EAC & Third Party Registration Process

This document outlines the step-by-step process for Shepard's standardized EAC and third party registration. To register, users must first have an account created in ExhibitorPro. If they have previously participated in a Shepard event as an EAC or third party, they may already have an account.

In either instance, please find the two use cases below (A & B) that EACs and third parties should review, identify the one that applies to them, and follow the corresponding steps to successfully obtain access to ExhibitorPro for their event(s).

Case A

You have not served as an EAC or third party for a Shepard event; therefore, your email is not in our system, and you must create an ExhibitorPro account.

Case A Instructions

Case B

You have served as an EAC or third party for a Shepard event; therefore, your email should already be in our system, and your ExhibitorPro account is already active.

Case B Instructions

Case A | Account Creation & Registration Process

In this scenario your email is not in our system, and you must create an ExhibitorPro account prior to registering as an EAC or Third Party.

1. Create an Account

This step is only required one time. Once your account is created, you will not have to repeat this step.

- Navigate to ExhibitorPro's main login page.
- Click 'Sign Up' 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.

2. Register as an EAC or Third Party for Your Client's Event

This step replaces the previous event-specific EAC/Third Party registration form.

- Navigate to ExhibitorPro's EAC and Third Party registration page.
- Select either 'EAC Sign Up' or 'Third Party Sign Up'.
- Enter your information into the requested fields and click 'Register'.
- You will receive an email from ExhibitorPro confirming your registration.
- Once your EAC/Third Party registration is complete, please login into ExhibitorPro using your account credentials and begin placing your orders.

Important: The registration process is required for every Shepard event you work on as an EAC or third party. We recommend bookmarking the registration link, as it is standardized for all Shepard events. Each registration will trigger an email notification to the exhibitor, keeping them informed about their account activity.

Case B | Account Access & Registration Process

In this scenario, your email is already in our system, meaning you have an active ExhibitorPro account and must reset your password to gain access prior to registering.

1. Reset Your Password

This step is only required one time.

- Navigate to ExhibitorPro's main login page.
- Click 'Reset Password'.
- Enter your email address into the requested field and click 'Reset'.
- You will receive an email from ExhibitorPro containing your reset password link.
- Click the reset password link and follow the prompts to create your new password.

2. Register as an EAC or Third Party for Your Client's Event

This step replaces the previous event-specific EAC/Third Party registration form.

- Navigate to ExhibitorPro's EAC and Third Party registration page.
- Select either 'EAC Sign Up' or 'Third Party Sign Up'.
- Enter your information into the requested fields and click 'Register'.
- You will receive an email from ExhibitorPro confirming your registration.
- Once your EAC/Third Party registration is complete, please login into ExhibitorPro using your account credentials and begin your placing orders.

Important: The registration process is required for every Shepard event you work on as an EAC or third party. We recommend bookmarking the registration link, as it is standardized for all Shepard events. Each registration will trigger an email notification to the exhibitor, keeping them informed about their account activity.