

To 2026 OFVC Exhibitors,

Re: Accessing the Exhibitor Resource Centre (Exhibitor Platform)

Note: Your Exhibitor Welcome Letter was sent Tuesday, November 25th

Find your welcome letter from *no-reply@unityreg.com* with the subject line EXHIBITOR RESOURCE CENTRE in your email. It may be in your spam folder. If it is in the spam folder, mark as a safe sender. If cannot find it, contact me and I will resend. This email contains your booth assignment and a link to access the Unity Exhibitor Platform.

Read the email carefully then click this link

- **Exhibitor Resource Centre – Click here**
 - Select your company in the drop-down list, click next.
 - If this is your first time accessing the system, click reset your password and follow the steps. If you have logged in previously, login with your saved password.
 - Fill in required contact information and continue.
- Review the general exhibitor information.
- At the top of the page, there are two black tabs. You may edit your main contact if necessary.



- Click the Update Company Listing tab
- **All** exhibitors should select from the product categories drop-down. Choose as many as apply.
 - This step is important as it allows people to search for exhibiting companies by product on our website.

Product Categories

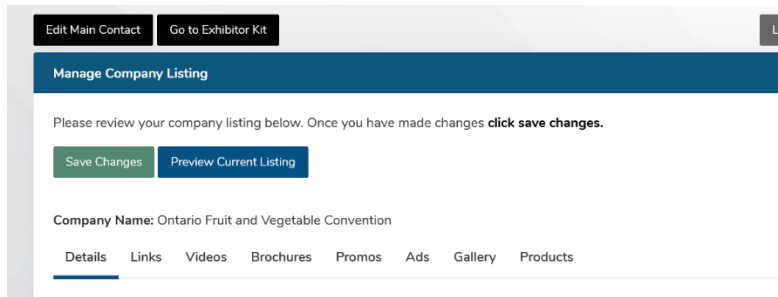
Please select the product categories you are displaying

Knowledge & Services, Not-for-Profit Associations

Company Description

- **New** this year, ALL exhibitors may upload a company logo.
- If you have purchased a Premium or Platinum listing, you will have the ability to add the following to your exhibitor listing: company description, social media/website links, videos, promotions, brochures, photo gallery and product listing.

- Click on the appropriate item to update your listing.
- Save your changes. Preview. And, just to be safe, save your changes again...



You are done!

Give the system a bit of time to sync and then go to our website and check out your listing.

<https://ofvc.ca/floorplan.html>

Flag the welcome email for subsequent access to your listing. You may also access the platform through the OFVC website. https://ofvc.ca/exhibitor_platform.html

Any questions, contact Glenna by phone 905.966.3338 or email glenna@ofvc.ca