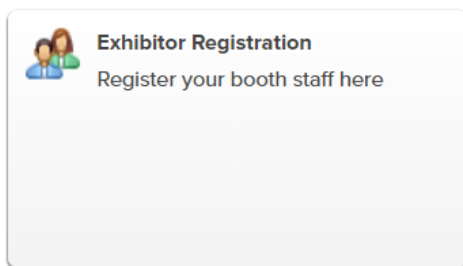# Exhibitor Registration

How to Register your Exhibitor Booth Staff

Please note: If you are the Key Contact, you are not automatically registered for an Exhibitor Badge. You will need to register yourself if you are attending MJBizCon.

1. Log in to **Exhibitor Dashboard**
   a. Your Exhibitor Dashboard credentials were sent when you signed your contract, if you need them resent email Sales@mjbiz.com
   b. Select link: https://mjbiz22.exh.mapyourshow.com/
   c. Enter provided Exhibitor ID and Password

2. Select tile that says "**Exhibitor Registration**"

3. First-time logging into Exhibitor Registration:
   a. Confirm your Key Contact Profile is accurate and make updates as needed. *If you are the key contact, you are not automatically registered; you will need to register yourself if you are attending MJBizCon*

4. **Exhibitor Registration Dashboard**
   a. Register and edit your booth staff information
   b. See your pass allotments
   c. Order Lead Retrieval services
   d. Update the Key Contact
   e. Book your hotel
   f. Access the Exhibitor Services Manual, show policies, Show Dates & Hours
   g. Contact our Customer Service team for help

Company Registration			Add/Edit Personnel ➜
Registration Type(s)	**Allotment Total**	**Total Registered**	**Allotment Available**
Free Exhibitor Expo Only Passes	48	0	48
Discounted Exhibitor Expo Only Passes	48	0	48
Exhibitor Conference + Expo-Full Price	unlimited	0	unlimited
Exhibitor Expo Only-Full Price	unlimited	0	unlimited

⚠ Order Badge Scanners Now!   Go! ➜

Key Contact Profile   Edit ➜
Savannah Brown

Group Financial Summary	
Booking Total	**$0.00**
Payments	**$0.00**

▾ **Group Search**

First Name

Last Name:

Search

▾ **Helpful Links**

🏳 Health & Safety

🏢 Book Hotel

ⓘ Exhibitor Resource Center

📂 Show Policies

⏰ Show Dates & Hours

✉ Contact Us

5. Register your Exhibitor Booth Staff

   a. Click "Company Registration: Add/Edit Personnel"

Company Registration	Add/Edit Personnel ➜

   b. You have the following options:

▸ **Add New Person**

▸ **Upload Personnel Excel File**

▸ **Export List of Registered Personnel**

   c. **To register a new staff member, select "Add New Person"**
      i. Enter in the required information
         a. Company Name changes are not permitted
      ii. Select Reg Type

Registration Required for Badge:

ⓘ View Allotment Summary

✱ Reg Type: Please Select ❯

REG TYPE IS REQUIRED

iii. Options for Reg Type:
   a. Exhibitor Expo Only – Free
   b. Exhibitor Expo Only- Discounted
   c. Exhibitor Expo Only- Full Price
   d. Upgrade Free Expo Only to Conference + Expo
   e. Upgrade Discounted Expo Only to Conference + Expo
   f. Exhibitor Conference + Expo-Full Price

Reg Type	Early Bird	Final Deadline	Full Price
	9/29	10/27	Thru event
Exhibitor Expo Only- Free *4 per 100 sq ft of exhibit space	$0.00	$0.00	$0.00
Exhibitor Expo Only- Discounted *4 per 100 sq ft of exhibit space	$249.00	$249.00	$349.00
Exhibitor Expo Only- Full Price	$349.00	$375.00	$399.00
Upgrade Free Expo Only to Conference + Expo	$350.00	$350.00	$550.00
Upgrade Discounted Expo Only to Conference + Expo	$599.00	$599.00	$899.00
Exhibitor Conference + Expo Full Price	$599.00	$699.00	$899.00

Pre-Show Forums
Must purchase Conference + Expo or Expo Only pass to attend any of the below

Forum	Early Bird Ends 9/29/22	Final Deadline Ends 10/27/22	Full Price Beginning 10/28/22
MJBizFinance Forum	$549	$599	$649
MJBiz Hemp and CBD Forum	$299	$349	$399
MJBizScience Symposium	$299	$349	$399
MJBiz Marketing Forum: Amp Your Brand	$299	$349	$399
reMind Psychedelics Business Forum	$299	$349	$399

Special Events

Event	Early Bird Ends 9/29/22	Final Deadline Ends 10/27/22	Full Price Beginning 10/28/22
Associations Day	$0	$0	$0
Achieving Equity in Cannabis	$40	$40	$50
Empowering Women in Cannabis	$40	$40	$50

6. **Upload Personnel Excel File**
   a. If you have a large group and want to upload a list, select "**Upload Personnel Excel File**", and follow the instructions. *NOTE: You MUST download and complete the template provided.*
7. **Edit Existing Booth Staff**
   a. Login and navigate to the "Add/Edit Personnel" page.

b. Scroll down to see a list of those registered.
    i. To edit a registration, click the "+" sign to open the registration form. If you need to edit the name, company name or email address, you must contact sales@mjbiz.com for assistance.
    ii. To add an event, click the "Edit Show Items" button next to the persons' name, choose the event(s) you wish to add and click "Next"
    iii. To request a visa invitation letter, click the "Add Visa" button next to the person's name, complete the requested information and click "Next".

8. **Make a Payment**
    a. Any personnel to which you add a paid event will have a red dollar bill displayed under the "Balance Due" column. This person will not receive a confirmation until the record is paid in full.
    b. When ready to check out, click the "Pay Now" button and follow the prompts to enter your payment information.
    c. Once payment is made, confirmations and visa invitation letters (if applicable) will be sent to all registered personnel.
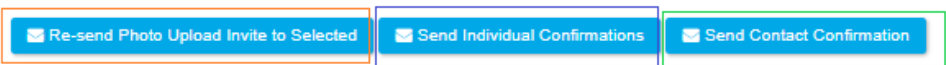

9. **To Send Confirmations, Photo Upload Invites and Visa Invitation Letters:**
    a. To send a confirmation including all personnel registered and all payments made, click **"Send Contact Confirmation"**. This confirmation will be sent to the main contact **ONLY**.

b. To send an individual confirmation and a visa letter (if applicable) to all registered personnel, click **"Send Individual Confirmation(s)"**.

c. To send an individual confirmation and a visa letter (if applicable) to a specific person, click the **"+" sign** to the left of the person's name to expand their record, then click the **"Send Confirmation"** button for that person.

d. All MJBizCon registrants are required to have a photo on their badge. Each person will receive an invitation letter with a link to upload their photo once they have been registered and paid in full.

e. If you need to resend the photo invitation letter to a registrant, simply check the box on the far right of their registration entry and click the **"Re-Send Photo Upload Invite to Selected"** button.

✉ Re-send Photo Upload Invite to Selected	✉ Send Individual Confirmations	✉ Send Contact Confirmation

ADDING TO RECORDS
- To add a Pre-Show Forum or Special Event to an individual badge, click the "Edit Show Items" button to the right of the person's name.
- To request a Visa invitation letter for a registered staff member, click the "Add Visa" button to the right of the person's name. Please note this button only appears for individuals with a non-US address.

SENDING COMMUNICATIONS
- To send a confirmation including all personnel registered and all payments made, click "Send Contact Confirmation". This confirmation will be sent to the main contact ONLY.
- To send an individual confirmation and a visa letter (if applicable) to all registered personnel, click "Send Individual Confirmation(s)".
- To send an individual confirmation and a visa letter (if applicable) to a specific person, click the "+" sign to the left of the person's name to expand their record, then click the "Send Confirmation" button for that person.

PHOTO UPLOAD INVITES
- All MJBizCon registrants are required to have a photo on their badge. Each person will receive an invitation letter with a link to upload their photo once they have been registered and paid in full.
- If you need to resend the invitation letter to a registrant, simply check the box on the far right of their registration entry and click the "Re-Send Photo Upload Invite to Selected" button above.

	First Name	Last Name	Company	Registration	Visa	Show Items	Balance Due?	Upload Photo Invitation ☐
⊕ 2570 ✉	EXAMPLE	ONE	BRISKHEAT	Exhibitor Expo Only-Free ▼ ⓘ		Edit Show Items		☐