



Exhibitor Booth Staff Registration Instructions:

- 1) Visit the [Exhibitor Registration Portal](#) and click New Registration.
- 2) Input your email address, along with your unique **Company Exhibitor Promo Code** and click Next. If you do not have your Company Exhibitor Promo Code, please reach out to your booth manager.
- 3) Proceed entering badge information.

To register additional booth staff at once*:

- 4) Complete steps 1-3. When you arrive at the “Add Additional Attendees” page and wish to add more staff, click **Yes**.
- 5) Enter the next attendee’s email address and your Company Exhibitor Promo Code into the promo code box and click **Add Attendee**.
- 6) Once you’ve added yourself and/or team members – be sure to click **“Finalize Registration”** at the end, to complete the process. If you do not click Finalize Registration, your registration will remain incomplete.

- **Each registration requires a unique email address. Please use the attendee’s email address for their registration. You can add your email address to the ‘CC Email’ box for each registrant to receive a copy of confirmations.*