

Exhibitor Checklist



Start making plans for your showroom customization with the items listed below!

Items are grouped by importance to attendees. “Must Have” items should take priority, while “Nice to Have” items will provide attendees with the best experience.

As you log in to the FDIC Product Network platform, visit the “Teams” page of your profile, where you can input details and set-up your company’s account.

1 Your Company Profile

Must Have

- Company Name
- Brand Logo: 400 x 400 pixels (JPEG)
- Company Summary: 500 characters*
A more detailed overview of your company... share how you would describe your products and services
- Products Provided

Highly Recommended

- Company Video (YouTube or Vimeo)
Contact us for assistance if a YouTube or Vimeo link isn't available
- Website URL

Nice to Have

- Documents URL
Upload sales sheets, whitepapers, or other documents to showcase your company and capabilities
- Facebook Profile URL
- Twitter Profile URL
- LinkedIn Profile URL
- Instagram Profile URL

*Suggested character counts based on space provided.

2 Your Rep Profile

Must Have

- Representative Name
- Headshot/Profile Picture
- Job Title
- Region

Nice to Have

- Experience/Summary
- Sales Rep Location
- Meeting Availability

3 Product Listings

Must Have

- Product Photos: 1000 x 1000 pixels (JPEG)
- Product Name
- Products Provided
- Product Summary: 500-1000 characters*
Include as much detail as possible

Highly Recommended

- Product Website URL
Link directly to your product page

Nice to Have

- Product Documents URL
Upload product sales sheets, whitepapers, or other documents for each product
- Product Video (YouTube or Vimeo link)
Contact us for assistance if a YouTube or Vimeo link isn't available



Pro Tip! This is a great spot to showcase different views or a slideshow with multiple images of one product.