo Planner Account”.

**MyExpo Planner combines planning and logistics into one easy-to-use tool.**

Create Your MyExpo Planner Account

### Create Your MyExpo Planner Account

Already have an account? Log In

*\* Indicates required fields*

First Name \*

Last Name \*

2. Fill in all required fields on the registration page.
3. By selecting Yes in the “Connect With Exhibitors” section, your name and email address will be shared with exhibitors who you save to your MyExpo Planner.

#### Connect With Exhibitors

Share my information with exhibitors I add to MyExpo Planner \*

The information you submit will be shared with and accessible to 2021 Apartmentalize show management and will be subject to the terms of [NAA's Privacy Policy](#). If you choose to opt-in to share your information with 2021 Apartmentalize exhibitors, your information will also be shared with and accessible to any exhibiting companies added to your MyExpo Planner under the terms of [NAA's Privacy Policy](#).

4. Click “Create Your Free Account” to complete your MyExpo Planner account setup.

Create Your Free Account



## MyExpo Planner Account Features

### MyExpo Planner Home

Access the home page of your planner at any time by clicking the “MyExpo Planner” option on the navigation menu.



### Add to Your MyExpo Planner

As you search and navigate through the online showroom, don't forget to add exhibitors, events, products, resources, special offers, company contacts, and recommendations by clicking the plus sign icon.



### Exhibitors

Save exhibitors you want to connect with, mark those you have spoken to, add photos and take notes all in one place.

EXHIBITORS (3 of 3)



Sort Exhibitors:  Exhibitor Name A-Z  Booth Number  Visited Exhibitors



#### Bradley Burglar Productions

STARTEX is developing/manufacturing mobile camera (for inspection, monitoring, etc.), mobile radio system(for Wearable produc... [Add Note](#)

#### Collins Clod Collision Productions

All the Lorem Ipsum generators on the Internet tend to repeat predefined chunks as necessary, making this the first true gene... [Add Note](#)

### Resources

Save press releases, white papers, brochures, case studies and other links uploaded by exhibitors. Documents can also be downloaded and saved to your personal device.

COLLATERAL (2)

- Advantage Bedrock Lc  
Map Your Show - Event Management Software
- Advantage Bedrock Lc  
What Does Map Your Show Do?



## Products

Interested in learning more about a new product featured on an exhibitor's online listing? Add them to your MyExpo Planner and they will be in your "Products" section.

PRODUCTS (6 of 6)

 <p><b>Easy TS Pharma Leak- Testing System</b> Advantage Limestone Lc</p>	 <p><b>Panther P5c</b> Armstrong Sell Digital</p>	 <p><b>Automatic Product Detection</b> Advantage Raise Logistics</p>	 <p><b>iBODY24 Planner+</b> Foster Chemical Reaction Co</p>
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## My Photos

Use the My Photos section to upload important photos from the show floor. You can add notes to reference after the event and even tag saved exhibitors.

MY PHOTOS(1) [Add a Photo](#)

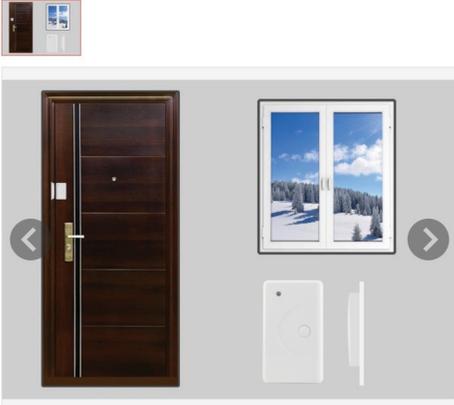


PHOTO 1 / 1

**Bradley Burglar Productions**  
Participated in live product demo

[Delete Photo](#) [Edit Photo / Note](#)

## Special Offers

Save special discounts and giveaways that have been posted by exhibitors.

SPECIALS (1)

	<p><b>20% Off Your First Month</b> Howard Database Ventures</p> <p>New customers will save 20% on their first month if they sign up in the next 30 days. Sorry, this offer is not available for past or current customers. No promo code needed.</p>	<input checked="" type="checkbox"/>
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## Contacts

View and save exhibitor contact information. Reach out to contacts via email through your MyExpo Planner account.

ONLINE CONTACTS (2)

		<b>Michelle Hall</b> - COO	Email	Michelle has been with Howard Database Ventures for 12 years. She is responsible for working with our teams all over North and South America. Her favorite things are coffee and her five dogs - Bruno, Beast, Buttercup, Bond and Brutus.	 
		<b>Adam Esben Jr.</b> - VP Sales	Email	Adam is our Vice President of Outside Sales. He has been with the company for two years. Before joining us he was a successful entrepreneur. Adam is a proud father and enjoys hiking and entering chili cookoffs.	  

## Recommendations

As you start to explore the directory, you'll notice a new notification in the top right corner of your screen. By clicking here, you will be taken into your MyExpo Planner recommendations. These are recommendations for you based on your activity. This tool uses AI technology to reveal what like-minded attendees are searching for to help you explore every avenue while attending the show.

Click on the bell icon to see your personalized recommendations. You can click on these results to learn more, add them to your MyExpo Planner, or dismiss them to make room for additional recommendations. You can also access them at any time in the "Recommendations" section of your MyExpo Planner account.

