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.

   ![Figure 1. Change Item's Exhibitor](image)

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