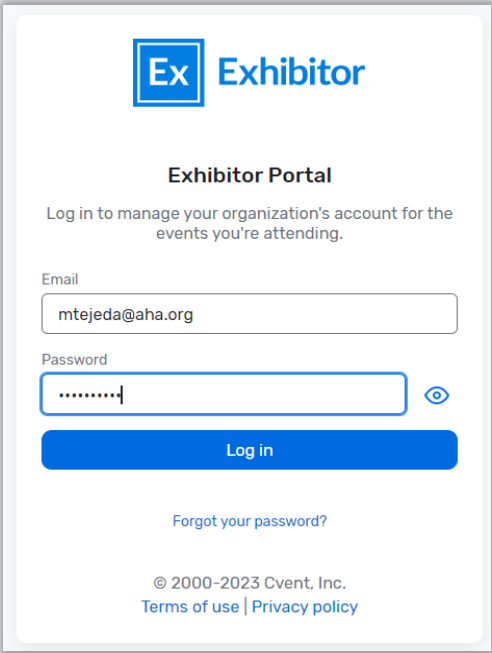




Exhibitor Registration How-to-Guide

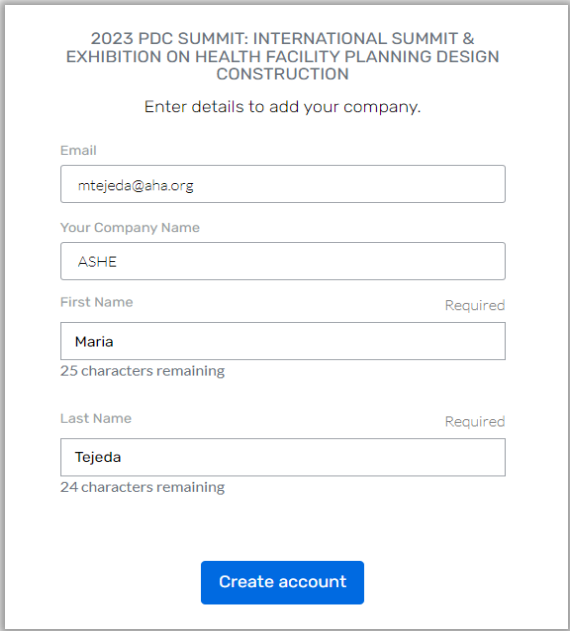
Access Your Exhibitor Portal

- The primary booth logistics contact for your company will receive a dedicated email welcoming them to the 2024 PDC Summit Portal. Within this email, you will find a unique link with access to your company portal page.
- From here, you will be prompted to login or create a new login password.
- If you have previously exhibited in any ASHE events, please ensure you are logged into the correct event, “2024 PDC Summit Portal”. If you are not, select from the dropdown.
- If available, select the 2024 Events follow by 2024 PDC Summit event. If not available, paste the link Onsite.cvent.com/exhibitor into your browser.



The screenshot shows the 'Ex Exhibitor' logo at the top. Below it is the heading 'Exhibitor Portal' and the instruction 'Log in to manage your organization's account for the events you're attending.' There are two input fields: 'Email' with the value 'mtejeda@aha.org' and 'Password' with a masked password '.....'. A blue 'Log in' button is positioned below the password field. At the bottom, there is a link for 'Forgot your password?' and a footer with copyright information: '© 2000-2023 Cvent, Inc. Terms of use | Privacy policy'.

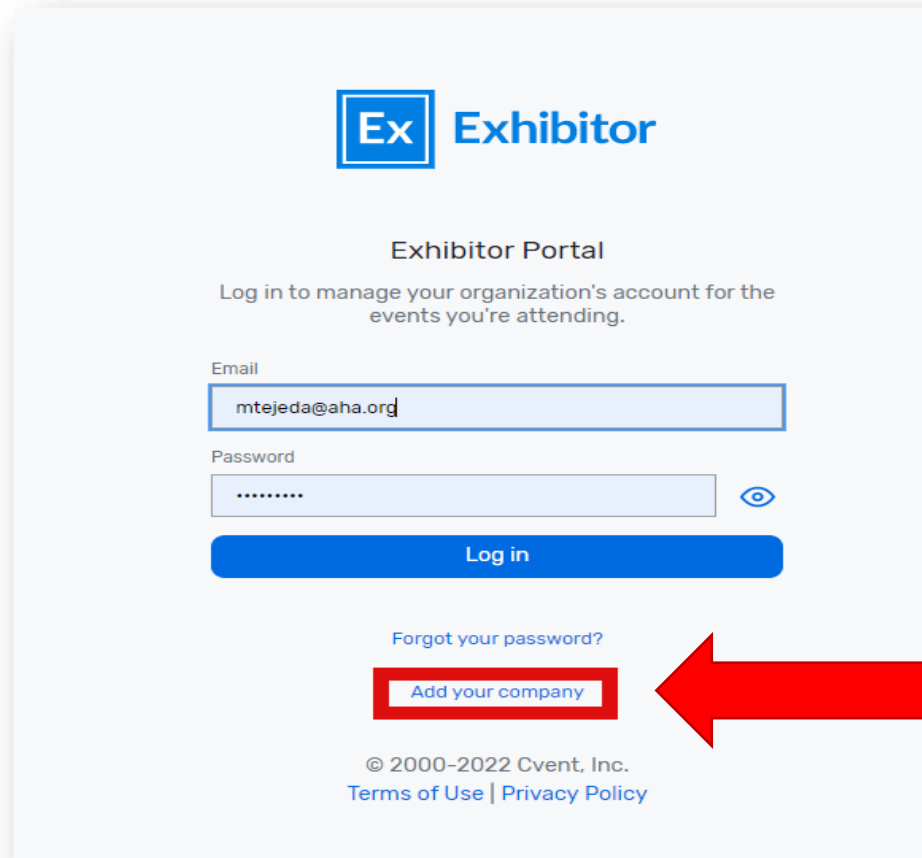
Or



The screenshot shows the registration form for the '2023 PDC SUMMIT: INTERNATIONAL SUMMIT & EXHIBITION ON HEALTH FACILITY PLANNING DESIGN CONSTRUCTION'. The instruction is 'Enter details to add your company.' There are four input fields: 'Email' with 'mtejeda@aha.org', 'Your Company Name' with 'ASHE', 'First Name' with 'Maria' (marked as 'Required' and '25 characters remaining'), and 'Last Name' with 'Tejeda' (marked as 'Required' and '24 characters remaining'). A blue 'Create account' button is at the bottom.

Important note when logging into your portal

- Anytime you reach this page, **never** click *Add your Company*. Your company can only be added by ASHE staff.
- Please make sure that you are not adding your company's name into the exhibitor portal, if you have an existing account.
 - **If you click this feature, you will be adding a new portal which will confuse our system. Then, potentially all the work and registrations you submitted will be cancelled and/or lost.**



Ex Exhibitor

Exhibitor Portal

Log in to manage your organization's account for the events you're attending.

Email

mtejeda@aha.org

Password

.....

Log in

Forgot your password?

Add your company

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Never click *Add your company*.

Register Your Onsite Staff

- Once logged into your company portal, you will be able to manage your onsite staff along with setting up your team for success onsite.
- To register yourself and/or onsite staff, select “Team” from the left side navigation bar or select “Find Onsite Staff” on the landing page.

The screenshot displays the Exhibitor Portal for the 2024 PDC Summit. The left navigation bar includes options like Overview, Tasks, Profile, Team, Licenses, Sponsored Sessions, Reports, and Lead Collection. The 'Team' option is highlighted with a green circle and arrow. The main content area features a 'Tasks' section with six cards: Exhibitor Tasks (0 tasks), Exhibitor Profile (0 profiles), Get Lead Retrieval (0 licenses), Assign Licenses (0 licenses), Lead Qualification Questions (0 questions), and Booth Staff (0 staff). The 'Booth Staff' card has a 'Find booth staff' button highlighted with a green circle and arrow. Below the tasks is a 'Leads' section with a card for 'See your leads as they come in' and an 'Export' button.

Register Your Onsite Staff

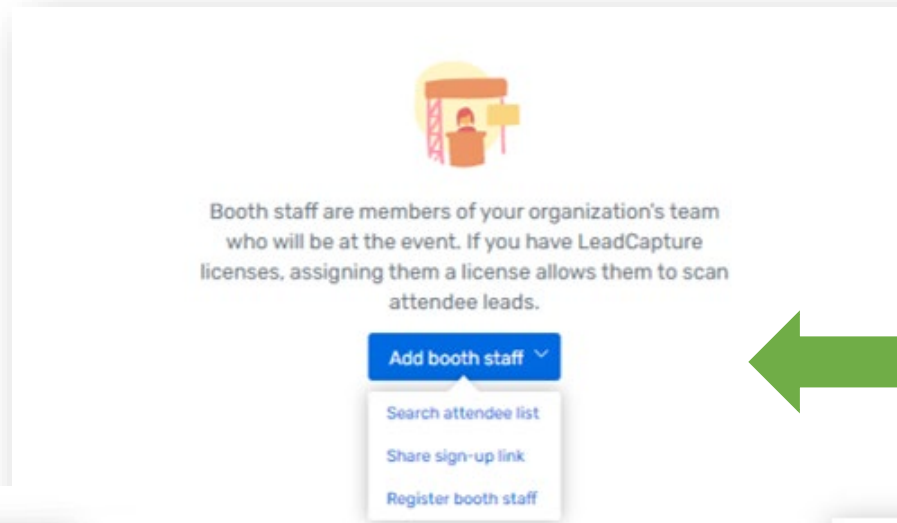
- To begin, select the “Add booth staff” button. Here you will select the registration process by either “Share sign-up link” or “Register booth staff”.

The screenshot shows a 'Team' management interface with two tabs: 'Booth Staff' (selected) and 'Admins'. A green box highlights the text: 'Complimentary badge allotments and remaining registrations can be found here.' An arrow points from this box to a 'Registrations Available' section which contains a table:

Registrations Available	
20 Exhibitor Full Conference	20 Exhibitor Booth Staff
5 Exhibitor Full Conference Compli..	10 Exhibitor Booth Staff Compli..

Below the tabs, there is an icon of a person at a booth. Text explains: 'Booth staff are members of your organization's team who will be at the event. If you have LeadCapture licenses, assigning them a license allows them to scan attendee leads.' A dropdown menu is open for 'Add booth staff', showing options: 'Search attendee list', 'Share sign-up link', and 'Register booth staff'. A green box highlights the text: 'You will use **Share sign-up link** or **Register booth staff**. ****If your staff has registered for the event on their own. You can select **Search attendee list** and search them. Only if they registered themselves without using the sign-up link.***' An arrow points from this box to the 'Add booth staff' dropdown.

Select Your Registration Type

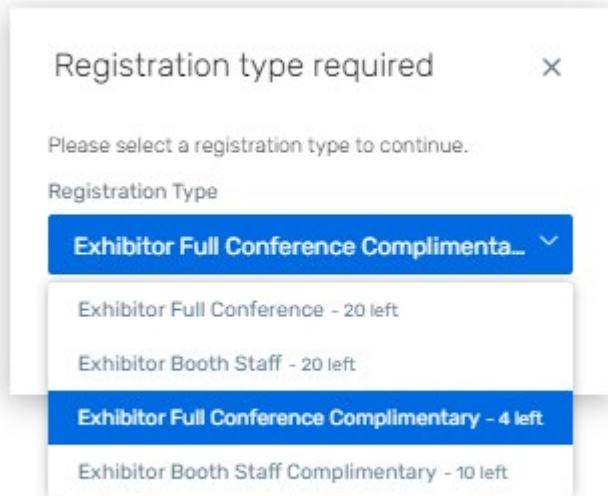


Booth staff are members of your organization's team who will be at the event. If you have LeadCapture licenses, assigning them a license allows them to scan attendee leads.

Add booth staff ▾

- Search attendee list
- Share sign-up link
- Register booth staff

If you choose the **Share sign-up link** option, you will be asked to select your staff's registration type. Then, copy the registration link so your teammate can register themselves. **Special note: The options that read *Complimentary* are your team's allotments.**

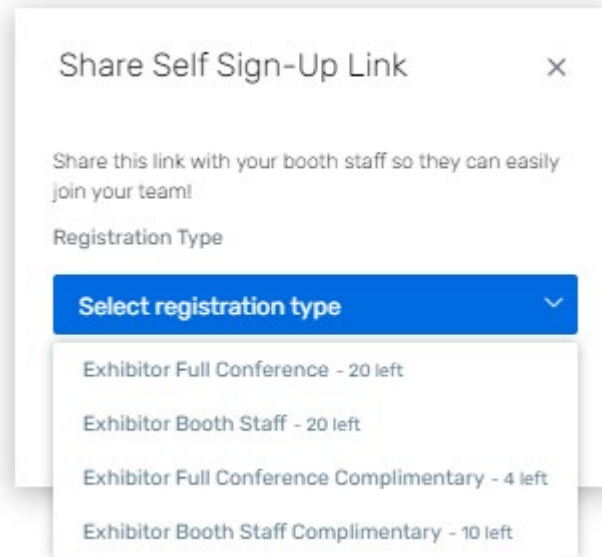


Registration type required ×

Please select a registration type to continue.

Registration Type

- Exhibitor Full Conference Complimenta...** ▾
- Exhibitor Full Conference - 20 left
- Exhibitor Booth Staff - 20 left
- Exhibitor Full Conference Complimentary - 4 left**
- Exhibitor Booth Staff Complimentary - 10 left



Share Self Sign-Up Link ×

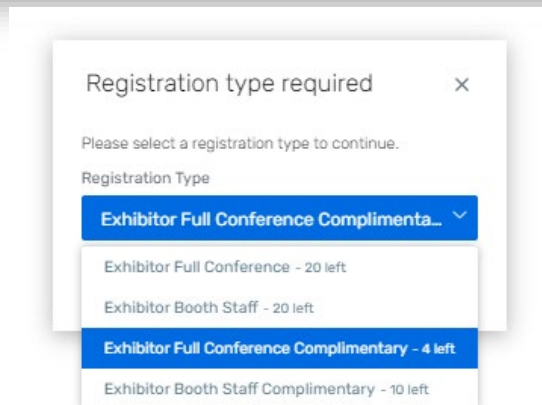
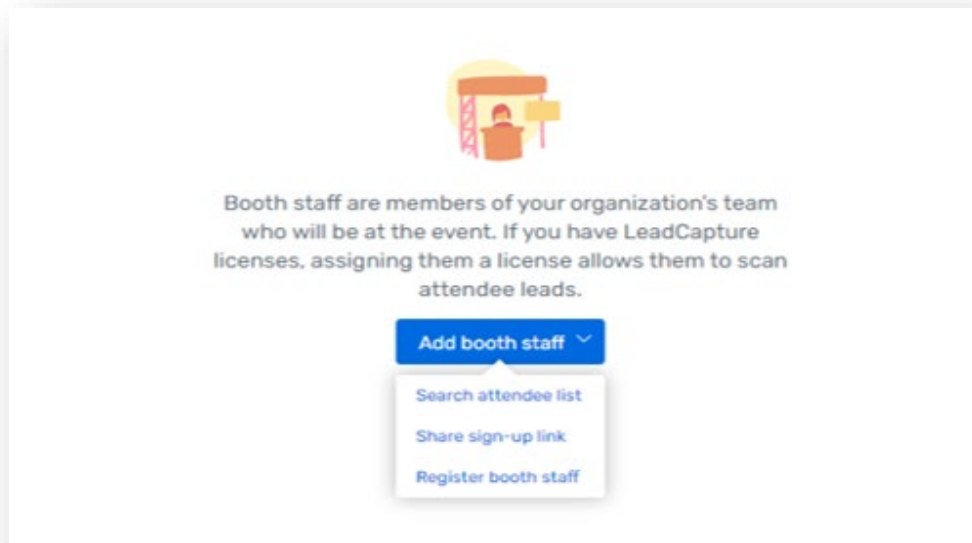
Share this link with your booth staff so they can easily join your team!

Registration Type

- Select registration type** ▾
- Exhibitor Full Conference - 20 left
- Exhibitor Booth Staff - 20 left
- Exhibitor Full Conference Complimentary - 4 left
- Exhibitor Booth Staff Complimentary - 10 left

Select Your Registration Type

- If you choose the **Register booth staff** option, you will be taken through the registration process to register each of your booth staff individually.



As a reminder:

- **Exhibitor Full Conference Complimentary*** = Exhibiting companies complimentary full conference registration allotment
- **Exhibitor Booth Staff Complimentary** = Exhibiting companies complimentary exhibitor hall only registration allotments
- **Exhibitor Full Conference*** = An additional Full Conference registration you would like to pay for (\$895.00)
- **Exhibitor Booth Staff** = An additional exhibit hall only registration you would like to pay for (\$200.00)

**Full Conference exhibitors can attend sessions and collect CECs*

Personal Information

- Admins, if registering on behalf of your booth staff, please remember to use the CC Email Address and click *I'm registering on behalf of this person*. You would be copied to your staff's confirmation email.
- The CC Email Address will come in hand if you would like to modify, cancel, substitute or make hotel reservations for your registrant.
- All of this information can be found only within the confirmation email.

Personal Information

Fill out the information below, then click Next to continue.
To update your personal information, please edit your ASME profile

Salutation

* First Name

Preferred First Name on Badge

Middle Name/Initial

* Last Name

Show on 5 paths
Suffix

* Email Address

CC Email Address

I'm registering on behalf of this person

Enter your personal information below
Once registration is complete, you'll receive a copy of the confirmation email.


* Your First Name


* Your Last Name

* Your Email Address

Registration Confirmation

- Once successfully registered, you will receive a confirmation email similar to this.
- **Here you will have access to:**
 - Cancel or Modify the registration
 - Registration Confirmation number
 - Link to book housing
 - Print or download the registration invoice



2024
PDC  **SUMMIT**
March 17-20 San Diego

Your registration for 2024 PDC Summit is confirmed!

Hi ExampleContactFirstName -

Thank you for registering for the 2024 PDC Summit. Please save this message for future reference. Carefully review the information below.

Hotel Links

[Marriott Marquis San Diego Marina](#)
[Manchester Grand Hyatt San Diego](#)

Cutoff Date for Discounted Hotel Rate: February 21, 2024, or until all rooms in the group block have been reserved, whichever occurs first. Further hotel information can be found below.

Convention Center Location:
San Diego Convention Center
111 Harbor Dr.
San Diego, CA 92101

Event: 2024 PDC Summit
Registrant: ExampleContactFirstName ExampleContactLastName
Confirmation Number: ExampleContactConfirmationNumber

[Click here](#) to cancel or modify your registration. Please use your confirmation number above to login.

PLEASE NOTE for substitutions:

If a colleague will substitute for you, see below:

1. First, cancel your registration: [Click here](#).
2. Then, the pass will show available in your team's exhibitor portal.
3. Confirm with your exhibitor portal Admin the pass is available for use.

[Print or Download your registration invoice](#)

Cancel or Modify Existing Registration

- The link will direct you to the “Already registered?” landing page.
 - Enter the registrant’s confirmation number click “Log in”.
 - Their confirmation number can be found in the confirmation email or in the portal under your team’s tab.

Special Note: To switch or swap team members, you ***must first cancel*** the previous team member’s registration. Then, you will have the opportunity to register the new team member using the available badge allotment.

Already registered? ✕

Welcome back!

Enter your confirmation number to log in.
Not Maria Tejada? [Switch account](#)

* Confirmation Number

[Forgot your confirmation number?](#)

Log in

Event: 2024 PDC Summit

Registrant: ExampleContactFirstName ExampleContactLastName

Confirmation Number: ExampleContactConfirmationNumber

[Click here](#) to cancel or modify your registration. Please use your confirmation number above to login.

PLEASE NOTE for substitutions:

If a colleague will substitute for you, see below:

1. First, cancel your registration: [Click here](#).
2. Then, the pass will show available in your team's exhibitor portal.
3. Confirm with your exhibitor portal Admin the pass is available for use.

[Print or Download your registration invoice](#)

Cancel or Modify Existing Registration

- **Special Note:** It may take up to 2 hours for the changes to reflect within your exhibitor portal.
- When navigating back to your Exhibitor Portal, you will see the confirmed cancellation along with the updated badge allotment available.

The screenshot displays the Exhibitor Portal interface. At the top right, a box titled "Registrations Available" shows the following counts:

Registrations Available	
20 Exhibitor Full Conference	20 Exhibitor Booth Staff
5 Exhibitor Full Conference Compli..	10 Exhibitor Booth Staff Complime..

A large green arrow points from the bottom right of the main interface to this box. The main interface shows a "Team" section with tabs for "Booth Staff" and "Admins". Under "Booth Staff", a registration for "Jane Doe" is listed as "Cancelled". The registration details are:

- 30 Jane Doe **Cancelled**
- jane.doe.3120000000@gmail.com
- Registration type: Exhibitor Full Conference Complimentary
- Confirmation number: RLNPWF930C

Buttons for "Add booth staff" and "Remove" are visible. A second, smaller version of the "Registrations Available" box is highlighted with a green border in the bottom right corner of the interface.

Updating Your Company's Profile

- The information uploaded directly into the Exhibitor Profile will be used in the 2024 PDC Summit mobile app.
- Select “Exhibitor Profile” from the left side navigation bar or “Finish Profile” on the landing page to begin.

The screenshot displays the Exhibitor Portal interface for the 2024 PDC Summit. The page is titled "Welcome to 2024 PDC Summit" and shows the event dates (March 17-20, 2024) and location (San Diego Convention Center). The left navigation bar includes options like Overview, Tasks, Profile, Team, Licenses, Sponsored Sessions, Reports, and Lead Collection. The "Profile" option is highlighted with a green circle and arrow. The main content area is divided into "Tasks" and "Leads" sections. The "Tasks" section contains six cards: "Exhibitor Tasks", "Exhibitor Profile", "Get Lead Retrieval", "Assign Licenses", "Lead Qualification Questions", and "Booth Staff". The "Exhibitor Profile" card has a "Finish profile" button highlighted with a green circle and arrow. The "Leads" section includes a card for "See your leads as they come in" with an "Export" button.

Helpful Tips

If you encounter any issues with registering, you may have old browser cookies. This may happen when a computer is recognizing previous logins. Please clear your cookies.

OR, you can go into *Incognito mode*. Shortcuts below by browser.

- Chrome: **Press Ctrl + Shift + n**
- Microsoft Edge: **Press Ctrl-Shift-N**
- Firefox: **Press Shift + CTRL + P**
- Safari:
 - For Windows: Press **Ctrl-Shift-N**
 - For macOS: Press **⌘-Shift-N**

Direct exhibitor registration question to the portal platform. Reach out to the **Lead Capture Team** and mention the event: **2024 PDC Summit**.

- **How to reach the Lead Capture Team:**

- Email: leadcapture@cvent.com.
- Call: 866-318-4357 (when prompted press: 1 → 1 → 6)
- The exhibitors can let the team know their preference i.e. Zoom, Call or Email
- Maria Tejada can also assist with exhibitor. mtejeda@aha.org or 312-422-3818. To book time with Maria follow the link [Book 15 Minutes with Maria Tejada](#).
- Questions regarding your exhibit space logistics, please contact ASHE Show Management at ASHE@smithbucklin.com.
- For additional exhibitor resource such as important dates & deadlines, please visit and bookmark the [Exhibitor Resource Page](#).