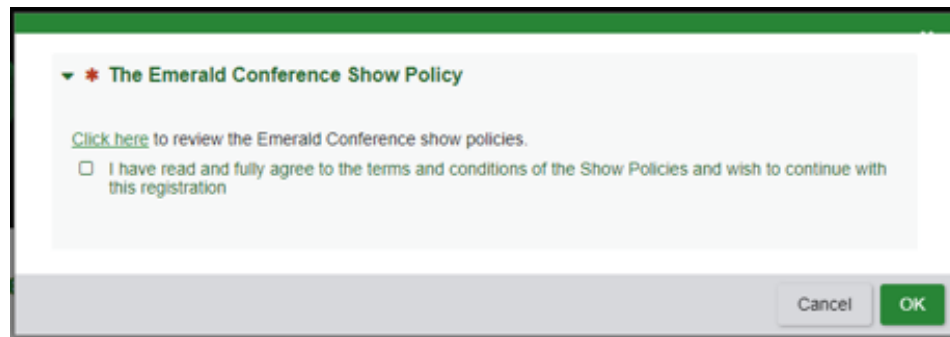


Exhibitor Registration

How to Register your Exhibitor Booth Staff

Please note: If you are the Key Contact, you are not automatically registered. You will need to register yourself if you are attending The Emerald Conference.

1. Log in to **Exhibitor Registration**
 - a. Your Exhibitor Registration credentials were sent by email on Wednesday, February 1 from email_confirm@confmail.experient-inc.com with the subject line of “The Emerald Conference 2023 Exhibitor Registration is Open! If you need them resent, email customerservice@mjbiz.com.
 - b. Select link: <https://registration.experientevent.com/ShowMJC232/flow/EXH>
 - c. Enter Company Name and Password
2. First-time logging into Exhibitor Registration:
 - a. Agree to the Show Policies.



3. **Exhibitor Registration Dashboard**
 - a. Register and edit your booth staff information.
 - b. See your pass allotments
 - c. Update the Key Contact
 - d. Order Lead Retrieval services
 - e. Access “Helpful Links” to contact customer service.

The dashboard is divided into several sections:

- Company Registration:** A green header with 'Add/Edit Personnel' and a right arrow. Below is a table:

Registration Type(s)	Allotment Total	Total Registered	Allotment Available
Exhibitor	4	1	3
Exhibitor Guest	4	0	4
- Group Financial Summary:** A grey header. Below is a table:

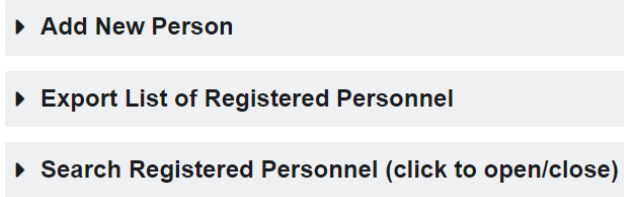
Booking Total	\$249.00
Payments	(\$249.00)
- Group Search:** A grey header. Below are input fields for 'First Name' and 'Last Name', a 'Search' button, and a 'Helpful Links' section with a right arrow.

4. Register your Exhibitor Booth Staff

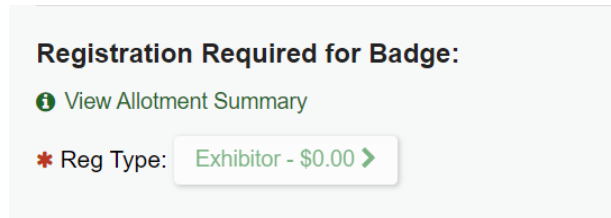
- a. Click "Company Registration: Add/Edit Personnel"












- b. You have the following options:



- i. To register a new staff member, select "Add New Person."
 1. Enter in the required information.
 - a. Company Name changes are not permitted.
 2. Select Reg Type
 - a. Once you reach your allotment limit, you will be charged for any additional badges at the following rates:
 - i. \$599 through February 16
 - ii. \$699 February 17 through March 3



3. To edit existing booth staff
 - a. Login and navigate to the "Add/Edit Personnel" page.
 - b. Scroll down to see a list of those registered.
 - i. To edit, click the "+" sign to open the registration form. You can edit the name and/or email address. If you want to edit the company name, please contact sales@mjbiz.com for assistance.
 - ii. To add an event, click the "Edit Show Items" button next to the person's name, choose the event(s) you wish to add and click "Next".

	First Name	Last Name	Company	Registration	Show Items	Balance Due?
 1229 	EXHIBITOR	ONE	WATERS CORP	Exhibitor  	Edit Show Items 	
 1230 	EXHIBITOR	TWO	WATERS CORP	Exhibitor  	Edit Show Items	

5. Add a Guest

- a. Each registered exhibitor may add one (1) guest to attend Meal Functions Only. This includes breakfast (Thurs. & Fri.), lunch (Thurs. & Fri.) and networking receptions (Wed. & Thurs.). Guests **WILL NOT** have access to the Exhibit Hall or Emerald Conference sessions. Guest fees are as follows:
 - i. \$249 through February 16
 - ii. \$299 February 17 through March 3
- b. Guests must be registered using the link provided in the registered exhibitor's individual confirmation letter.

Dear MARGIE,

Thank you for registering for the Emerald Conference 2023. We are delighted to have you join us!


Badge pick-up will be available starting at 6:00 pm on Wednesday, March 1. Wristbands will be provided for set-up, but you must pick up your badge if you plan to attend the Welcome Networking Reception from 7:00-8:00pm that evening.


Please check [the Emerald Conference website](#) regularly for speaker announcements, special events, networking opportunities, participating exhibitors and more.

[CLICK HERE TO ADD A GUEST OR EVENTS](#) 

6. Make a Payment

- a. Once your allotment has been exhausted, you will be charged for any additional badges registered. Registrations with a balance due will appear in gold and have a dollar bill icon next to them indicating payment is due.
- b. When ready to check out, click the "Pay Now" button and follow the prompts to enter your payment information.
- c. Once payment is made, confirmation letters will be sent to all registered personnel.

+ 1252 EXHIBITOR SEVEN WATERS CORP Exhibitor x Edit Show Items 

Pay Now 


7. To Send Confirmations

- a. To send a confirmation including all personnel registered and all payments made, click "Send Contact Confirmation". This confirmation will be sent to the key contact ONLY.
- b. To send an individual confirmation to all registered personnel, click "Send Individual Confirmations."
- c. To send an individual confirmation to a specific person, click the "+" sign to the left of the person's name to expand the record, then click the "Send Confirmation" button for that person.

 Send Individual Confirmations  Send Contact Confirmation 

- To receive a copy of each person's individual confirmation, add your email address to the Email CC field when registering each person
- To send the primary contact a combined confirmation showing all registered personnel and payments made, click "**Send Contact Confirmation**"
- To send an individual confirmation to all booth staff, click "**Send Individual Confirmations**"
- To send an individual confirmation to a specific person, click the "+" sign to the left of the name then click "**Send Confirmation**" on the right

Pay Now

First Name	Last Name	Company	Registration	Show Items	Balance Due?
+ 1229		EXHIBITOR ONE	WATERS CORP	Exhibitor x	Edit Show Items