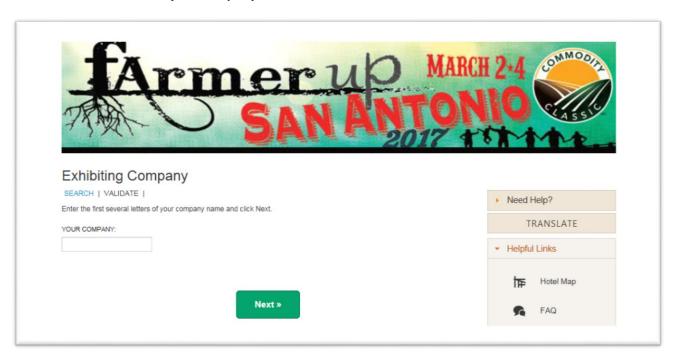
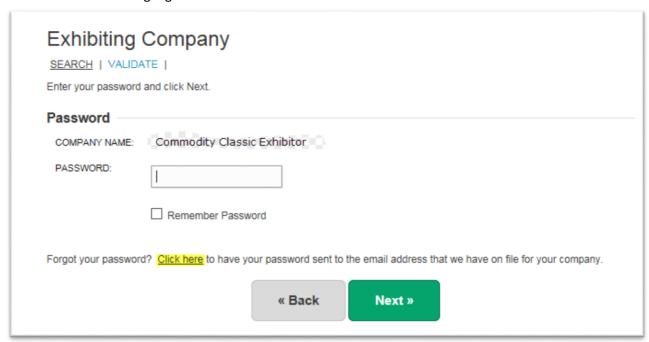
1. Search or Validate for your company:



- 2. After searching for your company, select your company from the list.
- 3. Next, validate your company by entering your unique password. Your password was emailed to the group contact on Tuesday, December 6, 2016. If you can't locate your password, either send an email via the highlighted link below or call us at 800-465-0482 for assistance.



- 4. Next, you can either **register your booth personnel or send your booth contacts a link** to complete their registration and housing on their own.
  - To send your booth staff an email to register themselves, copy the entire link (shown in the red box below), and send your booth personnel an email with this link so they can register and book a hotel room
  - To register your booth staff, select 'Register Personnel'.
    - You can either enter your booth personnel information online or download an excel template. To download the template, under the group summary tab, scroll to the bottom of the page and select import template to download and complete the registration for your booth.
  - To make reservations for your booth, select the make reservations tab at the top of the page.

