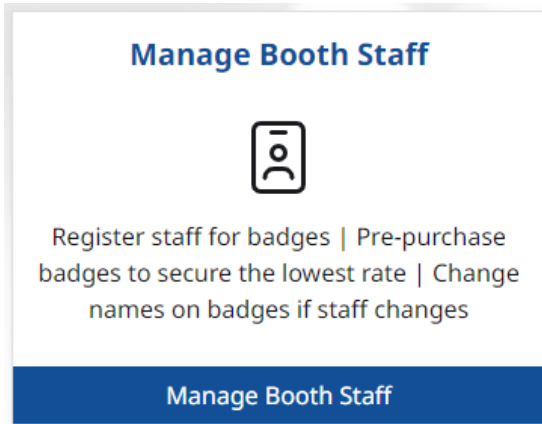


Register Staff

To access registration, click on the Manage Booth Staff tile from the NEW Exhibitor LaunchPad:



From there, you will be directed to the profile page for the main booth contact. Please review and confirm that all information is correct to proceed with registration:

Exhibitor Contact Profile

[Dashboard](#)

Please review and verify that the information listed is accurate and specific to the person who will manage hotel reservations and badge purchases on behalf of your company for CONEXPO-CON/AGG & IFPE 2023. If information needs to be edited or updated, please contact [CONEXPO CON/AGG](#) or [IFPE](#). Changes will be reflected within 24 hours.

*** Required**

*** First Name**

Melissa

*** Last Name**

Line

*** Job Title**

Event Data Manager

*** Business Address**

6737 W Washington St

Address 2

Suite 2400

*** Exhibiting As**

Association of Equipment Manufacturers



Once you have completed and confirmed the main contact profile information, you will be directed to the registration and housing portal:

Welcome!

Association of Equipment Manufacturers is a member company exhibiting at CONEXPO-CON/AGG 2023

Exhibit Booth Staff Add/Edit →

Badge Activity

Type(s)	Completed	Available
Dealer	0	unlimited
Customer	0	unlimited
Exhibitor Booth Staff Badge	0	unlimited
Install and Dismantle Badge Only	0	unlimited

Pre-Purchase Booth Staff Badges Go! →

Contact Profile
Melissa Liew Edit →

Order your Lead Retrieval Now
Launches in new browser window Go! →

Group Financial Summary

Registration Total	\$0.00
Room Total	\$0.00
Booking Total	\$0.00
Payments	\$0.00

Deadline to guarantee your hotel room block:

74 : 14 : 51

days hours min

Helpful Links

- Exhibitor Deadlines
- Exhibitor FAQs
- Hotel Information
- Health & Safety

Most exhibitors start the registration process with locking in the lowest available rate on badges for booth staff by pre-purchasing badges so names can be assigned later:

AEM CECA Tia Test #2 / Melissa Cart

Purchase Exhibitor Staff Badges and Assign Names Later Dashboard

Badge price increases at midnight Central (Chicago) time on January 6, 2023

✓ 9 Pre-Purchase Exhibitor Staff Badges \$79.00

Next: Dashboard →

Dashboard

- Here, you can purchase any quantity of badges at the following rates and assign names to them by March 1, 2023, to lock in the best available rate

Early Bird		Advance	
4/12/22 – 1/6/23		1/7/23 – 3/13/23	
prices increase at 11:59PM on the deadline		*prices increase at 11:59PM on the deadline*	
Member	Non-Member	Member	Non-Member
\$79	\$95	\$119	\$149

- Payment for pre-purchased badges must be completed before these badges are available for use – you can go back and purchase more at any time at the current rate (unused badges are non-refundable)



Once badges have been pre-purchased, you can start to register booth staff for badges:



Welcome!

Association of Equipment Manufacturers is a member company exhibiting at CONEXPO-CON/AGG 2023

Exhibit Booth Staff
Add/Edit →

Group Financial Summa
 Registration Total
 Room Total
 Booking Total
 Payments

Badge Activity

Type(s)	Completed	Available
Dealer	0	unlimited
Customer	0	unlimited

In the Exhibit Booth Staff section, there are several options available

Dashboard

- ▶ Add a New Person
- ▶ Add Staff from 2020
- ▶ Upload List to Register Staff
- ▶ Download Completed Staff Badge and Hotel Room List
- ▶ Invite Staff to Register and Pay on Own
- ▶ Filter Your List (Below)

Results Total: 1

Send Confirmations to Completed Records
Include Contact
Send Invite

Note: If you would like to send a confirmation to a specific individual only, you can click below and click the send confirmation button for that person.

ID	First Name	Last Name	Company	Badges	ISO	Hotel	Visa Letter	Balance Due?	Pay on Own
2591	Melissa	Line	Association of Equipment Manufacturers	Register	Add	Room			<input type="checkbox"/>

Add Payment

Dashboard

1. Add a New Person – here you can register individual people with some different options:
 - a. Badge Only – this option is only for a CONEXPO-CON/AGG & IFPE show badge which grants 24/7 access to all exhibit areas during installation and dismantling as well as on official show days
 - b. Badge & Hotel – this option is for a CONEXPO-CON/AGG & IFPE show badge and to book a hotel room for this individual
 - c. Installation & Dismantling Badge Only – this option is for a badge which will only grant access to the show floor during the installation and dismantling periods – NOT on official show days
 - d. ***If an individual needs access to the show floor during installation and dismantling as well as on official show days, register them for a show badge and you can add a complimentary installation and dismantling badge in the grid below***

2. Add Staff from 2020
 - a. If some of the team who worked the show in 2020 will be returning to work the show in 2023, you can easily re-register them for the appropriate access [here](#)
 - b. If you need to update any information on staff from 2020, you can modify their records by clicking the + next to their name in the staff grid on the bottom of the page
3. Upload List to Register Staff
 - a. Use the provided template only
 - b. Do not edit the columns or leave required information with the red headers blank or your upload will fail to upload a group of booth staff
4. Download Completed Staff Badge and Hotel Room List
 - a. Download a list of completed registrations including hotel information for your records
 - b. Only paid records will show on this downloaded list
5. Invite Staff to Register and Pay on Own
 - a. Send a link to invite staff to register to attend CONEXPO-CON/AGG & IFPE, but pay on their own for the show badge and hotel room – many exhibitors utilize this functionality to invite employees who are not working the booth or who are from another regional office to help keep expenses separated
6. Filter Your List (Below)
 - a. Use several available options to filter the staff list in the grid on the bottom of the Booth Staff page to quickly see who has a hotel room, who has a show badge, who has an installation and dismantling badge, etc.
7. Send Confirmations to Completed Records
 - a. Use this button to send confirmations to all completed records from the grid below
 - b. If you need to send or resend a single confirmation, click on the + next to that person and send from there

The main contact for the booth is not automatically registered for a show badge, so if they will be attending CONEXPO-CON/AGG & IFPE, they will need to be registered and book a hotel room from the grid on this page

If you have questions on how to register staff or book their hotel rooms, please contact customer service for additional assistance:

You can reach us via the contact information and form on the footer of the registration site pages:

▼ **Need Help?**

For help with this site, you may:

- [E-mail Customer Service](#)
- Call Customer Service at 864-342-6397
Monday - Friday 8am to 4pm Central (Chicago) time