

## Registering Exhibitors for MJBizCon

1. Look for an email from MJBizCon Customer Service ([email\\_confirm@confmail.experient-inc.com](mailto:email_confirm@confmail.experient-inc.com)) with the subject line: *MJBizCon 2024 Exhibitor Registration is Open!* This email provides a link to the registration dashboard and your login credentials. Be sure to check your junk/spam mail if you don't see the message in your Inbox.



\*\*\* Please do not reply to this e-mail. It was sent from an automated system. \*\*\*

John Doe  
ABC Company  
123 Test Street  
Test, NY 10050  
[test@test.com](mailto:test@test.com)

### Staff badge registration is now open for exhibitors!

[Click here](#) to register your booth personnel. You will need to enter your company name along with your password below to begin the registration process.

Company Name: ABC Company  
Password: 1234567

### Questions?

[CLICK HERE](#) to get the latest updates and show news. For questions regarding your registration, please [email](#) or call (864) 208-2465.

Thank You,  
The MJBizCon Event Team

2. If you can't find the email, click [HERE](#), then click "Exhibitor" to be directed to exhibitor registration.
3. Enter your company name, click "Search", then click "Select" below your company name.

## Company Search

Enter the first several letters of your company name and click Next.

Company Name

**AI Grow, LLC**

- Enter the password you use for booth selection and billing, then click “Next”. If you don’t know this password, contact [sales@mjbiz.com](mailto:sales@mjbiz.com) for assistance.

## Validate

### AI Grow, LLC

Enter your password and click Next.

Password

Remember Password?

Forgot your password? [Click here](#) To have your password sent to the email address that we have on file for your company.



- Agree to Show Policies. You only need to do this the first time you enter the site.

▼ \* **MJBizCon Show Policy**

[Click here](#) to review the MJBizCon show policies.

I have read and fully agree to the terms and conditions of the Show Policies and wish to continue with this registration

## 6. Exhibitor Registration Dashboard

- Register and edit your booth staff information.
- See your pass allotments.
- Order lead retrieval services.
- Confirm Key Contact Information.

### Welcome

Here is your company information:

**AI Grow, LLC**  
PO Box 16037 Asheville, NC 28816

**Company Registration:** On the Company Registration link you can add, edit, remove, import, and export a full list of booth personnel. You can send or re-send email confirmations to each person you registered, send the entire set of confirmations to yourself, or both.

**Key Contacts:** You are not automatically registered for a badge. If you plan to attend the show, you must register for an exhibitor badge and your badge will be counted toward your allotment total.

**Badges:** MJBizCon does not mail badges. You can send individual QR Code emails to each person on the Company Registration page, and they will also receive the QR Code email again prior to the show opening. Please encourage them to bring this email onsite.

Registration Type(s)	Allotment Total	Total Registered	Allotment Available
Exhibitor Expo Only	4	5	0
Exhibitor C+E Discounted	unlimited	0	unlimited
Exhibitor VIP Discounted	unlimited	0	unlimited

**Company Registration** [Add/Edit Personnel](#) →

**Key Contact Profile** [Edit](#) →

Daryl Demison

**Group Financial Summary**

Booking Total	\$302.75
Payments	(\$302.75)

▼ **Group Search**

First Name:

Last Name:

▶ **Helpful Links**

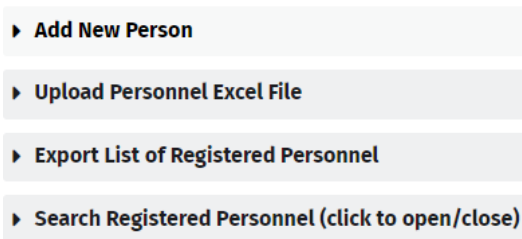
7. Confirm Key Contact information, agree to Privacy Policy and Terms of Use, then click “Save”. If you need to make changes to the key contact information, contact [sales@mjbiz.com](mailto:sales@mjbiz.com) for assistance. Once made, changes will sync with the registration system within 24 hours.

**8. Register your Exhibitor Booth Staff**

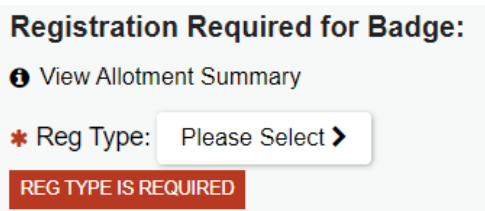
a. Click “Company Registration: Add/Edit Personnel”



b. You have the following options:



c. To register a new staff member, select “Add New Person.”  
 i. Enter the required information.  
     1. Company name changes are not permitted.  
 ii. Select a Reg Type



2024 Rates	Insider	Smart Saver	Early Bird	Advance	Full Price
<b>Exhibitor Registration</b>	<b>6/6 - 6/27</b>	<b>6/28 - 9/5</b>	<b>9/6 - 10/17</b>	<b>10/18 - 11/14</b>	<b>11/15 - 12/6</b>
Exhibitor Expo (Comp Allotment)	\$0	\$0	\$0	\$0	\$0
Exhibitor Expo Only - Discounted	\$ 175.00	\$ 250.00	\$ 275.00	\$ 325.00	\$ 375.00
Exhibitor Conf + Expo - Discounted	\$ 299.00	\$ 425.00	\$ 525.00	\$ 625.00	\$ 725.00
Exh VIP (Discounted)	\$ 699.00	\$ 799.00	\$ 899.00	\$ 999.00	\$ 1,199.00
<b>Add-Ons:</b>					
Multi-Forum	\$ 349.00	\$ 399.00	\$ 399.00	\$ 399.00	\$ 449.00
MJBiz Finance Forum	\$ 549.00	\$ 649.00	\$ 649.00	\$ 699.00	\$ 749.00
reMind Psychedelics Forum	\$ 199.00	\$ 299.00	\$ 299.00	\$ 299.00	\$ 399.00
Achieving Equity in Cannabis	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 50.00
Empowering Women in Cannabis	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 50.00

**9. Upload Personnel Excel File**

a. If you have a large group and want to upload a list, click, and follow the instructions.  
 i. **NOTE: You MUST download and complete the template provided**

## 10. 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 company name, you must contact [sales@mjbiz.com](mailto:sales@mjbiz.com) for assistance.
  - ii. To add events, click the “Edit Show Items” button next to the person’s 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”.

	First Name	Last Name	Company	Registration	Visa	Show Items	Balance Due?	Upload Photo Invitation
	EXAMPLE	ONE	BRISKHEAT	Exhibitor Expo Only-Free x		Edit Show Items		<input type="checkbox"/>
	EXAMPLE	TWO	BRISKHEAT	Exhibitor Expo Only-Free x	Add Visa	Edit Show Items		<input type="checkbox"/>

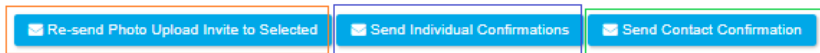
## 11. Make a Payment

- a. Any personnel to which you add a paid event will have a red dollar bill displayed under the “Balance Due” column. The person will not receive a confirmation email 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.

	First Name	Last Name	Company	Registration	Visa	Show Items	Balance Due?	Upload Photo Invitation
	EXAMPLE	ONE	BRISKHEAT	Exhibitor Expo Only-Free x		Edit Show Items		<input type="checkbox"/>
	EXAMPLE	TWO	BRISKHEAT	Exhibitor Expo Only-Free x	Add Visa	Edit Show Items		<input type="checkbox"/>

## 12. To Send Confirmations, Photo Upload Invites and Visa Invitation Letters

- To send a confirmation including all personnel registered and all payments made, click **“Send Contact Confirmation”**. This confirmation will be sent to the key 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.
- 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 photo invitation letter to a registrant, simply check the box on the far right of the registration entry and click **“Re-Send Photo Upload Invite to Selected”** button.



### 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		<input type="checkbox"/>

If you need assistance, [email us](#) or call (864) 208-2465.