EXHIBITOR REGISTRATION INSTRUCTIONS

ATD has partnered with MCI and Cvent to provide a streamlined exhibitor registration portal.

Exhibitors and sponsors will use the Exhibitor & Sponsor Portal to gain access to the Exhibitor Registration Portal. Once logged into the Exhibitor/Sponsor Portal using the access key provided by ATD, users will navigate to the task named: "Registration Code & Link to Exhibitor Registration Portal."

✅ Registration Code & Link to Exhibitor Registration Portal (completed 2/9/2024, 9:05 AM)

❌ Arrange for Your Pre-Show Attendee Mailing using a Third-Party Mail House. (task is due 5/3/2024)

Once you click on that task, you will see instructions for the portal and a unique Registration Code. Note your Registration Code and click on the red Register Staff button at the bottom of the page (see image below).

ⓘ Your exhibitor portal will clearly indicate the number of exhibitor allotments your company has earned through exhibiting and sponsoring at ATD24. You can purchase additional registrations, the VIP upgrade, and tickets to ATD's Networking Night at Mardi Gras World.

We also have the option for you to invite a customer, free of charge, to the EXPO Hall for one day only, during the ATD 2024 International Conference & EXPO by requesting a shareable link. You can view a list of customers that have successfully registered under the Invite a Customer option from your admin portal. Please note: The free pass is available to clients or prospects only. They cannot be used for company representatives. ATD show management will review the list periodically and contact you if we have any questions about the registrants listed under this category.

Please login into the exhibitor registration portal with your company's unique registration code below:
Registration Code: ▬▬▬▬

Registration codes are updated weekly for new exhibitors. If the registration code is blank, please check back next week.

Register Staff

The Register Staff button will take you to the Exhibitor Registration Portal. Enter your unique Registration code for entry to the registration portal.
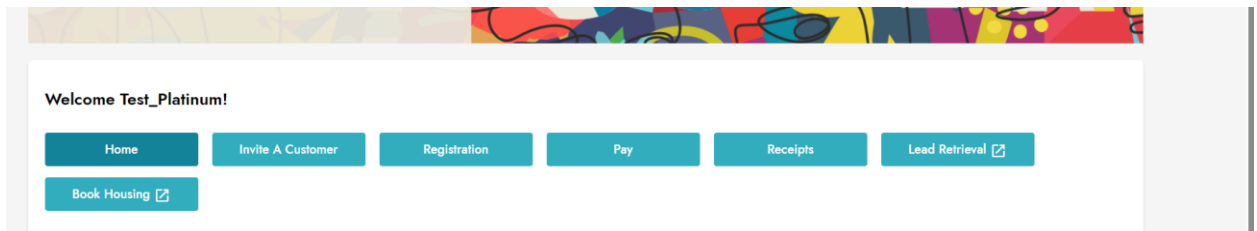
Please login with your Exhibitor Code.

Exhibitor Code

‹ Back   Login →]

Once logged in, there will be a section across the top of the page with buttons that will allow you to Invite a Customer (complimentary one day expo only passes), register your staff, pay any balances, retrieve receipts, order lead retrieval and book housing.

Welcome Test_Platinum!

| Home | Invite A Customer | Registration | Pay | Receipts | Lead Retrieval ⤢ |

Book Housing ⤢

When you select the Registration Button you will be taken to the registration page where you will see your included registration allotments. Once those have been used, you may purchase additional registrations and pay in the portal. You will also have the opportunity to add Networking Night tickest during the registration process. Any modifications to existing registrations will require assistance. If you need to make any changes, please email expo@td.org

Welcome Test_Platinum!

Allotments

| Additional Exhibitor Personnel (Fee) - $115 |
| 0 of Unlimited |
| Invite a Customer |
| 0 of Unlimited |
| Complimentary Full Conference Exhibitor (allotment) |
| 1 of 1 remaining |

Register an Individual   *or*   Import a List

First Name *   Last Name *

Company *   Job Title *

Registration Type *   ▼

Address   Same as Company

Address 1 *   Address 2

Country *   ▼   City *