



Welcome to **the AAPA 2021 exhibitor setup- site**. The organization's company contact will have access to set up the virtual booth. Do you need to grant access for another team member to upload? Contact Cindy Stickles at cstickles@aapa.org.

The information below includes important instructions for your booth profile. **Please read ALL instructions before setting up your booth.**

Here is your link to login to the portal:

<https://app.lennd.com/portal-login/aapa-2021/1a6280cf-e7dd-41cc-aaab-553a54423c07>

Submissions are due no later than April 30th. You can preview your booth at any time if you need to take a screenshot to share your booth setup with internal stakeholders.

Some helpful tips:

- Please first watch the how to video [HERE](#), it will help a great deal to explain the process. This link is also provided when you log in.
- Please use your email to log in and create a password.
- You will not be able to change your company name, to do so, please contact Cindy Stickles at cstickles@aapa.org
- A link to an html editor to format the text for your description is provided on your upload page
- Option to YES-Include, or NO-Remove the Schedule a meeting, Drop a Business Card and Exhibitor Chat are irreversible. Please be certain whether you want these features before choosing.
 - *Please note: These features, if turned off, will still show on your booth preview. The functionality to turn these features off is custom to our show and preview is a standard template and doesn't have the ability to filter these selections. If you require a snapshot of your booth without these features prior to May 17th, I can provide one after April 28th.*
- Upload Specifications
 - **Logo:** 300 x 300 pixels. Acceptable finalized file formats are .jpg or .png
 - **Hero Banner:** 1325 x 290 pixels. Acceptable finalized file formats are .jpg or .png
 - **Background Image:** 1440 x 1440 pixels. Acceptable finalized file formats are .jpg or .png
 - **Social Links:** Supply a URL for the following: Facebook, Twitter, Instagram, LinkedIn, YouTube
 - **Video:** Supply a YouTube or Vimeo link for your virtual exhibit page (maximum length: 10 minutes)
 - **Collateral:** PDF, Word Doc, .JPG, or .PNG for your virtual exhibit page
- Please find instructions for uploading videos to YouTube and Vimeo for use in your booth profile [HERE](#).

Additional timeline information:

- Exhibitors will have advance access to the virtual platform May 17th, at which time you will be able to view the exhibit hall and get familiar with the platform
- Booths will go LIVE on Friday, May 21, 2021
- If you have any questions, please do not hesitate to contact Cindy Stickles cstickles@aapa.org



Exhibit Hall Hours:

Exhibit Hall Opening

Sunday, May 23, 6 – 7 p.m.

Exhibitor Meet & Greet (*uncontested hours*)

Monday, May 24, 5 – 6 p.m.

Tuesday, May 25, 5:15 – 6:15 p.m.

Wednesday, May 26, 2:30 – 3:30 p.m.

The Exhibit Hall will be available the entirety of the conference, Friday, May 21 through Wednesday May 26. It is recommended that you be available, monitoring your booth during the hours dedicated to the Exhibit Hall listed above.