EACs & Third Party Account Access & Registration Process

This is a two-step process:

Step 1 is for accessing your ExhibitorPro account. If you are a first-time user, meaning you have never used ExhibitorPro on a Shepard event to-date, you'll need to start here. If you're a returning user to ExhibitorPro, you can skip to Step 2.

Step 2 is for registering as an EAC or Third Party for each event you work on. You must complete a registration process for every Shepard event you work on. This step is essential to ensure you are properly linked to the exhibitor you're representing, allowing you to place orders and manage services on their behalf in ExhibitorPro.

Step 1: Account Access | *One-Time Process*

If you registered for the event through the show organizer and provided your email, your ExhibitorPro account is already set up. To access it, you will need to activate your account by setting your password.

- Visit ExhibitorPro at exhibitorpro.shepardes.com, enter your email address in the pop-up box, and click 'Continue.'
- You will then be prompted to activate your account by clicking 'Set Password' beneath the Log In button.
- Check your email for a link to set your password and return to ExhibitorPro.
- Now, move to the second step outlined on this document, being the registration process.

If the exhibitor registered for the event through the show organizer and provided their email, you will need to create an ExhibitorPro account.

- Visit ExhibitorPro at exhibitorpro.shepardes.com, enter your email address in the pop-up box, and click 'Continue.'
- You will be prompted to create an ExhibitorPro account.
- Enter your information into the requested fields and click 'Register.'
- You will receive an email from ExhibitorPro confirming your account creation.
- Now, move to the second step outlined on this document, being the registration process.

In either case, once your account is activated or created, the email and password used will serve as your permanent ExhibitorPro credentials for all future Shepard events.

Step 2: EAC/Third Party Registration | *Reoccurring Process*

If you are operating as an EAC or Third Party, you must complete a registration process for every Shepard event you work on. This step replaces the previous event-specific form.

- Navigate to the EAC and Third Party registration page on ExhibitorPro.
- Select either the 'EAC' or 'Third Party' tab.
- Enter your information into the requested fields and click 'Register.'
- You will receive an email from ExhibitorPro confirming your registration.