



Exhibitor Registration Guidelines

To register booth representatives, [click here](#) and follow these steps:

- 1.) Select your Organization from the drop-down menu a. If you do not see your organization in the drop-down menu please email Kathy, knelson@tradeshowlogic.com
- 2.) Enter the email address of the booth manager a. If you do not know the email address of the booth manager, please contact Kathy, knelson@tradeshowlogic.com
- 3.) Enter the password that was emailed to the booth manager
- 4.) Provide the email address of one of the exhibitor's attending in the appropriate field and click "NEXT" to begin their registration
- 5.) Fill out the registration form and keep proceeding until the exhibitor is registered
- 6.) Repeat steps 4 - 5 for each exhibitor badge

To view the list of exhibitor badges that have been registered, follow the steps below:

- 1.) Follow steps 1 – 3 above
- 2.) Once logged in, click the hyperlink that states "Click here to see the list of representatives already registered"
 - a. To download the list, click on the Excel icon

To remove a registered representative, follow these steps:

- 1.) Follow steps 1 – 3 in the first section above
- 2.) Enter in the email address for the representative that is to be removed and click "NEXT"
- 3.) Click the option "Remove THIS registration" and click "NEXT"