

## **Products & Services Listing Deadline: June 29, 2007**

As an exhibitor in The Best Show in Public Works, some information about your company is already listed on the show web site. To ensure accuracy and inclusion in the Program and Showguide, please complete your company profile online today. All profiles must be completed for the Showguide no later than June 29, 2007.

**Some of the information that you provide online will be taken directly from the web site and printed in the Program and Showguide, which is distributed to all registered attendees. If you do not update your listing, we will assume you did not need to make changes, and information displayed on the web site will be printed in the on-site guide. Please note that some of the items you provide online are not included in the printed guide.**

### **SUBMIT YOUR INFORMATION**

1. Go to [http://apwa.ntpshowsites.com/update\\_company\\_profile.html](http://apwa.ntpshowsites.com/update_company_profile.html).
2. Login using your personalized username and password, which will be sent to you via email.
3. Click on "Copy Profile" to use the profile you submitted the previous year, OR "Start From Scratch" to create a new profile. Fill in all blank fields and verify all existing information. Note: Your company description will be limited to 50 words or less. Fill in all blank fields and verify all existing information.
4. Add a description to your profile about the products/services you plan to display at the 2007 Congress & Expo. (Please note the description will not be included in the printed guide.)
5. **Confirm your listing by checking the Ready-for-Print box when complete.**
6. Click the "Update Company Profile" button at the bottom of the page.
7. Remember, information for the printed Showguide will be taken directly from your web listing!

### **PRODUCT/SERVICE CATEGORIES** (Maximum: 4 Categories)

Once you login with your username and password, you can choose up to four product categories that apply to the products and services you will display in your booth. These categories will be printed in the Showguide. To update your categories:

1. Click on "Update Categories."
2. Check no more than four boxes indicating your product categories.
3. Click the "Update Product Categories" button at the bottom of the page.
4. Remember, the categories you choose online will be printed in the Showguide!

### **LOGO HOTLINK AND PRODUCT PHOTOS TO YOUR WEB LISTING**

As an added value, you can add a logo and product photos to your listing FREE of charge! If you provide a URL when updating your company profile, your logo will automatically link to the URL you provided. Please note, the logo and product images will appear on the web site only. They will not be printed in the Showguide. To upload a logo and product images:

1. Click on "Update Company Logo" or "Update Product Images." (Both options take you to the same page.)
2. Enter an Image Name and optionally an image caption. Then press the "Browse..." button. A dialog box will open up with a view of your hard drive. Navigate to the image that you are trying to upload, select it, and press the "Open" button at the bottom of the dialog box.
3. Click the "Update Product Images & Logo" button at the bottom of the page.

### **QUESTIONS?**

Email [jbogue@ntpsnow.com](mailto:jbogue@ntpsnow.com) or call Jenny Bogue at 800-687-7469, ext. 227; 703-706-8227.

After June 29, you can update your online listing, but the printed Program and Showguide will be closed for changes. NTP and APWA reserve the right to edit copy.