



Change Item's Exhibitor

The exhibitor can be changed on an item with this utility. Make a note of the new exhibitor's ID before starting this process.

1. Click **Go to > Exhibitors/Items > Item Utilities > Change Item's Exhibitor**. See Figure 1.

Item Number	Class	Name
000000003	H017002	Adamson, Adam
000000004	H049002	Adamson, Adam
000000005	H045002	Adamson, Adam
000000006	H056002	Adamson, Adam
000000007	H061002	Adamson, Adam
000000008	H056002	Appleseed, Johnny
000000020	H057001	Appleseed, Johnny
000000009	H056002	Beethoven, Schroe
000000010	H017002	Beethoven, Schroe
000000021	J003001	Cat, Dilbert
000000022	J003001	Chipmunk, Chip
000000019	A001001	Cleaver, Ward
000000023	J003001	Collie, Lassie
000000024	J003001	Cowboy, Woody
000000025	J003001	Flintstone, Pebbles
000000011	F002004	Hood, Robin
000000026	J003001	Hood, Robin
000000015	A001002	Huxtable, Claire
000000016	A001004	Huxtable, Claire
000000017	A001006	Huxtable, Claire
000000018	A001001	Huxtable, Claire

Figure 1. Change Item's Exhibitor

2. Click the **Item**, **Name**, or **Class** button to display the list of exhibitors.
3. Highlight the **item**. The item number, current exhibitor ID, and current exhibitor name display.
4. Type the **ID number** of the *new exhibitor* in the *New Exhibitor ID* field.
5. Press **Tab**. The new exhibitor's name displays.

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6. Click the **Change Exhibitor** button.
7. Click **OK** to confirm the change.