

How to Access & Use the Exhibitor Resource Center (ERC)

(Exhibitor Training Webinar)
February 20, 2025





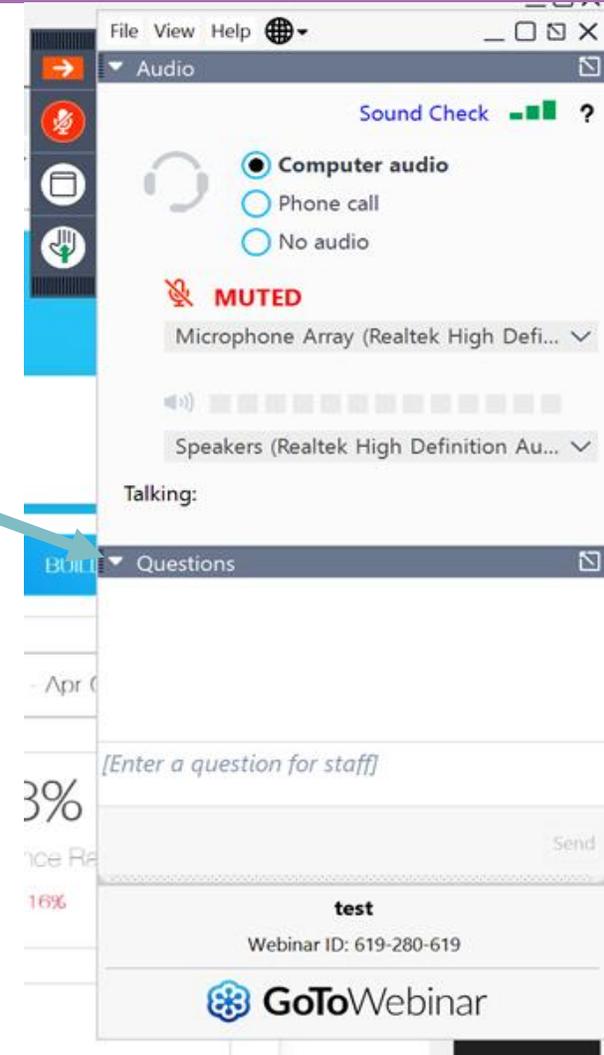
Ingrid Qualls
Sr. Trade Show
Manager

- **AGENDA**
- **How to Log in**
- **Exhibitor Resource Center**
 - **Live Review of Resources**
- **How to add a user**
- **Important Dates**
- **Q & A**

HOUSEKEEPING

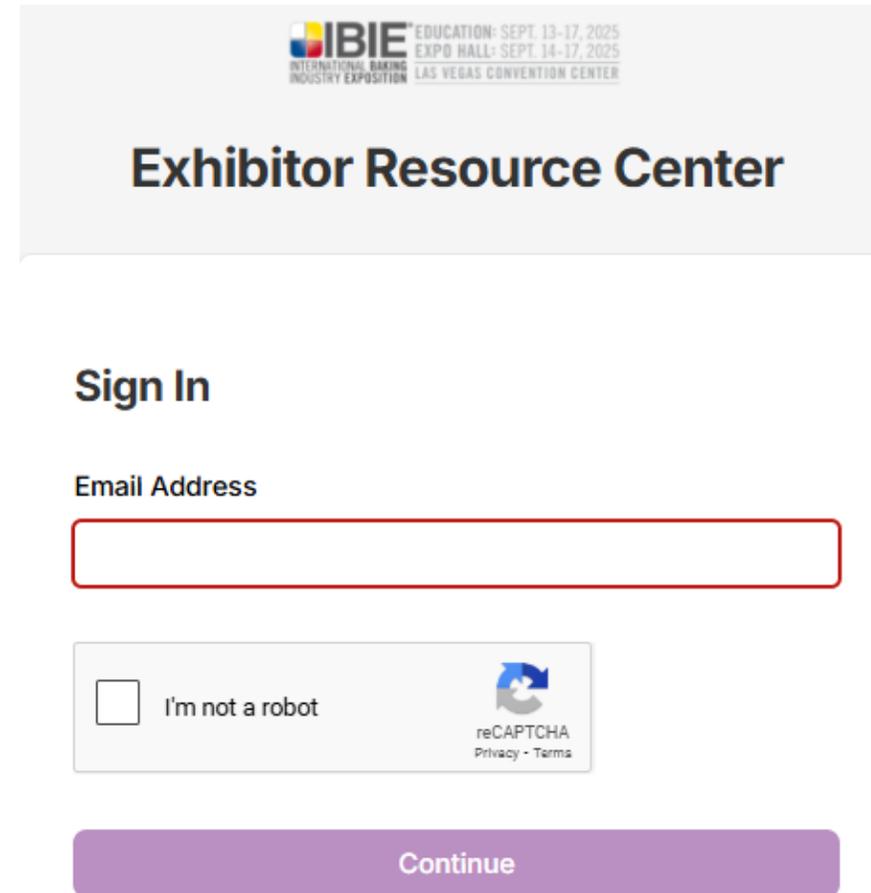


- Submit your questions or comments via the questions box on your webinar dashboard.
- This webinar is being recorded
- If you are having any technical difficulties, please use the question box to notify the IBIE Team and we will assist you.



How to Log In

- How to Log In
 - 1. Visit www.bakingexpo.com
 - 2. Select “For Exhibitors”
 - 3. **Scroll down and select “Exhibitor Resource Center (ERC)”**



The screenshot shows the top of the Exhibitor Resource Center page. At the top, there is a header with the IBIE logo and event information: "IBIE INTERNATIONAL BAKING INDUSTRY EXPOSITION", "EDUCATION: SEPT. 13-17, 2025", "EXPO HALL: SEPT. 14-17, 2025", and "LAS VEGAS CONVENTION CENTER". Below the header is the title "Exhibitor Resource Center". The main content area is titled "Sign In" and contains an "Email Address" label above a red-bordered input field. Below the input field is a reCAPTCHA widget with the text "I'm not a robot" and a checkbox, and the reCAPTCHA logo with "reCAPTCHA Privacy - Terms" below it. At the bottom of the form is a purple "Continue" button.

EXHIBITOR RESOURCE CENTER (Home Page)



International Baking Industry Exposition
2025
September 13 - 17, 2025 | Las Vegas

Search...

Home

Checklist

Resources

Users

IBIE

Booths: 7971, 7979, 8071, 8079

Ingrid

Deadline Checklist



Past Due (1)

Upcoming Deadlines (34)

Completed (7)

[VIEW ALL →](#)

Contact Us

Contact our team at +1-312-321-6837 or exhibits@bakingexpo.com

[EMAIL US →](#)

Marketing Toolkit

Promote your presence at IBIE 2025! Use these FREE marketing tools and assets to invite your customers and prospects to join you at the expo.

[START MARKETING →](#)

Exhibitor Registration Dashboard

Register for your badges, order your FREE Lead Retrieval AND Extend 20% OFF Customer Badges.

[GET EXHIBITOR BADGES →](#)

Exhibitor Services Manual

Order everything you need for your booth and maximize your savings with FREEMAN and other IBIE Vendor Partners by submitting your orders before the advance deadline dates.

[ORDER NOW →](#)

Housing

Housing available through onPeak, IBIE's only official housing provider. Please contact IBIE@onpeaksupport.com with any questions.

Complete Online & Printed Profile

Onsite Show Directory & Retail Guidebook - Print Deadline July 7, 2025 - 11:59pm CT. ANY changes AFTER the deadline will be reflected in the IBIE Mobile App.

- | | | | |
|---|---------------|--|--------------|
| <input checked="" type="checkbox"/> Description | None added | <input checked="" type="checkbox"/> Business Cards | 0 of 2 added |
| <input checked="" type="checkbox"/> Primary Contact | Complete | <input checked="" type="checkbox"/> Special Offers | 0 of 4 added |
| <input checked="" type="checkbox"/> Product Photos/Videos | 0 of 16 added | <input checked="" type="checkbox"/> Exhibitor Collateral | 0 of 3 added |
| <input checked="" type="checkbox"/> Product Categories | None added | <input checked="" type="checkbox"/> Primary Audiences | None added |

My Account

Review your financial account for booth and sponsorships.

All payments have been made.

[VIEW FINANCIALS →](#)

Exhibitor Appointed Contractor(EAC)

Register your Exhibitor Appointed Contractor (EAC) by August 15, 2025

[REGISTER EAC HERE →](#)

Education Webinar Series

IBIE's webinar series is designed to help you navigate the exhibiting experience and maximize your ROI at the show. If you missed a webinar, check below to watch the recording or download.

- [LVCC Overview](#)
- [How to Access & Use Your ERC](#)
- [Booth Package Overview \(MH&LR\)](#)
- [Give Your Booth a Boost](#)
- [First Time Exhibitor](#)

[VIEW ALL WEBINARS →](#)

Additional Listings

To purchase an Additional Listing, exhibitors must meet the criteria. Criteria can be found on the application. Additional Listings will incur a cost of \$2,500 each.

[SUBMIT CONTRACT →](#)

EXHIBITOR RESOURCE CENTER (How to add a User)



- Log into the ERC
- On the left side – click on “Users”
- Select “Add New User”

The screenshot displays the IBIE Exhibitor Resource Center interface. At the top, the IBIE logo is shown with event details: 'INTERNATIONAL BAKING INDUSTRY EXPOSITION', 'EDUCATION: SEPT. 13-17, 2025', 'EXPO HALL: SEPT. 14-17, 2025', and 'LAS VEGAS CONVENTION CENTER'. Below this, the event title 'International Baking Industry Exposition 2025' and dates 'September 13 - 17, 2025 | Las Vegas' are displayed. A search bar is present. On the left sidebar, the 'Users' menu item is highlighted with a red box and a red arrow. The main content area shows the 'Manage Users' section with a red box around the 'Add New User' button and a red arrow pointing to it. Below the button, there is a table with columns for 'Actions', 'First Name', and 'Last Name'. The table contains one row with a three-dot menu icon, the name 'Ingrid', and the name 'Qualls'.

IBIE
Booths: 7971, 7979, 8071, 8079

Manage Users [Add New User](#)

Use this section to manage which team members have access add a team member, they will automatically receive an email w.

| Actions | First Name | Last Name |
|---------|------------|-----------|
| ... | Ingrid | Qualls |

IMPORTANT DATES



- **April 17 (WEBINAR)**
 - Booth Package Overview Webinar (Material Handling & Complimentary Lead Retrieval)
 - Register in ERC
- **May 21 (WEBINAR)**
 - Give Your Booth a Boost (Marketing Tips & Tools)
 - Register in ERC
- **June 16 (BOOTH DIAGRAM SUBMISSION)**
 - Booth construction diagram/rendering layout due
 - Submit in (ERC)
- **July 7 (PRINTED ONSITE SHOW DIRECTORY & RETAIL GUIDE)**
 - Printed Onsite Show Directory & Retail Guide
 - Update in ERC
- **August 15 (FREEMAN DISCOUNT DEADLINE)**
 - Freeman Discount Deadline
 - Access Exhibitor Services Manual in ERC

Q & A

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THANK YOU!