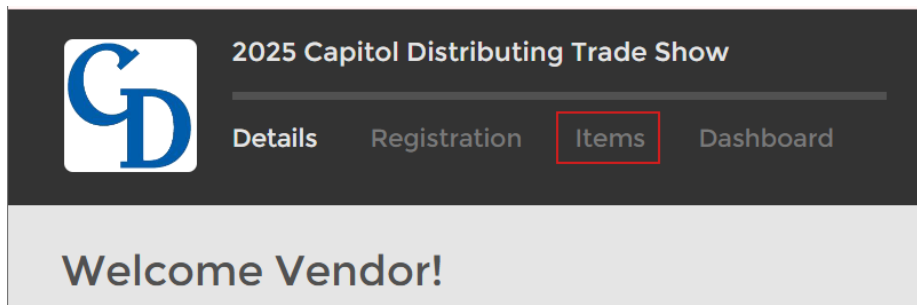


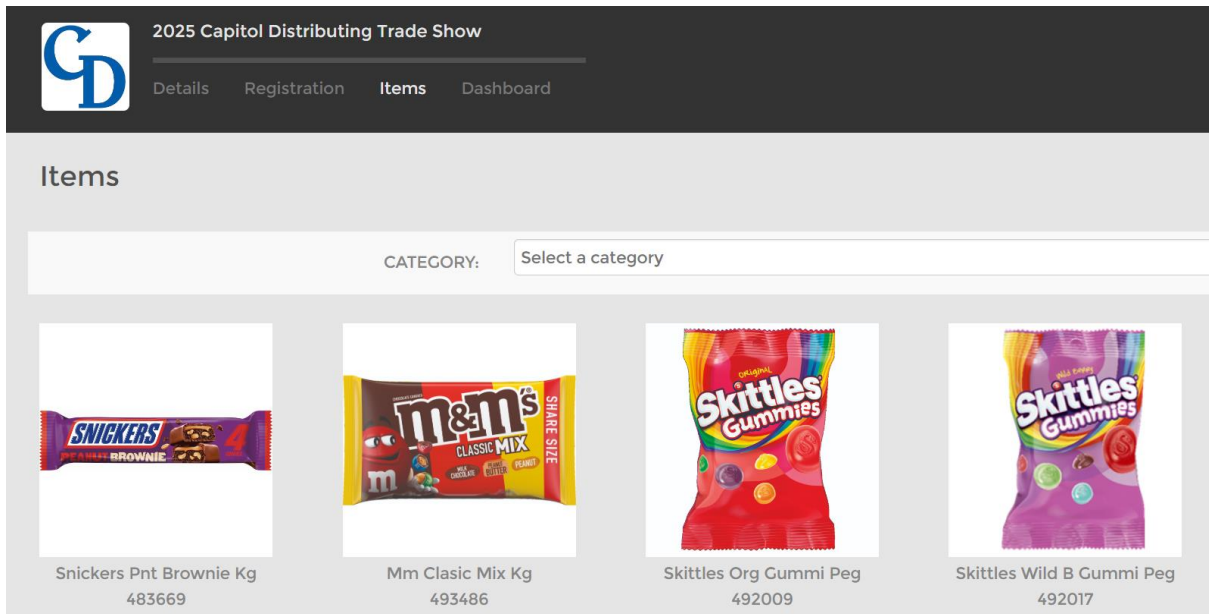
2025 Capitol Distributing Tradeshow How to Register Trade Show Items

1. Visit- <https://tradeshow.capitoldist.com/#/main/login>
2. You should have received your 2025 User ID & Temporary password via email. If you do not have this information, please contact Marketing@Capitoldist.com for further instructions.
3. Log in with your User ID and password. Once you enter the temporary password, you will prompted to change your password.
****Note: Passwords are reset every year, so if you saved your password from last year, it will no longer work.**
4. Make sure the page says, “View the Mobile Site”.

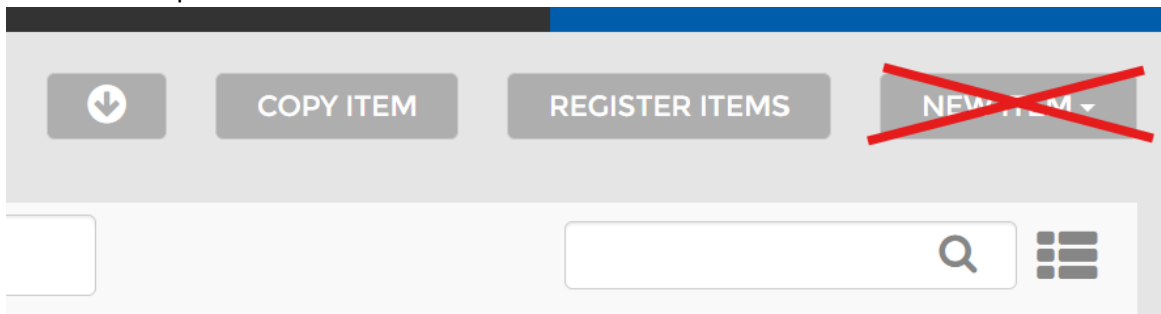
5. Click login.
6. Now you can now register your items by clicking on the “Items” tab at the top left of the screen.



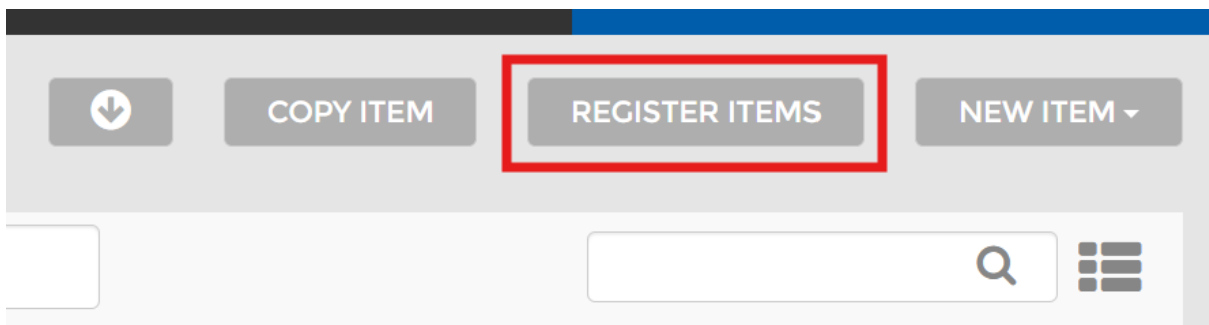
7. Once you click on “Items” from the top left menu, your items will appear.



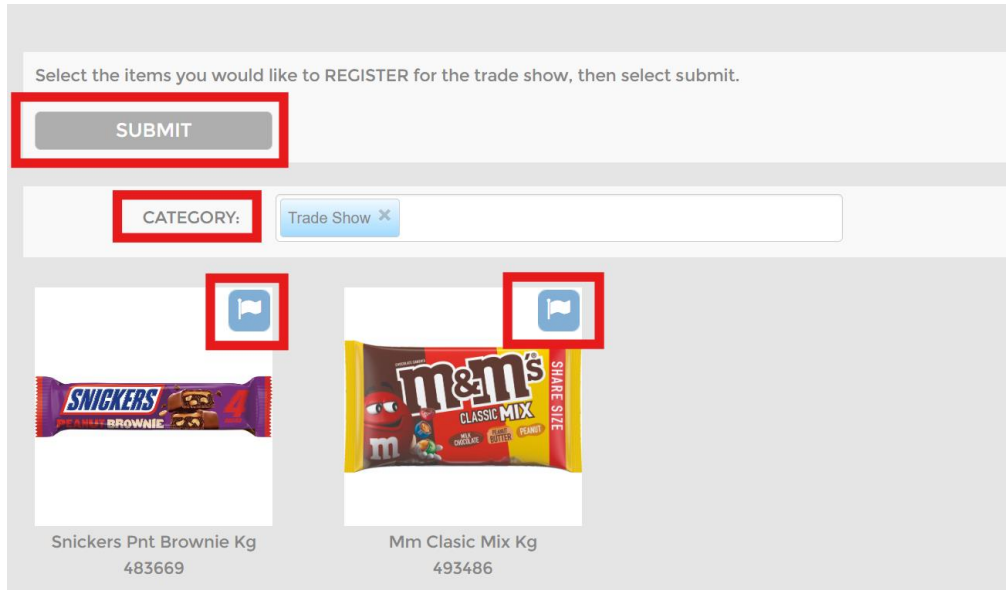
8. **STOP!!!! DO NOT SET UP NEW ITEMS ONLINE!!!** If your item is brand new and Capitol currently does not carry it, please fill out a New Item Form and send to your buyer. If the item is approved and once buyer sets up the item, the item will appear on this website, under the items screen, 24 hours after it is set up.



9. Proceed with REGISTER ITEMS. Once you click on Register Items, you will be able to Flag the items you wish to include in trade show.



10. To Flag the item, click in the top right hand corner of the item you want to register. Once your items have been selected (flagged), change the category to Trade Show and click SUBMIT.



11. Once all your items have been FLAGGED for Trade Show you can now update the Details. When you click on the item, the item DETAILS will pop up as shown below.

ITEM INFO

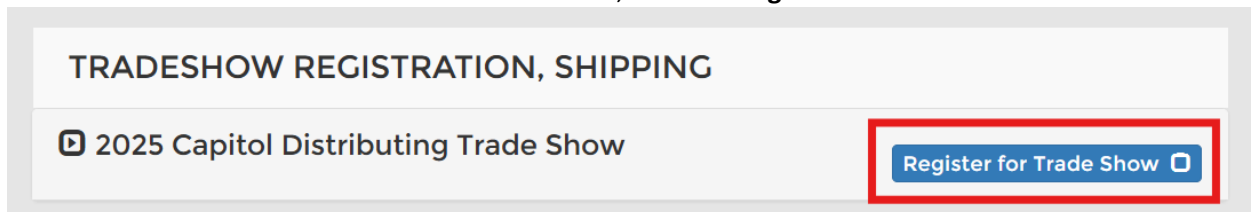
Item Description *

Mm Fudge Brownie Kg

Vendor *

MARS WRIGLEY

12. Scroll down and on the left side of the screen, click on “Register for Trade Show”



13. When you click on the “Register for Trade Show” box, a drop down will appear. Here is where you select the months you would like the product to be shipped. We encourage to choose 1-3 different months, do not select all. **2025 Tradeshow Ship months will be May – September, 2025.**

TRADESHOW REGISTRATION, SHIPPING

📅 2025 Capitol Distributing Trade Show [Unregister for Trade Show](#)

Available Shipping Dates

May
 Jun
 Jul
 Aug
 Sep

Samples #

Samples Type

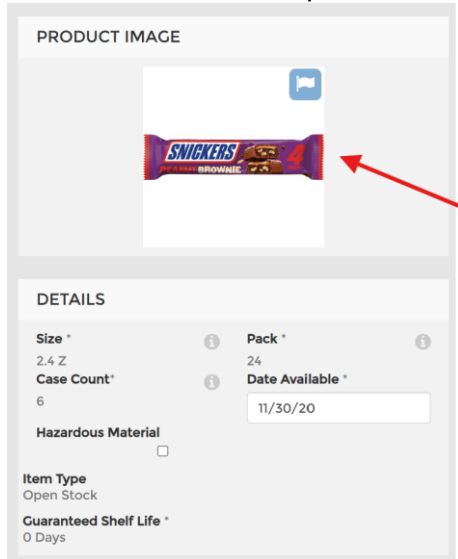
14. Once you have registered your items and selected your months, scroll back to the top of the page, and **review the item DETAILS** on the right side of the screen.

➔ Make sure there is an image of the item. **If there is no image, please upload one.**

➔ *****YOUR ITEM WILL NOT BE APPROVED IF AN IMAGE IS NOT INCLUDED.*****

➔ Check the details of your item and make sure they are correct. **Select your available date.**

PRODUCT IMAGE



DETAILS

Size * 2.4 Z

Case Count * 6

Pack * 24

Date Available * 11/30/20

Hazardous Material

Item Type Open Stock

Guaranteed Shelf Life * 0 Days

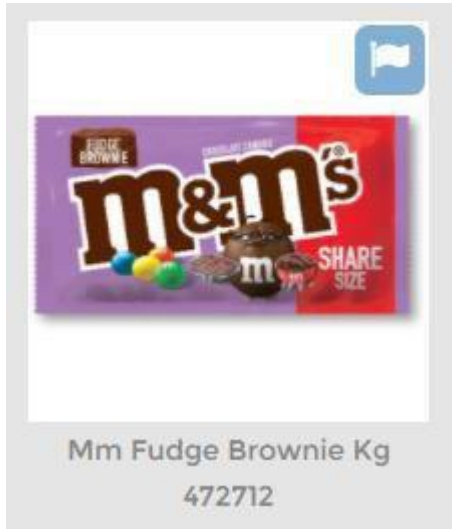
15. Next, go down to **PRICING**. **Input your OI amount/ deal** you would like to offer to the customer on that item.

Off Invoice Allowance / Case *

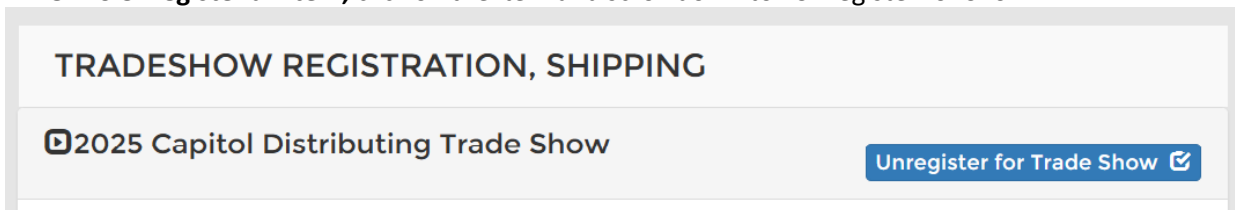
16. Once you registered the item & selected your ship months, uploaded an image, checked the details, and entered your deal, stroll down, and click on **UPDATE**

UPDATE

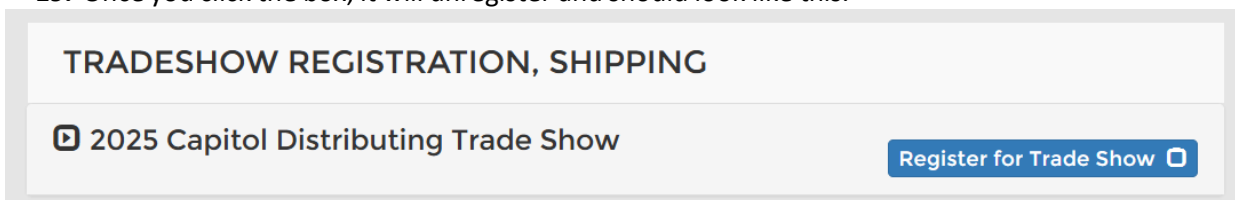
17. Once the page updates, it will take you back to your item screen. **You will then see your item with a flag.** This means your item was successfully registered.



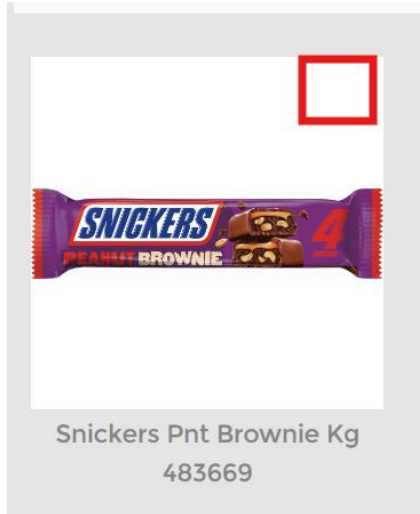
18. To **Unregister an item**, click on the item and scroll down to “Unregister for Show”



19. Once you click the box, it will unregister and should look like this:



Scroll down to the bottom and click **UPDATE**. You must update before you exit the screen. Now, your item is no longer registered and should appear back in your item screen with no flag.



Once all your items have been registered for the show, you are done. All the registered items will appear in the Trade Show App for customers to view and order.

For any questions, please contact Marketing@Capitoldist.com or your buyer for assistance.