



# How to Access the Exhibitor Registration Portal and Register Exhibit Booth Staff

The following tasks can be completed in the exhibitor registration portal.

- Assign complimentary conference badges.
- Purchase and assign additional registrations.
- After approval\*, assign talent badges (if applicable).
- Make substitutions.

Please note that purchased passes are **non-refundable**.

\*Please email [exhibiting@afponline.org](mailto:exhibiting@afponline.org) if you need talent badges added to your registration portal. Please be sure to email, the attendee experience you are having at your booth, and the service the talent is providing. The maximum number of talent badges per booth is 3. Please note, that these vendors are not permitted to attend any AFP official event or educational sessions.

## How to Access the Exhibitor Registration Portal

Please note that only the primary and secondary exhibitor point of contact will be able to log onto the registration portal.

To update either point of contact, please email [exhibiting@afponline.org](mailto:exhibiting@afponline.org) and provide, the first and last name, email address, phone number, and mailing address of the new POC and the full name of the person they are replacing.

**Step 1:** [Click here](#) to access the Exhibitor Registration Portal.

**Step 2:** Use your email address and AFP password to log in

My Info My Email Preferences

---

## Sign In or Create an Account

Please sign in or create a new user account. If your login information is displayed below:

**What is your email address?**

**Do you have an existing account?**

Yes. My password is:

Remember Me

[Forgot your password?](#)

No. I want to create an account



# How to Access the Exhibitor Registration Portal and Register Exhibit Booth Staff

**Step 3:** Once you have successfully logged in to the portal you should see the 2024 Nashville Registration Dashboard. If you see a full list of your available Exhibit Show(s), select AFP 2024 Nashville Registration Dashboard. You should see the dashboard below.

[My Info](#)      [My Email Preferences](#)      [Transactions](#)      [Membership](#)

## AFP 2024 Nashville Registration Dashboard

The 2024 AFP Conference will take place at the Music City Center in Nashville, TN. The official meeting dates are Sunday, October 20, 2024 - Wednesday, October 23, 2024.

The following tasks can be completed in this exhibitor portal.

- Assign exhibit hall only and full conference badges.
- Register additional full conference attendees.
- Register exhibit hall only talent badges.
- Make substitutions.

Questions? Email [exhibiting@afponline.org](mailto:exhibiting@afponline.org) or visit our [FAQs](#)

EXHIBITOR NAME: AFP

[View & Edit Company Profile](#)

Booth Size(#)	Exhibitor Full Conference	Exhibitor Floor Staff
<b>Registrations &amp; Limits</b>		
10x10 (1) - Complimentary	25	50
10x10 (1) - Additional Purchase Limit	No Max	10
Max Registrations Allowed	No Max	60
<b>Registration Purchases</b>		
Price Per Registration	\$1,399.00	\$1,200.00
Total Purchased Registrations	1	0
<b>Assignments</b>		
Total Registrations	26	50
Assigned	2	1
Remaining	24	49

### EXHIBITOR CONFERENCE REGISTRATIONS

#### EXHIBITOR ACCESS

Exhibitor full conference registrants are granted access to the exhibit hall, educational sessions, keynote sessions, and kick-off party.

#### REGISTRATION RATES

Early Bird - June 7, 2024	\$1,399
After June 7 - September 13	\$1,599
After September 14	\$1,799

*Please note:* AFP does not provide refunds on any purchased Exhibitor registrations, substitutions are permitted.

#### HOW TO REGISTER STAFF

To assign your complimentary or paid badges follow the instructions below, click "assign" or "purchase" button, and follow the instructions on the proceeding pages.

Registrant	Registration Date	Actions
Kurihara Brian New	2/27/2024	<a href="#">Substitute</a>
Kurihara Brian New Record	11/7/2023	<a href="#">Substitute</a>

[Assign](#)   [Purchase](#)



# How to Access the Exhibitor Registration Portal and Register Exhibit Booth Staff

**Step 4:** To assign complimentary badges, click the “Assign” button.

### HOW TO REGISTER STAFF

To assign your complimentary or paid badges follow the instructions below, click “assign” or “purchase” button, and follow the instructions on the proceeding pages.

Registrant	Registration Date	Actions
Kurihara Brian New	2/27/2024	Substitute
Kurihara Brian New Record	11/7/2023	Substitute

Assign Purchase

**Step 5:** Enter the registrant's email address or first and last name and click the “Search” button.

If the registrant is not in the system, click the “create a new record” button and follow the steps on the proceeding page(s).

My Info My Email Preferences Transactions Membership

## Exhibitor Registrant - Lookup Form

To assign or substitute exhibitor registration slots, please enter the registrant's first and last name and/or email address.

First name

Last name

Email

Search

Please select a match to assign or substitute an exhibitor registration slot. You may also search again or **create a new record** if a match is not found.

**Step 6:** Under Action, click the “Add” button to add the person you are registering.

Please select a match to assign or substitute an exhibitor registration slot. You may also search again or **create a new record** if a match is not found.

First Name	Last Name	Organization	City	State	Action
Rebecca	Murphy	AFP	Bethesda	MD	<b>Add</b>
Rebecca	Murphy	AFP	Rockville	MD	Registered

Continue with steps 4-6 until all your booth staff are registered.



## How to Access the Exhibitor Registration Portal and Register Exhibit Booth Staff

### **PURCHASE ADDITIONAL REGISTRATION PASSES – HELPFUL HINTS**

1. The primary booth contact must first assign the complimentary registrations that come with the booth to colleagues until there are no longer left to assign.
2. Purchase the registration. During the checkout process, make sure to enter the email address of the person who needs to receive a receipt which will have the name and address of the primary booth contact on the receipt—not the information of the person for whom the pass is being purchased. This is a blank registration slot that needs to be assigned.
3. Assign the blank registration pass that was just purchased to one of your colleagues by searching for his/her name. Follow the instructions/prompts.
4. Once you have successfully assigned a representative under the appropriate Exhibit Show they will be listed along with the date you registered them creating a comprehensive list of all those currently registered under your org within the dashboard. They will immediately receive a confirmation email letting them know you have registered them.

If you are having trouble logging in or need assistance, please email [exhibiting@afponline.org](mailto:exhibiting@afponline.org).