

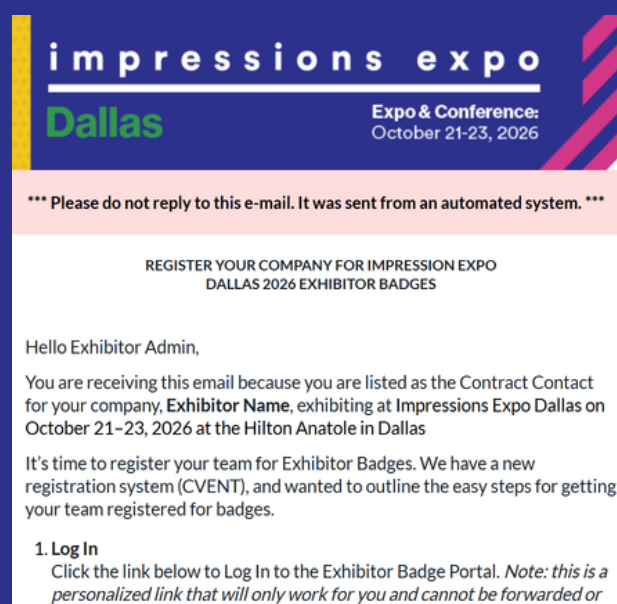
# impressions expo

## Using Impressions's New Registration System - CVENT

Get ready for Impressions Expo Dallas with our all-new, streamlined registration system! Check out the details below to make your registration quick and effortless.

### Registering for Impressions Expo

Upon booking your booth for the upcoming show, the contract contact for your account will receive an automated email, pictured below, from the email address [ImpressionsShowTeam@impressionsexpo.com](mailto:ImpressionsShowTeam@impressionsexpo.com)



Follow the link under "Register for Exhibitor Staff Badges Now" to access registration.

**Note: Only the contract contact will receive this email, to resend or adjust the recipient of this automated email, contact Cvent customer service.**

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## Create a Password for your Account

Upon following the link in the email, you will be brought to the Exhibitor Registration Portal to create your password.

The screenshot displays the Exhibitor Registration Portal. On the left, a form titled "Finish setting up your account." includes fields for "First Name" (Cynthia), "Last Name" (Meyersohn), "Create a Password" (Required), and "Confirm Password" (Required). A blue arrow points from the password field to the right-hand section. The right-hand section, titled "Exhibitor Portal", shows "Badge Registration - ASD Market Week August 2025" with details for the event (Aug 3-5, 2025) and location (Las Vegas Convention Center). It also displays the exhibitor's profile, including a booth location (142) and staff members (5 staff members).

Exhibitor

Finish setting up your account.

First Name  
Cynthia

Last Name  
Meyersohn

Create a Password Required

- Minimum 8 characters
- One number
- One special character
- One uppercase letter
- One lowercase letter
- Maximum 20 characters

\*Note: Your new password can't be the same as your last five passwords.

Confirm Password Required

Join

Exhibitor Portal

ASD Market Week August 2025  
Aug 3-5, 2025  
7 Carats

Badge Registration - ASD Market Week August 2025 »  
Aug 3, 2025 at 10:00 AM - Aug 5, 2025 at 4:00 PM  
Las Vegas Convention Center

Details

Exhibitor Profile

7 Carats

View profile

Booth Staff  
5 staff members  
Manage the team in charge of running your booth.

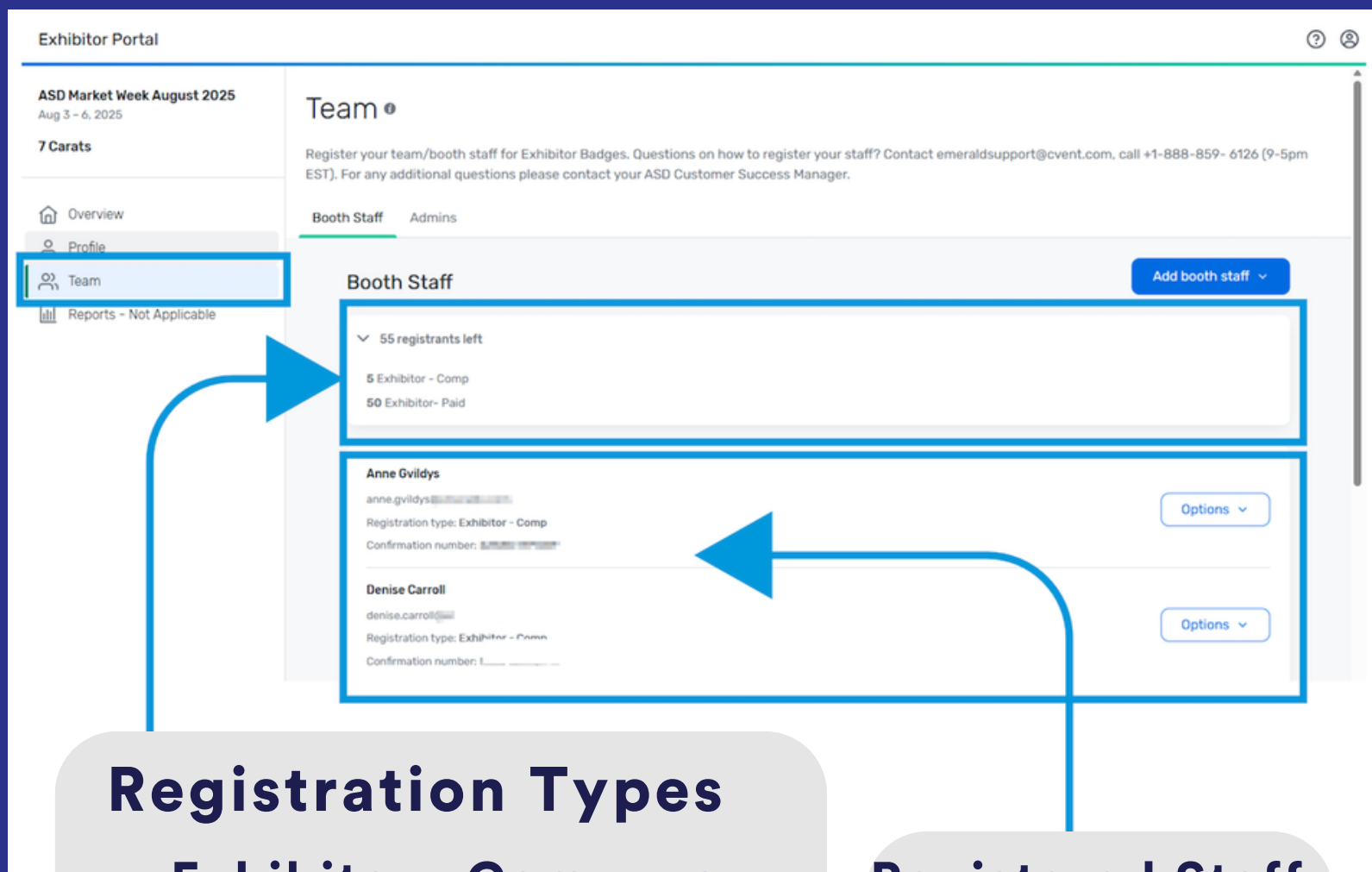
Booth Location  
142

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There are many different facets of the Cvent Exhibitor Registration Portal that Impressions is not utilizing. These instructions will focus solely on the areas exhibitors need to register for the upcoming show. Information you enter in any other area of the Cvent portal will not be tracked or used by Impressions

## Accessing Your Company Registration

To access exhibitor registration, go to the Team tab on the left hand side of the Cvent Exhibitor Portal.



### Registration Types

- **Exhibitor - Comp:** your free allotment of badges. 3 badges per 10x10 space
- **Exhibitor - Paid:** additional badges for purchase beyond your allotment. Default value 50.

This section will show you your total available registrations remaining.

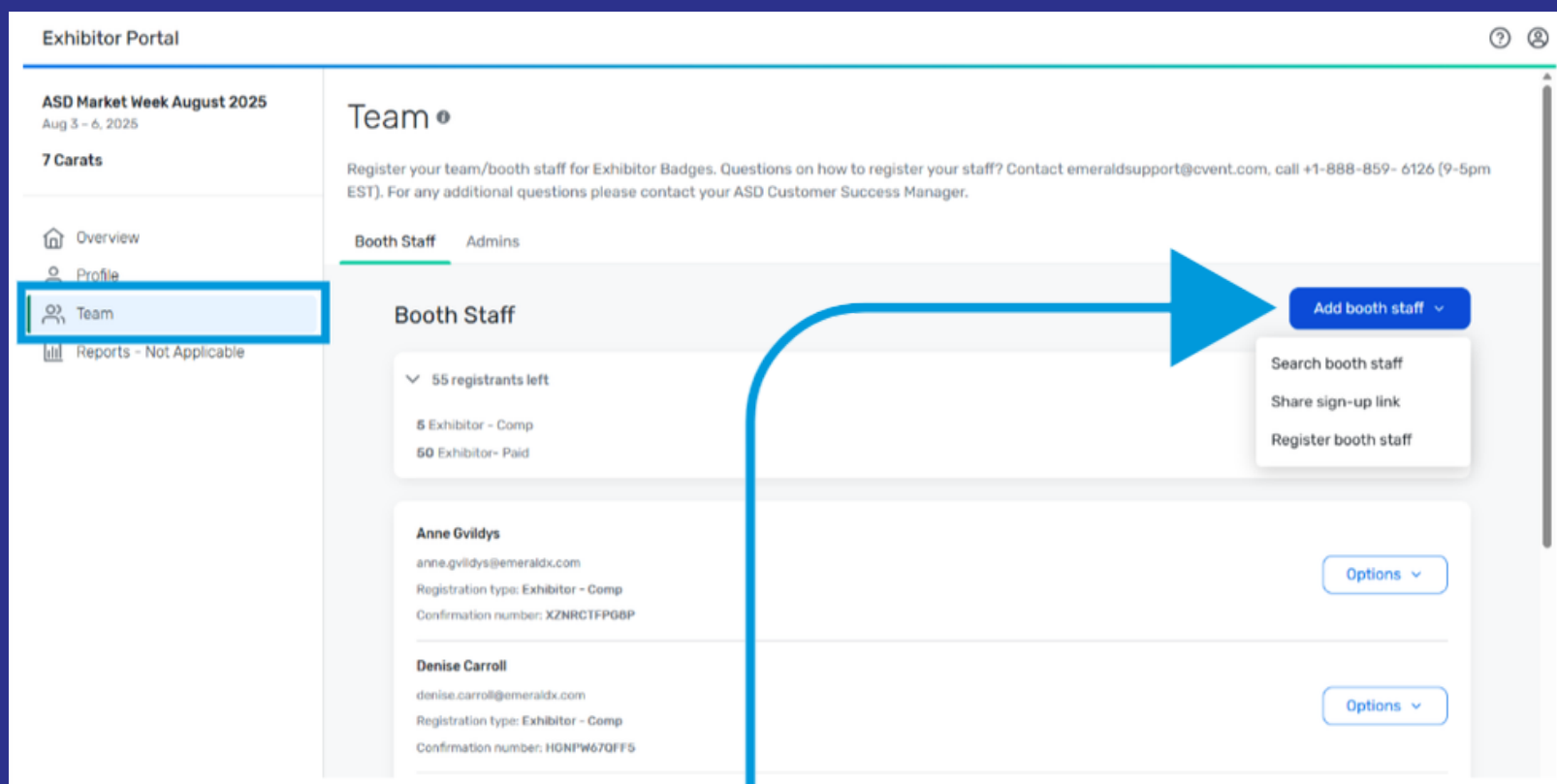
### Registered Staff

Summary of your companies registered staff members

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## Registering Staff

To register booth staff select **Add Booth Staff** from the **Team** page on the **Cvent Exhibitor Registration Portal**



## Select How to Register Your Staff

- **Share sign-up link** will generate a unique link that you can share with your team to register on their own.
- **Register booth staff** will bring you to the registration portal to register yourself or the entire team

**Note:** after selecting how you will register your staff, a pop up will appear asking what type of registration you would like to use, **Comp** or **Paid**. It will then open a new window with the registration form. You cannot switch between **Comp/Paid** in the registration form, you must go back to the **Team** portal to do so. If using a shared link, you must generate a new link.

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## Registration Form

Complete all required fields throughout the registration form.

The registration form consists of three steps: 1. Personal Information, 2. Opt-In/Privacy Policy, and 3. Registration Summary. The first step, 'Personal Information', requires the user to fill out the following fields: First Name, Last Name, Email Address, Re-enter Email Address, Company, Country/Region, State/Province, City, and Mobile. The second step, 'Terms and Conditions', requires the user to agree to the Terms & Conditions and the Emerald Privacy Policy. The 'Next' button is highlighted in orange.

**Personal Information**  
Fill out the information below, then click Next to continue.

\* First Name  
test

\* Last Name  
test

\* Email Address  
test@domain.com

\* Re-enter Email Address  
test@domain.com

\* Company  
test

**Work Address**

\* Country/Region  
United States

\* City  
test

\* State/Province  
Connecticut

\* SMS OPT-IN: ASD Market Week communicates reminders, confirmations, promotional offers, and other information designed to improve your experience when you provide your contact information. If you provide a cellular telephone number, we need explicit consent from you to send you text messages and use automated dialing technology and pre-recorded messages to confirm and communicate relevant show information.

\* Yes, I would like to opt-in to receive show related info on my cell phone number (if provided) for ASD as described above. I understand standard message/data rates may apply and I may opt out at any time by texting "STOP".

\* No, I do not wish to opt-in to the communications allowances for ASD Market Week as described above.

\* Mobile  
333-333-3333

By opting in, you agree to receive relevant show related text messages from ASD Market Week and understand standard message data rates may apply. You may opt out at any time by texting "STOP".

**Terms and Conditions**

\* I acknowledge that registrant must be 16 years old or above to attend event. No one under the age of 16 will be allowed to enter show floor. IDs will be checked onsite.

☒ I agree

\* I have read and fully agree to the [Terms & Conditions](#) of the ASD Market Week Show Policies.

☒ I agree

\* I agree to the Emerald [Privacy Policy](#).

☒ I agree

Previous Cancel Next

**Already registered?**

Enter your confirmation number or return to the event website to register.

\* Email Address  
james@domain.com

\* Confirmation Number  
123456789

[Forgot your confirmation number?](#)

Log in

Next

**Unique Email Address Required**

Unique email addresses are required for each individual registering for Impressions. If the email address you entered has already been used, you will receive the following message.

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## Registration Form

Complete all required fields throughout the registration form.

The diagram illustrates the registration process flow. It starts with a 'Registration Summary' form on the left, which includes fields for Personal Information, Opt-in/Privacy Policy, and Registration Summary. A 'Submit' button is at the bottom right. A blue arrow points from the 'Submit' button to the 'Congratulations, you are now registered!' confirmation screen on the top right. Another blue arrow points from the 'Submit' button to the 'Registration Summary' review screen on the right. The confirmation screen shows the confirmation number and options to 'Transfer Your Registration to Another Employee' or 'Edit Your Registration'. The review screen shows the registration details and an 'Add Group Member' button. A 'Register Another' button is located below the 'Registration Summary' form.

**Registration Summary**  
Please review your information before submitting.

**James Shannon**  
james.shannon-  
Edit  
Company: Test, Title: Test  
Work Phone Number: test

**Questions**  
I acknowledge that registrant must be 16 years old or above to attend event. No one under the age of 16 will be allowed to enter show floor. IDs will be checked onsite.  
I agree  
I have read and fully agree to the [Terms & Conditions](#) of the ASD Market Week Show Policies.  
I agree  
I agree to the Emerald [Privacy Policy](#).  
I agree

**Agenda**

| Item               | Price |
|--------------------|-------|
| Admission Item     |       |
| Event Registration | Free  |

[Register Another](#)

[Previous](#) [Cancel](#) [Submit](#)

**Congratulations, you are now registered!**

**Your Confirmation Number is:**  
[Confirmation Number]

You will receive an email with your registration details.

[Transfer Your Registration to Another Employee](#) [Edit Your Registration](#)

**Registration Summary**  
Review your registration information below

**test test**  
Company: test, Work Address: test, Connecticut, United States  
Mobile: 333-333-3333

**Questions**  
SMS OPT-IN: ASD Market Week communicates reminders, confirmations, promotional offers, and other information designed to improve your experience when you provide your contact information. If you provide a cellular telephone number, we need explicit consent from you to send you text messages and use automated dialing technology and pre-recorded messages to confirm and communicate relevant show information.  
Yes, I would like to opt-in to receive show related info on my cell phone number (if provided) for ASD as described above. I understand standard message/data rates may apply and I may opt out at any time by texting "STOP."  
I acknowledge that registrant must be 16 years old or above to attend event. No one under the age of 16 will be allowed to enter show floor. IDs will be checked onsite.  
I agree  
I have read and fully agree to the [Terms & Conditions](#) of the ASD Market Week Show Policies.  
I agree  
I agree to the Emerald [Privacy Policy](#).  
I agree

[Add Group Member](#)

## Registrations For Additional Staff Members

Follow either button to register additional staff members. You will then be brought to the beginning of the registration form to register additional team members.

Your Registration is not complete until you see this confirmation screen. If you exit the registration form prior to receiving this screen, none of your information will be saved.

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## Adjusting Registration from Confirmation Page

**From the Confirmation Page you can transfer your registration to another staff member or make changes to your existing registration.**

**Congratulations, you are now registered!**

Your Confirmation Number is:  
[Confirmation Number]

You will receive an email with your registration details.

[Transfer Your Registration to Another Employee](#) [Edit Your Registration](#)

**Registration Summary**  
Review your registration information below

**test test**  
[Registration ID]

**Company**  
test

**Work Address**  
test, Connecticut  
United States

**Mobile**  
333-333-3333

**Questions**

**SMS OPT-IN:** ASD Market Week communicates reminders, confirmations, promotional offers, and other information designed to improve your experience when you provide your contact information. If you provide a cellular telephone number, we need explicit consent from you to send you text messages and use automated dialing technology and pre-recorded messages to confirm and communicate relevant show information.

Yes, I would like to opt-in to receive show related info on my cell phone number (if provided) for ASD as described above. I understand standard message/data rates may apply and I may opt out at any time by texting "STOP."

I acknowledge that registrant must be 16 years old or above to attend event. No one under the age of 16 will be allowed to enter show floor. IDs will be checked onsite.  
I agree

I have read and fully agree to the [Terms & Conditions](#) of the ASD Market Week Show Policies.  
I agree

I agree to the Emerald [Privacy Policy](#).  
I agree

**Transfer Registration**

**Who are you transferring your registration to?**  
Enter the person's information so we can send it to them.

\* First name  
[Text Field]

\* Last name  
[Text Field]

\* Email address  
[Text Field]

[Submit](#)

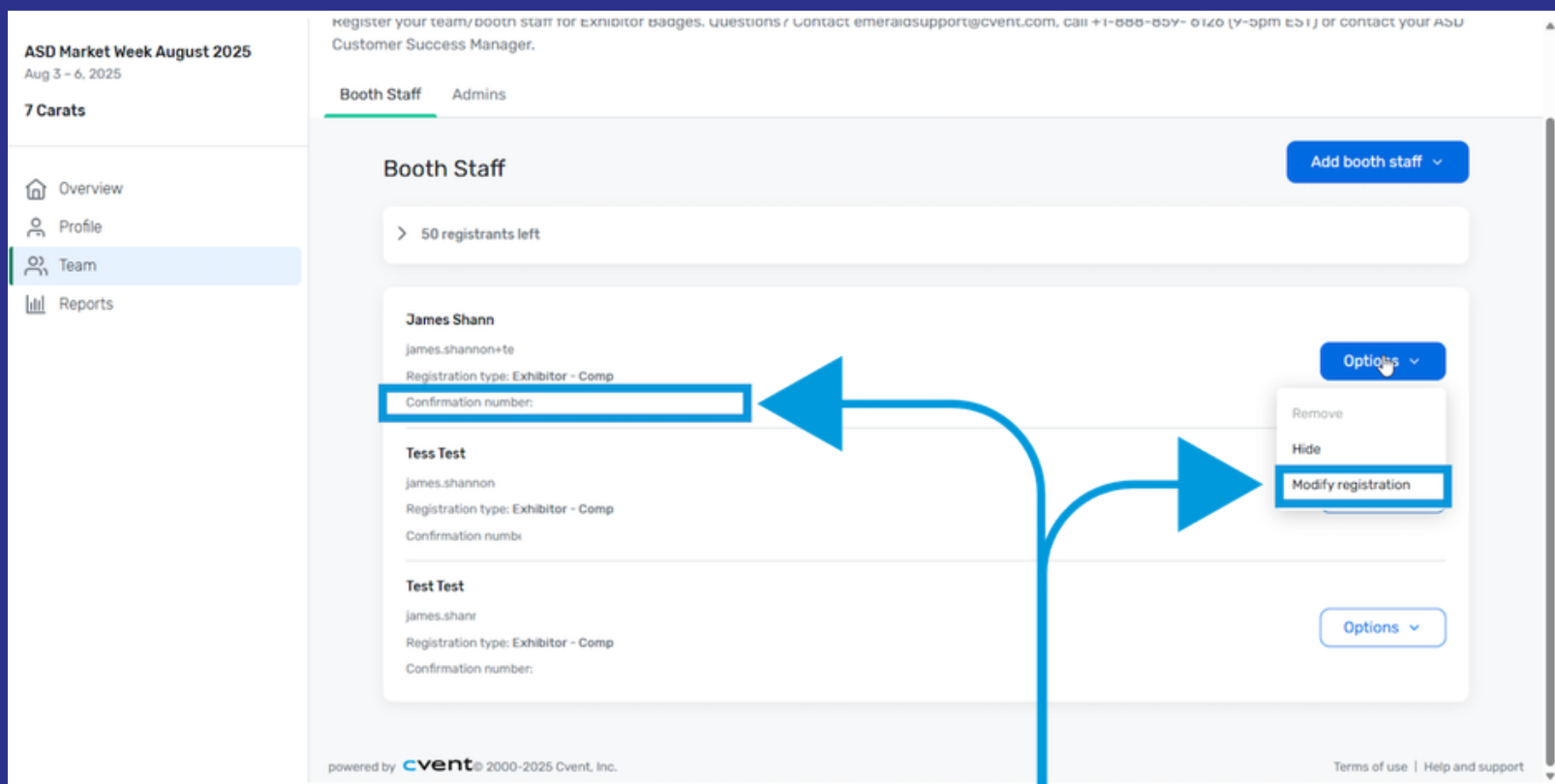
**Transfer Registration**  
Follow the prompt to transfer your exhibitor registration to another staff member.

## Modify Registration

Will bring you to the first page of the registration form to edit your details. Do not use this if you are entering another persons details - this will impact your teams access to the Mobile App. If sending to another team member use the Transfer feature.

## Modifying Existing Registrations

From the Team page on the Cvent Exhibitor Portal you can modify existing staff registrations.



### Modify Registration

Copy or write down the Confirmation Number associated with the staff member you are modifying, then select Option and Modify Registration, this will open the Exhibitor Registration form in a new window, where you will enter the Confirmation Number to proceed.

**Note:** Do not exit the Confirmation Number pop-up on the registration form. This will bring you to the buyer registration flow. You will *not* be able to access the exhibitor tools in the Mobile App or the show floor, during set-up, with a buyer registration type.

# **i m p r e s s i o n s   e x p o**

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## **Registration Questions**

**As we transition to this new registration program, we remain committed to supporting you and your team with any registration-related inquiries. We kindly ask that you first direct any questions to Cvent Support, whose contact information is provided below. Should further assistance be required beyond their scope, please feel free to reach out to your designated internal point of contact.**

### **Modify Registration**

**Email: [emeraldsupport@cvent.com](mailto:emeraldsupport@cvent.com)**

**Phone: (883) 859-6126**

**\*Available 9AM - 5PM EST\***