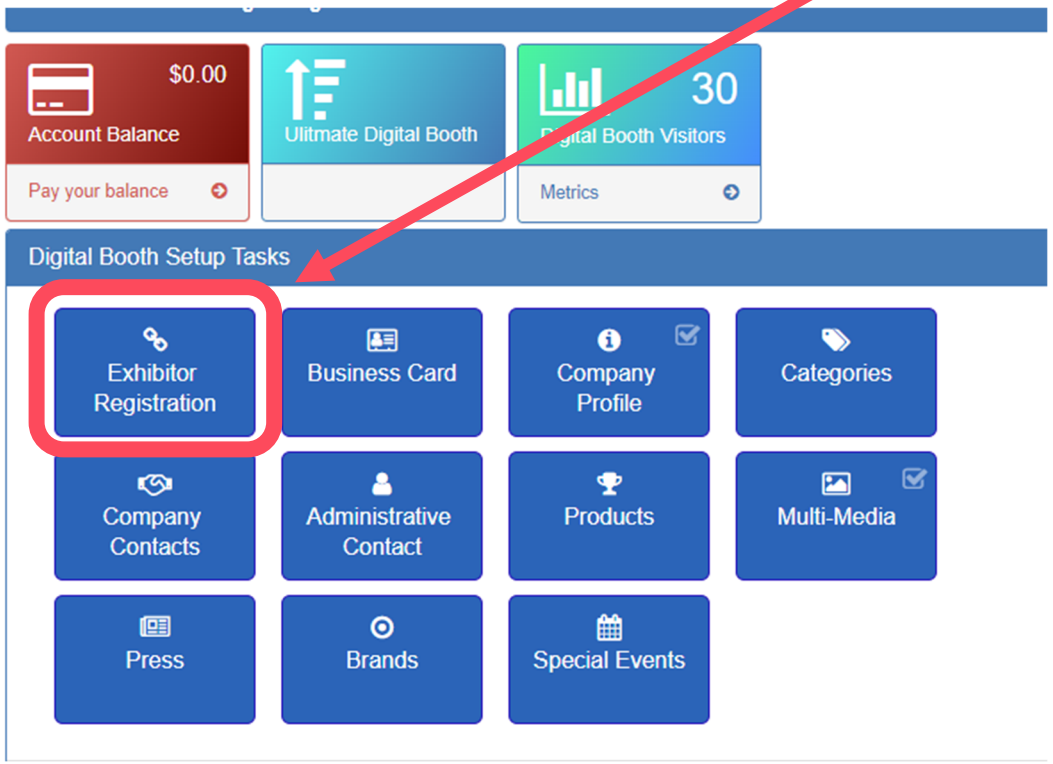
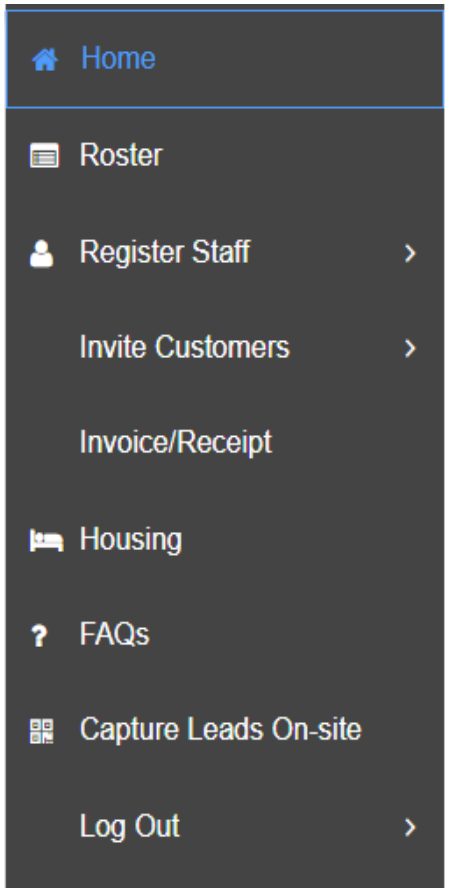
# IMS2023 Booth Staff Registration Process

Log into your Exhibitor Console and select “Exhibitor Registration”.



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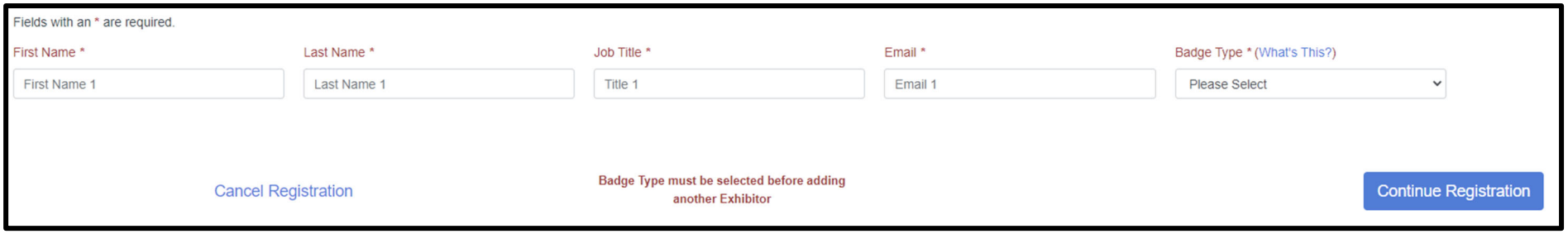
|---|---|
| Roster | *Shows the badge allotments for your company and the roster of registered staff. Confirmations can also be sent from this page.* |
| **Register Staff** | ***Add your Staff here*** |
| Invite Customers | *Send customers an invite to attend the Exhibition* |
| Invoice/Receipt | *Review Invoice* |
| Housing | *Access the housing portal;* ***Make your hotel reservations by May 18*** |
| FAQs | *Frequently Asked Questions* |
| Capture Leads On-site | *Order lead retrieval services* |

# “REGISTER STAFF” Page

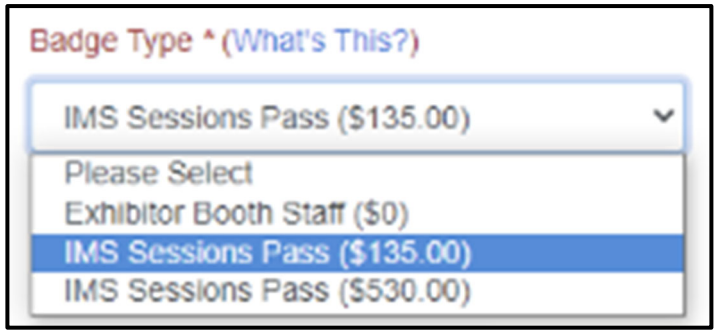
The company address will be populated. Scroll down to “*Add Booth Staff*”.




Enter staff Name, Job Title, and Email, then choose the badge type.* Main contacts must register if attending IMS.

**If an IMS Sessions Pass is chosen, this will act as the session pass **AND** booth staff badge. These badges will also allow access to the exhibition floor during set up, before, during, and after exhibit hours, and during teardown.*

*Note: Discounted conference passes DO NOT count toward your exhibitor booth staff badge quota:*




**Every Paid 10x10 Booth Space is allotted**

- 8 Exhibitor Booth Staff badges
- 1 IMS Sessions Pass at $135
- 2 IMS Sessions Passes at $530 each
    - *Exhibitor Conference Registrations over and above the discounted allotment will be directed to customer service, at 774-247-4038.*

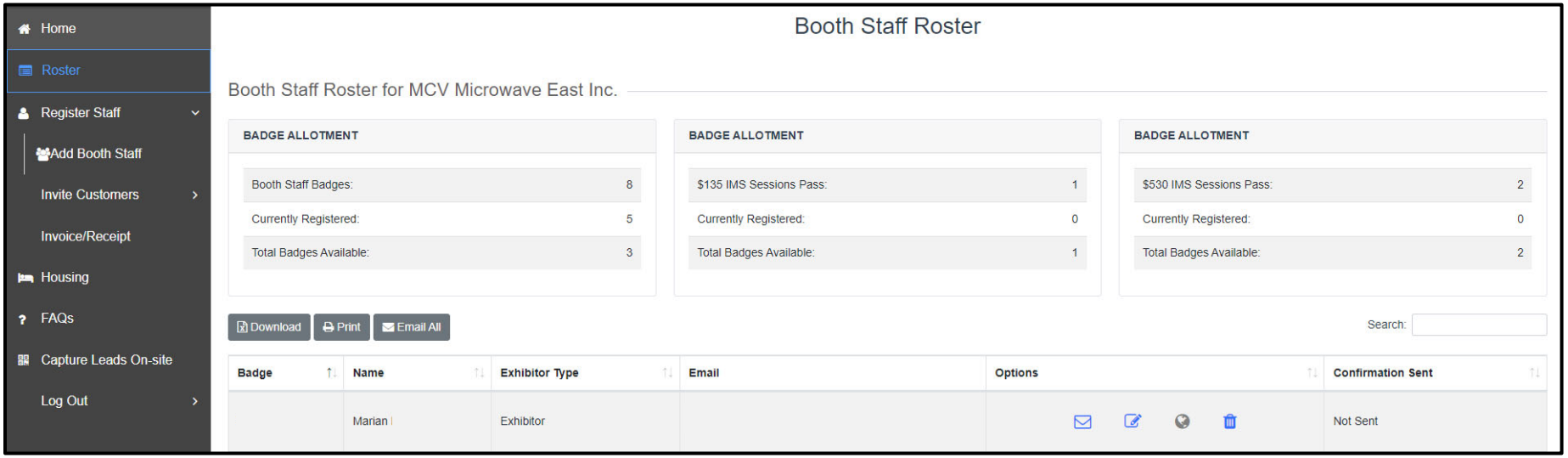
To add multiple staff: Click **Add Another Exhibitor** until done. When finished, click **Continue Registration**. Follow the prompts to make your payment or complete registration.

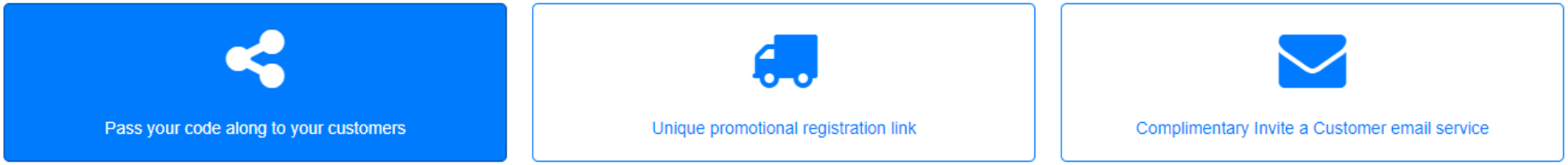
***Each exhibitor should only have one badge that is attached to one email address.***

*If you purchased an IMS Session pass and would like to attend additional programs/events, please contact customer service, at 774-247-4038.*

# “ROSTER” Page

In the “Roster” page you can view badge allotment and send email confirmations to staff.




# “INVITE CUSTOMERS” Page

This page provides 3 easy ways to invite customers and prospects to your booth.