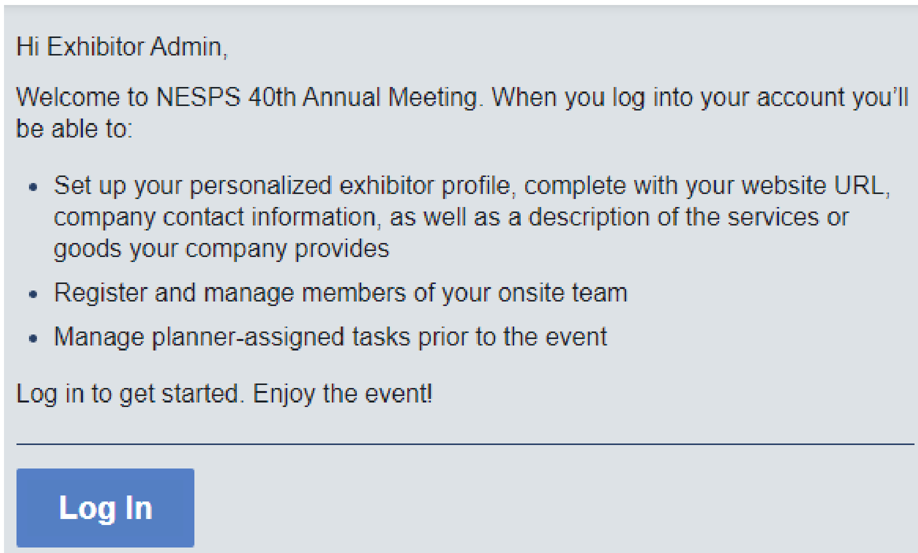
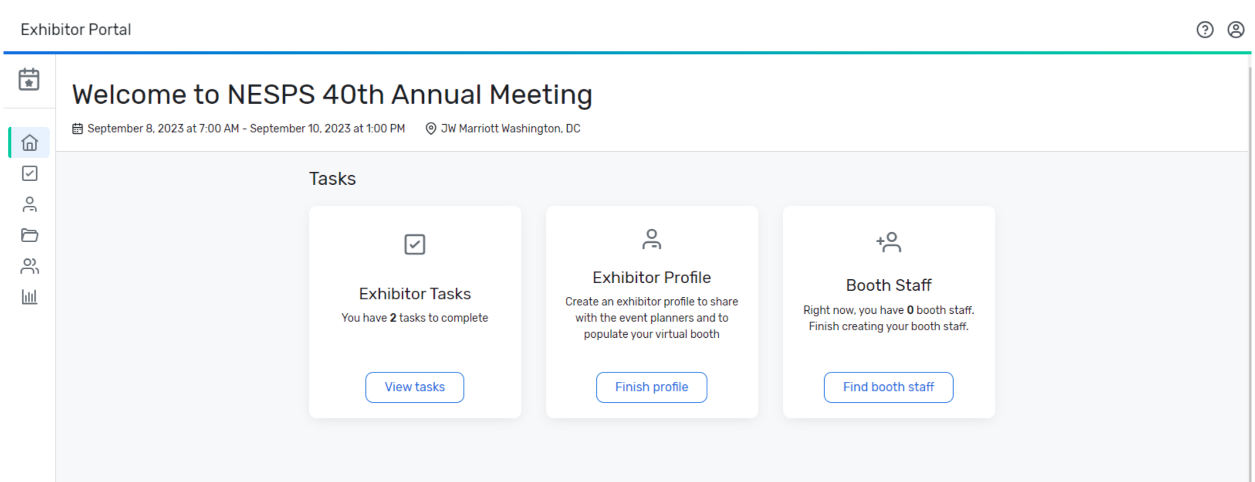
Cvent Exhibitor Registration Instructions:

1. Once the exhibitor portal is ready, an email will be sent to the contact named on the submitted exhibitor agreement. *If you have a different contact email address than was used when originally signing up for the meeting, you must notify us. Cvent will not allow you to register properly if you try to register with a different admin email. Also keep in mind that automated emails are often marked as spam, so if you have not received your e-mail within a few days of the service kit being available, please check your spam folder or filter.*

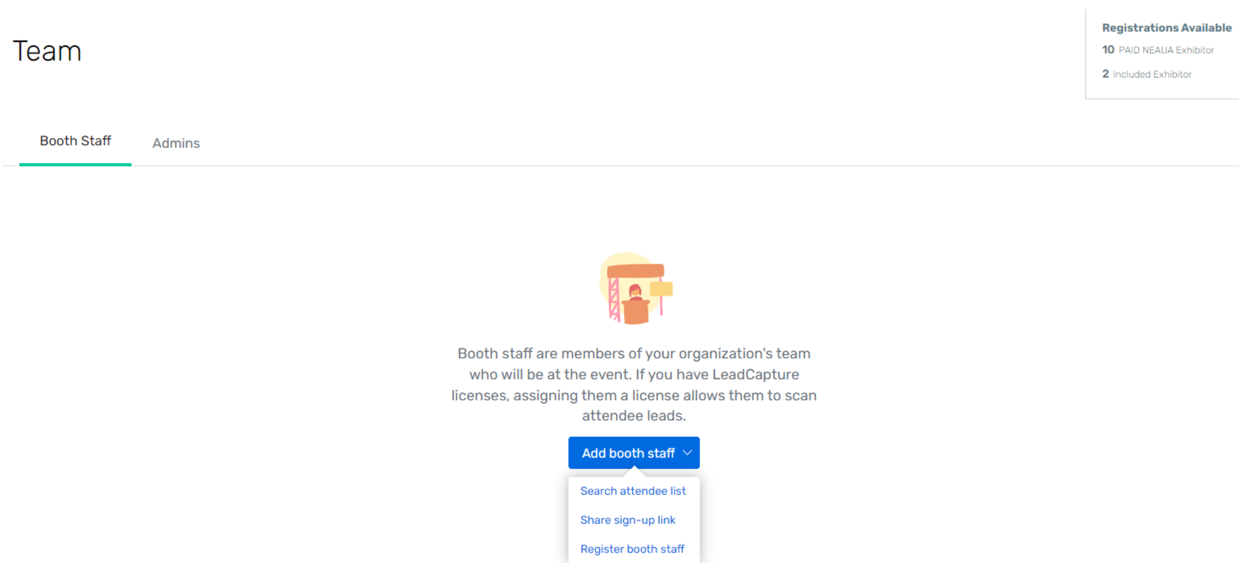


2. If you are a new Cvent user, you will be asked to finish setting up your account by creating a password. If you are a returning user, you will be asked to sign in.

3. Once you enter the portal, you will notice that there are tasks that must be completed by the admin. These tasks are to add your company information to the profile, and to assign your booth staff.

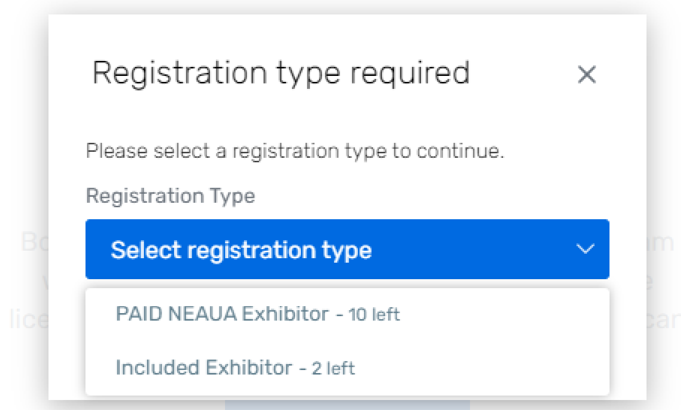


4. To assign your booth staff, you can either click on the tile that says “Find Booth Staff” or the “Team” icon on the menu on the left of the screen. Either route will result in this being the next page:



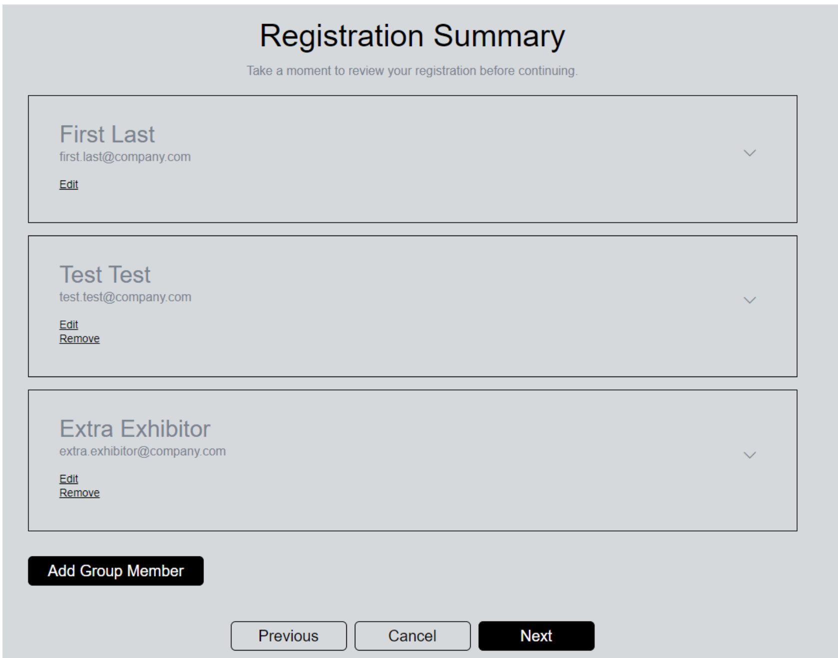
Above, you can see how many registrations you have remaining in the upper right. To register your booth staff, click the blue “add both staff” button, and select “register booth staff”. You may have to scroll down in order to see this option.

5. Once you have selected to register staff, you will be prompted to select which type of registration you want to process. Depending on the number of your exhibitor spaces, you may have a different number of comped/included exhibitor registrations. You will also have an allotment of additional exhibitor badges, which have a fee associated with them.

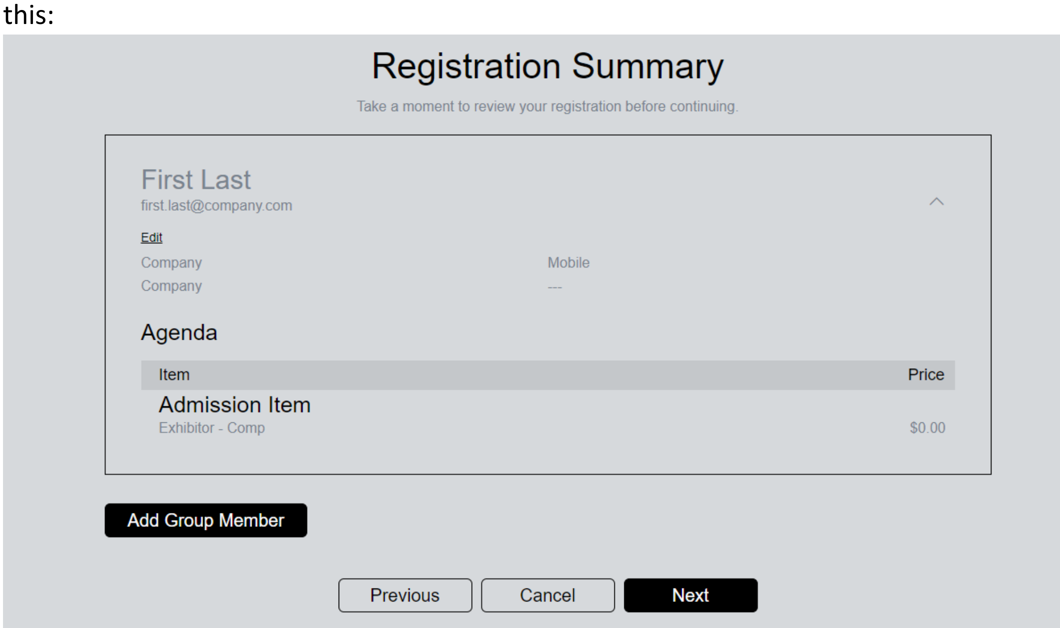


6. Once you have selected which registration type you are using, we recommend starting with your comped registrations, you will be sent to the registration page. Please enter your personal information and select next. If there are any additional social events or ticket available for your meeting, you will be prompted to add on any that you wish.

7. On the next page, you will see your Registration Summary. If you are finished registering, you may continue on to any payment that may be required. If you need to register others from your company as well, you can click on the "Add Group Member" button, which will take you back to the personal information page. Enter the information for your additional group members, as many as you may need. You will not be able to add more comped registrations than you have been allotted. Once you have used up your comped registrations, the site will automatically switch to the additional exhibitor registrations.

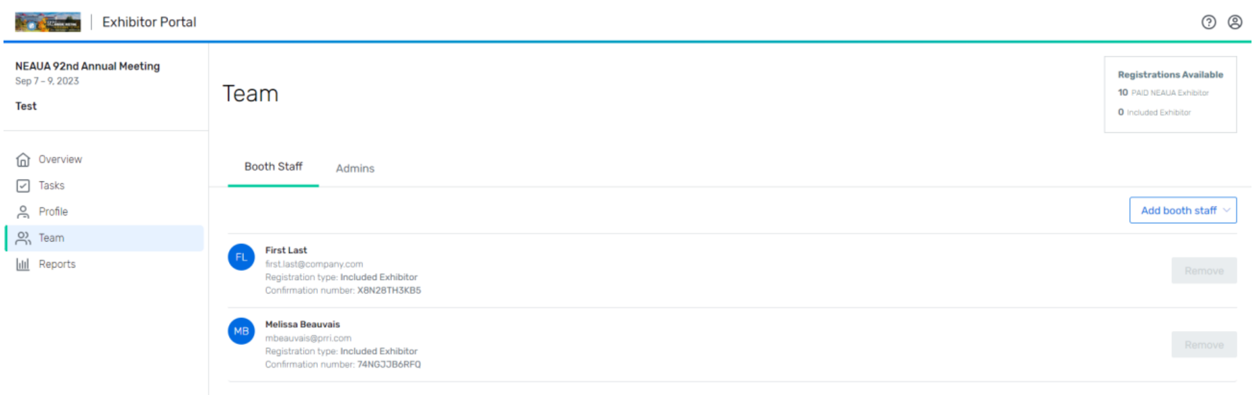


8. If you are registering more than one individual, each one must have their own, unique e-mail address. Otherwise, you will not be able to proceed. Your summary page should look similar to this:



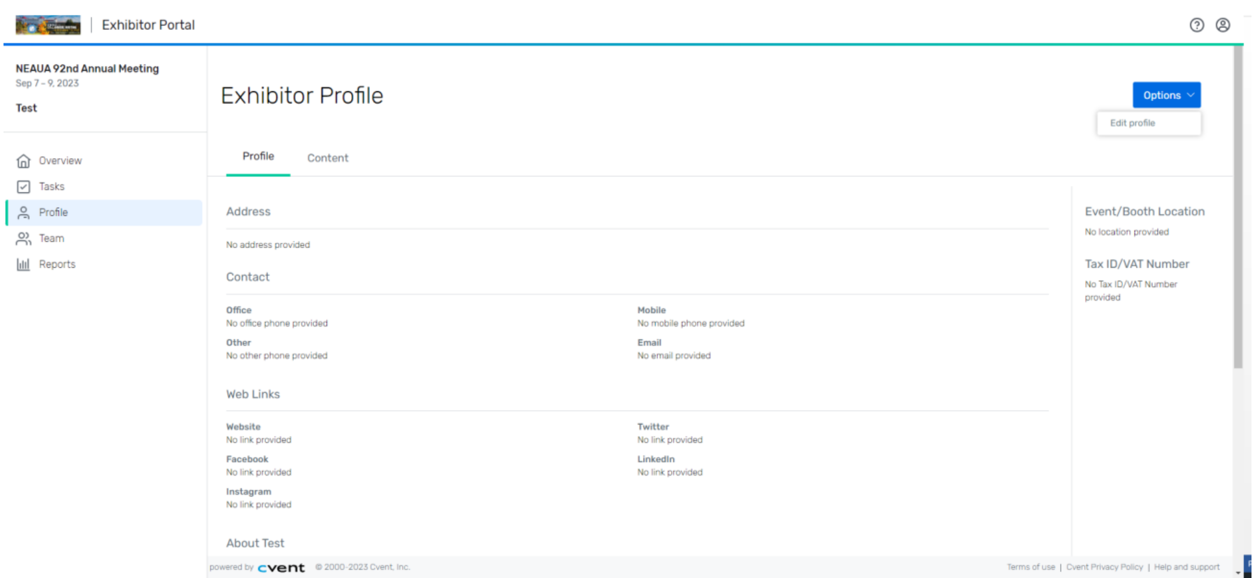
9. After you have entered your exhibitor staff, select “Next”. If payment is required, you will be prompted to enter that information. Press “Submit” to process your registration.

10. Once your booth staff in registered, they should be automatically assigned to your booth. In order to make sure, return to your exhibitor portal and click again on “Team” on the left hand menu.



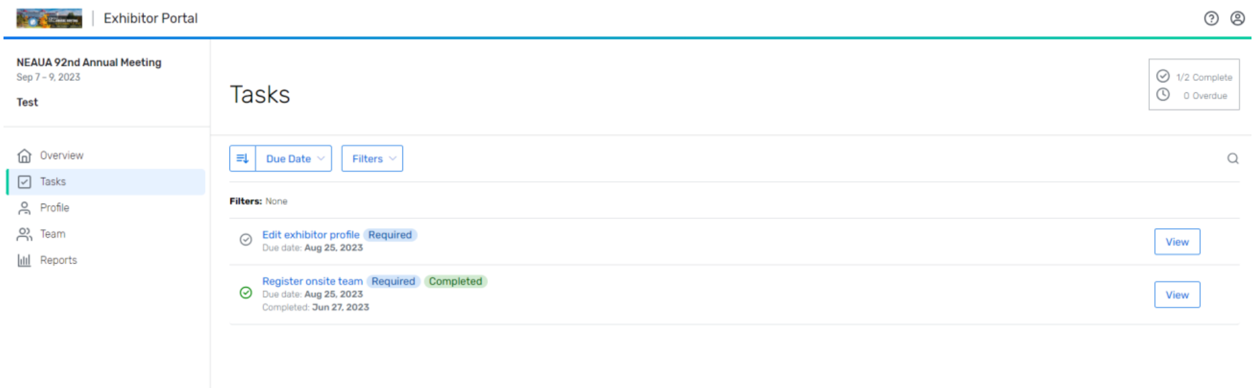
From here, you can see who is assigned to your booth staff, how many registrations you have remaining, as well as add any additional staff. This is done by clicking on “Add booth staff” and following the directions above to add more registrations.

11. To complete the second assigned task, select “Exhibitor profile” on the left hand menu.



This will show you your company profile. Please click the blue button in the upper right that says “Options”, and select Edit Profile. Please take the time to fill in any information about your company that you would like to have included in the program or available to the attendees.

12. Lastly, click on the “Tasks” option on the left hand menu. Here you will see the 2 tasks that are assigned to all exhibitors. You can see the due dates, as well as which tasks are required. Once you have completed adding all of your booth staff and updating your profile, you are able to mark these tasks completed by clicking the check mark next to the task.



If you are still having difficulty with this process, please reach out to Cvent for assistance. If you have questions regarding your registration types, allotments, or other task, please reach out to industry@nesps.org for assistance.

Thank you!