

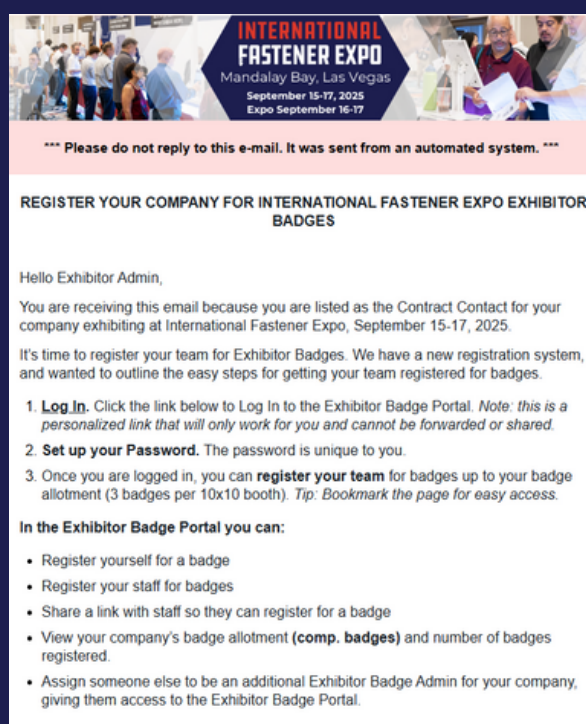
INTERNATIONAL FASTENER EXPO

Using IFE's New Registration System - CVENT

Get ready for IFE 2025 with our all-new, streamlined registration system! Check out the details below to make your registration quick and effortless.

Registering for IFE

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 FastenerShowTeam@fastenershows.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 your account executive.

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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.

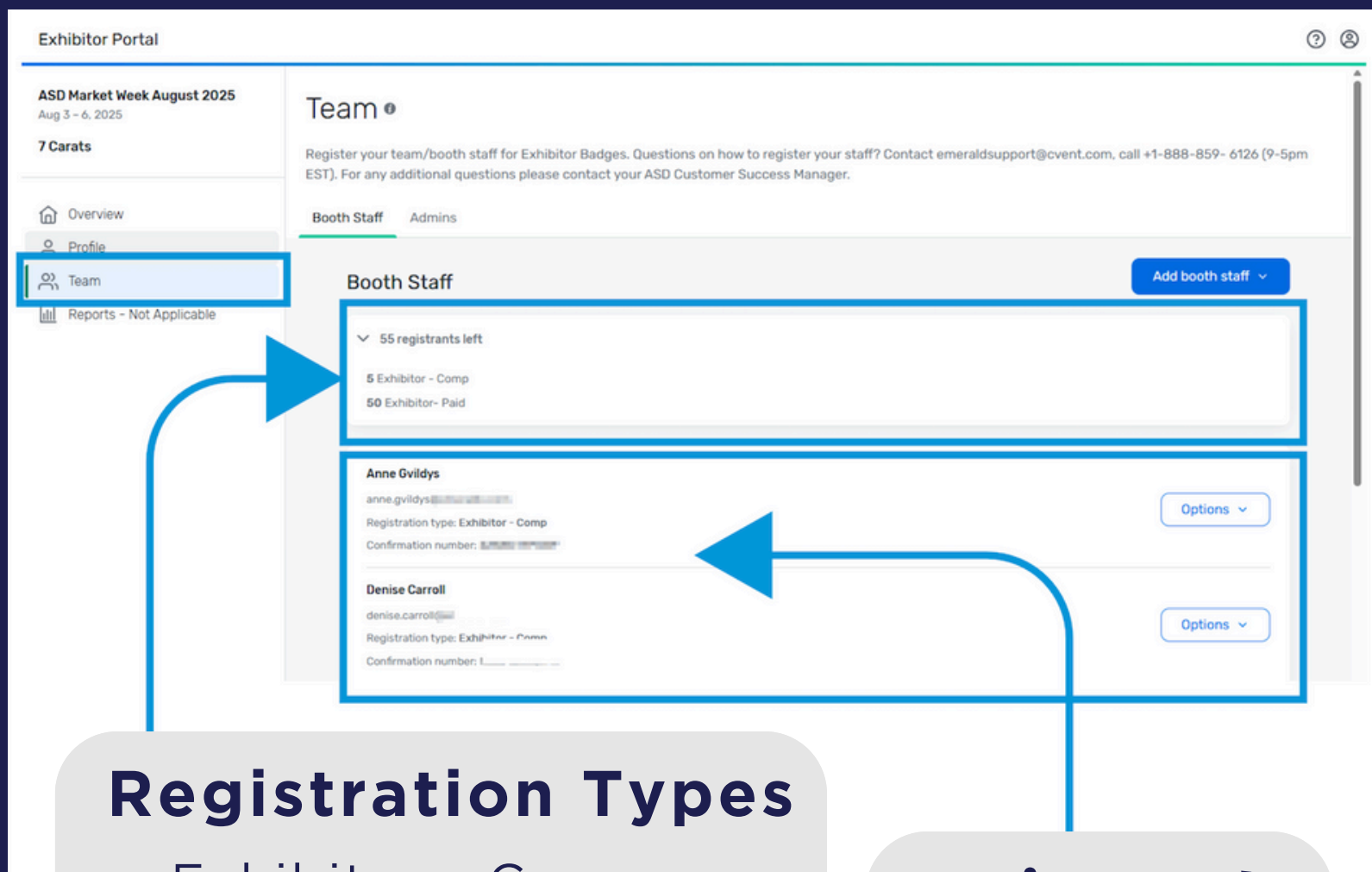
The screenshot displays the Exhibitor Registration Portal. On the left, a form titled "Finish setting up your account." includes fields for "First Name" (Cynthia), "Last Name" (Meyersohn), and "Create a Password" (Required). The password requirements are: Minimum 8 characters, One number, One special character, One uppercase letter, One lowercase letter, and Maximum 20 characters. A note states: "Your new password can't be the same as your last five passwords." Below the password field is a "Confirm Password" (Required) field and a blue "Join" button. At the bottom, it says "© 2000-2021 Cvent OnArrival, Inc. Terms of Use | Privacy Policy". A blue arrow points from the "Join" button to the right-hand side of the screen, which shows the "Exhibitor Portal" dashboard. The dashboard includes a sidebar with "Overview", "Profile", "Team", and "Registration" (highlighted). The main content area is titled "Badge Registration - ASD Market Week August 2025" and shows details for a booth with 7 Carats, 5 staff members, and a location of 142.

There are many different facets of the Cvent Exhibitor Registration Portal that IFE 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 IFE.

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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 the total available registrations remaining.

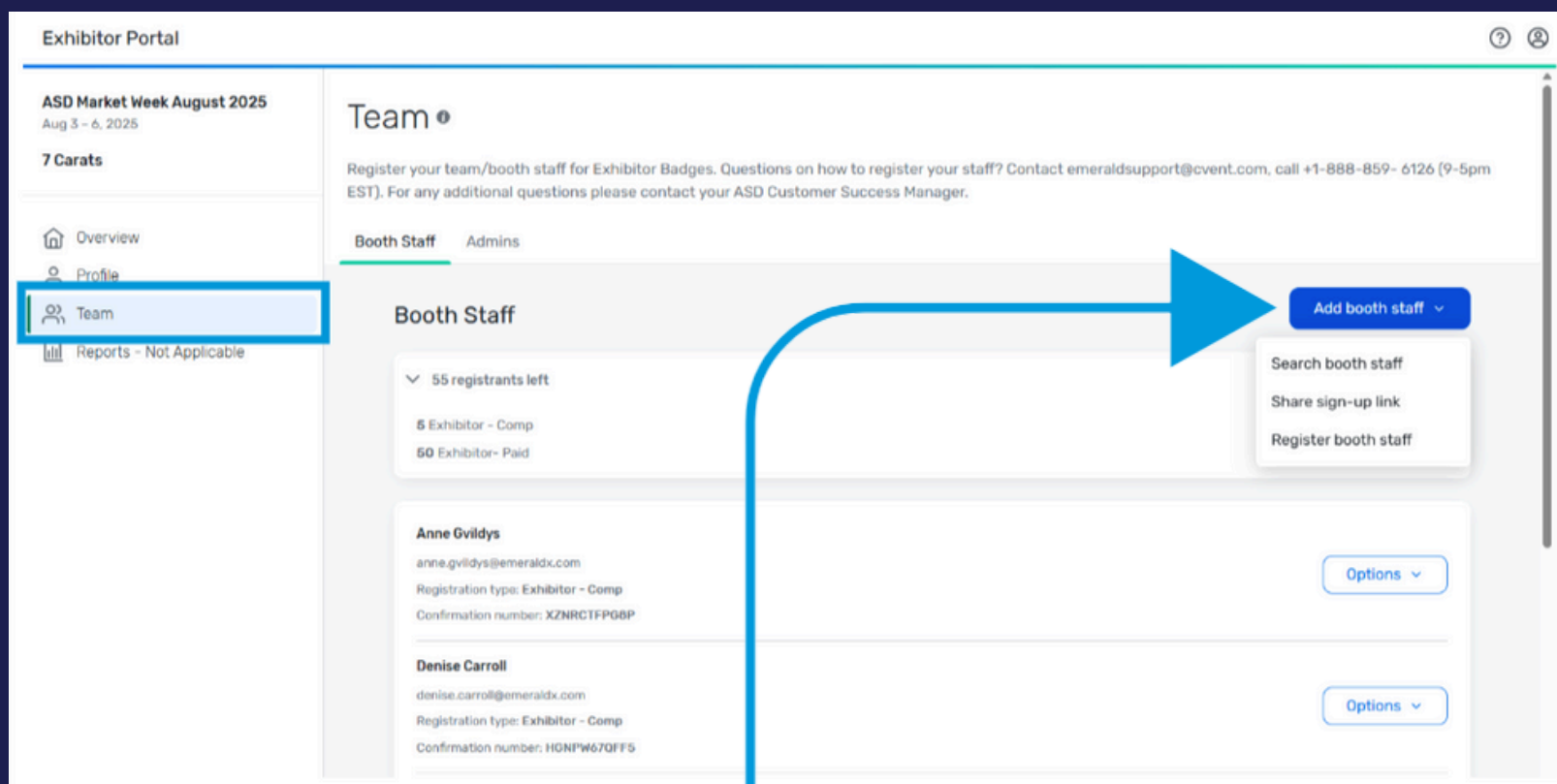
Registered Staff

Summary of your company's 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 is divided into three steps: 1. Personal Information, 2. Opt-In/Privacy Policy, and 3. Registration Summary. The first step, 'Personal Information', includes fields for First Name, Last Name, Email Address, Re-enter Email Address, Company, Work Address (Country/Region, State/Province, City), and Mobile. The second step, 'Terms and Conditions', includes checkboxes for 'I agree' to the Terms & Conditions, the Emerald Privacy Policy, and the SMS OPT-IN. A blue arrow points from the 'Next' button in the first step to the 'Terms and Conditions' step. A 'Next' button is highlighted in orange at the bottom of the first step.

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

* State/Province
Connecticut

* City
test

* 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

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

Unique Email Address Required

Unique email addresses are required for each individual registering for IFE. If the email address you entered has already been used, you will receive the following message. Reach out to your account executive for assistance on how to proceed.

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Registration Form

Complete all required fields throughout the registration 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:
[Masked 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.

The screenshot shows the 'Congratulations, you are now registered!' confirmation page. It displays the user's confirmation number and provides two options: 'Transfer Your Registration to Another Employee' and 'Edit Your Registration'. Below this is a 'Registration Summary' section showing details for 'test test', including company, work address, mobile number, and various consent checkboxes. Two blue arrows originate from the 'Transfer Your Registration to Another Employee' and 'Edit Your Registration' buttons and point towards the 'Transfer Registration' modal and the 'Modify Registration' text box respectively.

Transfer Registration

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

* First name

* Last name

* Email address

Transfer Registration

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

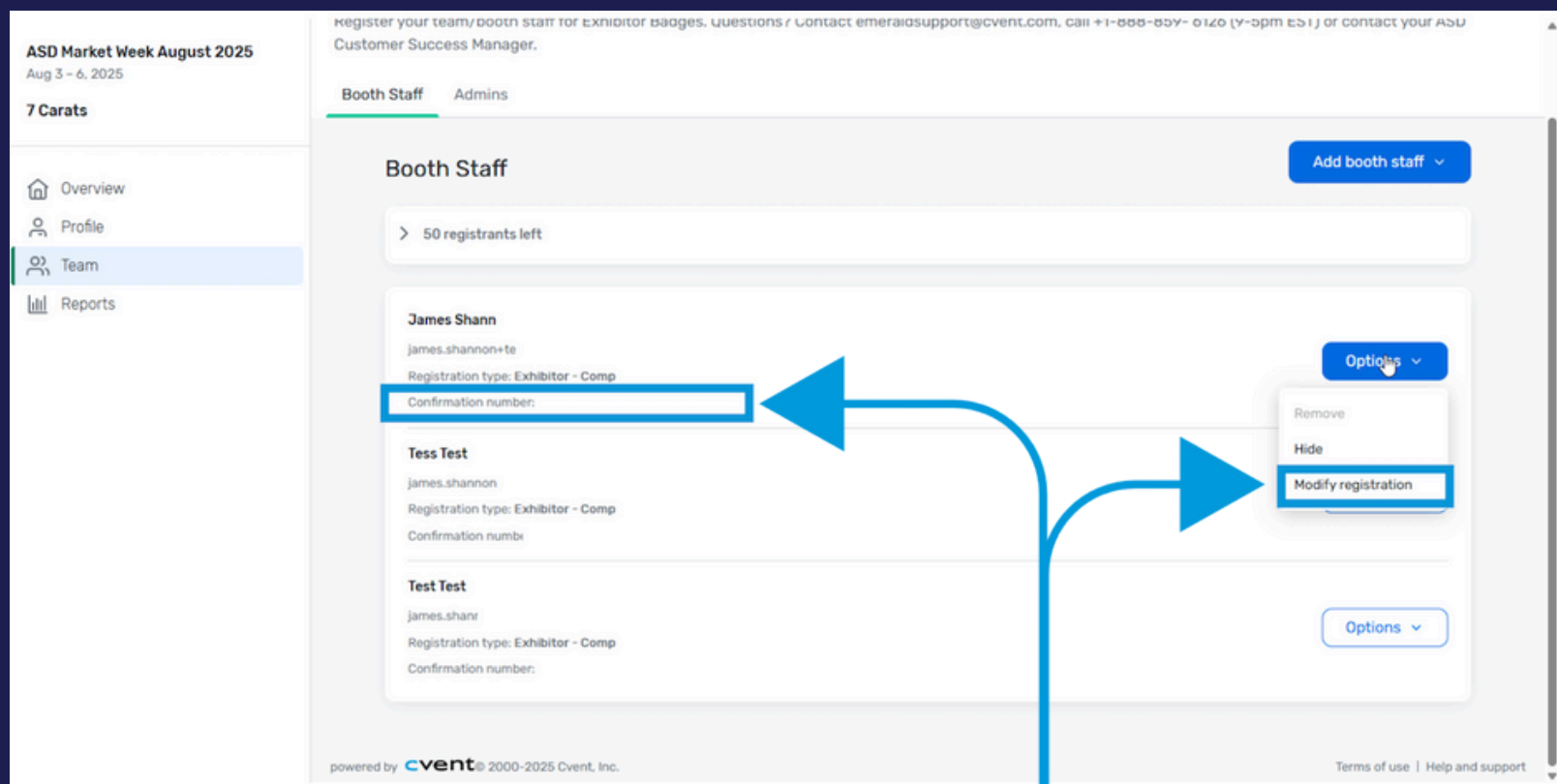
Modify Registration

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.

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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.*

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Additional Support

As we get used to this new registration program, we're here to support you and your team with any registration inquiries. Below you'll find contact information for additional support.

Modify Registration

Email: emeraldsupport@cvent.com

Phone: (883) 859-6126

Available 9AM - 5PM EST

Other Points of Contact

Kristi Ortoli

Email: Kristi.Ortoli@emeraldx.com

Brianda Montoya

Email: Brianda.Montoya@emeraldx.com