

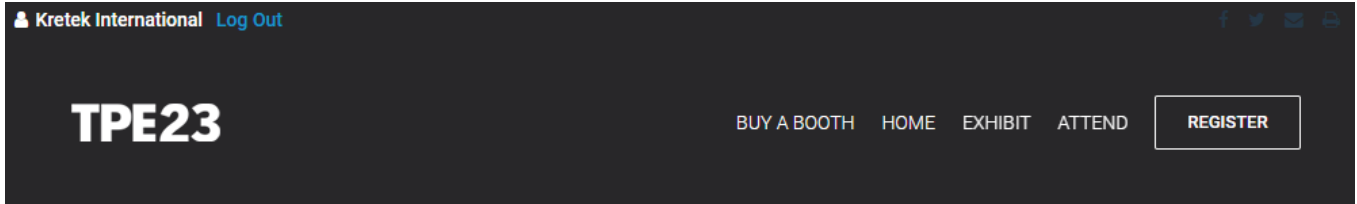
**Step 1:**

Log into your TPE23 [Exhibitor Portal](#)

**Step 2**

Select the tile “Exhibitor Certificate of Insurance Upload”

- Only 1 file can be uploaded, if there are multiple pages they must be combined into one file
- Allowed file types: .pdf
- Allowed File Size up to 10MB



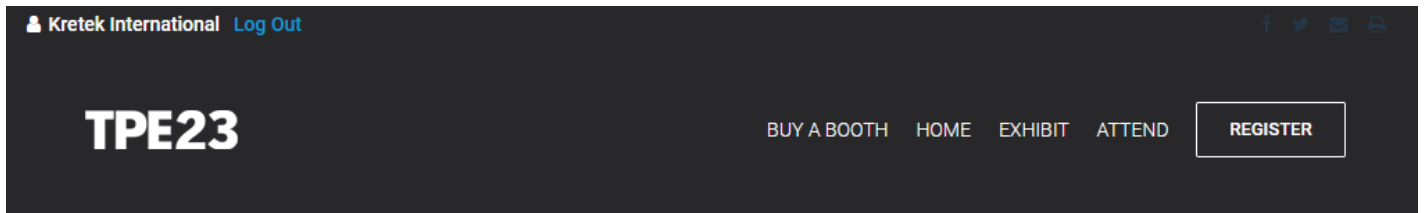
**Booths**

**Kretek International** Booth #4093 [Click here to preview](#)

- My Account**  
Click here to print your account statement, see when the next payment is due, or make a payment online.
- Sponsorship / Upgrade Your Profile**  
Click here to view and purchase available sponsorships.
- Manage Your Contacts**  
Click here to manage your Primary, Invoice and Marketing Contacts.
- Company Profile**  
Click here to manage/update the information on your eBooth so customers are aware of what you plan to market and sell at the show.
- Products**  
Click here to upload pictures and descriptions of the products you will be showcasing at your booth.
- Press Releases**  
Click here to enter newsworthy information about your companies products and your presence at the show.
- Videos**  
Click here to upload videos that showcase and highlight your companies products.
- Show Specials**  
Click here to enter your show deals so attendees can review and plan which exhibitors they want to visit and purchase from.
- Exhibitor Certificate of Insurance Upload**  
Click here to submit your Certificate of Insurance
- Exhibitor Service Manual**  
Click here to access the Show Service Manual. All show order forms (electrical, rigging, lead retrieval, etc.), facility guidelines, contacts and more are located here.
- Exhibitor Staff Registration**  
Click here to register your staff for exhibitor badges.

**Step 3:**

Select "Exhibitor Insurance" toward the top of the page



Booth	Custom Form	Form Status
4093	Exhibitor Insurance (COI)	NOT SUBMITTED

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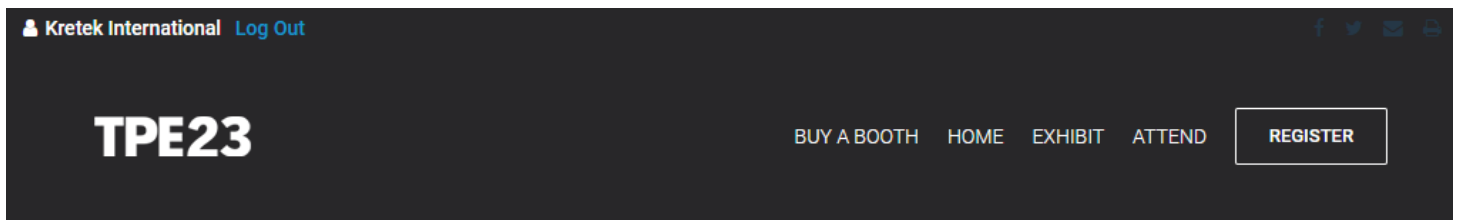
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**Company Profile**  
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**Products** **Press Releases**

**Step 4:**

- 1) Select "Choose File" and select your Certificate Insurance file you want to upload.
- 2) Next, select Upload File on the right.
- 3) Next, select submit, once this is done you will see that the file has been uploaded and submitted.



[Print View](#)

Exhibitor Insurance (COI) [NOT SUBMITTED](#)

Please upload a PDF of your insurance verification form below and click Submit:

Insurance Form: \*  No file chosen

\*Allowed file types: .pdf.  
Allowed File Size: 10MB.