



Please see below for deadlines and instructions for entering your badge requests and printed show directory descriptions.

1. Company product/description for printed show directory *Due June 20, 2008*
2. Booth personnel badge requests. *Due July 25, 2008*

To enter this information, please follow the instructions below according to your membership status. Please note: if your company is a Corporate member but you do not hold the membership or obtain a participating membership, please follow the non-SMTA member instructions below.

Instructions for SMTA Members (if your company is a corporate member and you are not the membership holder, please follow instructions for non-members):

1. Please log in to www.smta.org with your Member ID and Password.
2. Scroll to the bottom of the page and click the "Update Your Info" link.
3. Click on 'SMTAI Badge Requests and Show Directory Listings'
4. Enter your product description (please limit this to 75 words or less).
**Members who have company descriptions on file with SMTA will find that the system will default to this saved description. Members can edit or use the existing description.*
5. Enter your booth personnel names to request badges.

Instructions for Non-SMTA Members:

1. Please log in to www.smta.org with your Vendor ID and Password.
(if you need your Vendor ID and password: exhibitors A-L contact Leslee Johns at 952-920-7682 or leslee@smta.org and exhibitors M-Z contact Gayle Jackson at 540-639-0439 at gayle@smta.org)
2. Once logged in you will see the screen where you can submit your product description for the printed show directory and request badges.
3. Enter your product description (please limit this to 75 words or less).
4. Enter your booth personnel names to request badges.