

Using MJBizCon's New Registration Platform

Introducing MJBizCon's new registration partner - Cvent.

This guide provides step-by-step instructions for our 2025 exhibitors to register their staff for the show this December.

Registering for MJBizCon

Upon booking your booth for the upcoming show, the contract contact for your account will receive an automated email, pictured below.

The email will come from: MJBizShowTeam@mjbizconference.com



REGISTER YOUR COMPANY FOR MJBIZCON EXHIBITOR BADGES

Hello Exhibitor Admin

You are receiving this email because you are listed as the Contract Contact for your company exhibiting at MJBizCon, taking place December 2-5, 2025 (Expo: December 3-5) in Las Vegas.

It's time to register your team for Exhibitor Badges. We have a new registration system, and wanted to outline the easy steps for getting your team registered for badges.

1. Login.

- Click the link below to Log In to the Exhibitor Badge Portal. Note: this personalized link will only work for you and cannot be forwarded or shared.
- 2. Set up your Password. The password is unique to you.

3. Register your team. Once you are logged in, you can register your team for badges up to your badge allotment (4 badges per 10x10 booth). Hint: bookmark the page for easy access

LOG IN

Follow the **LOG IN** call to action button to access registration.

Only the contract contact will receive this email. To resend or adjust the recipient of this automated email, please contact **sales@mjbiz.com**.

Create a Password for Your Account

Following the link in the email bring you to the *Exhibitor Registration Portal* to create your password.

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Last Name	7 Carats	Details	
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Minimum 8 characters One uppercase letter One number One special character Maximum 20 characters		7 Carats	
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Confirm Password Required			

Note: There are many different facets of the *Cvent Exhibitor Registration Portal* that MJBizCon is not utilizing.

These instructions will focus *solely* on the areas exhibitors need to register for the upcoming show.

Any information you enter in other areas of the **Cvent Exhibitor Registration Portal** will not be tracked or used by MJBizCon.



Accessing Your Company Registration

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

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to purc badges		staff members.



Registering Staff

To register booth staff, select **Add Booth Staff** from the **Team** tab of the **Exhibitor Registration Portal.**

Exhibitor Portal		0 8
MJBizCon December 2-5, 2025 7 Carats	Team • Register your team/booth staff for Exhibitor Badges. Questions on how to register your staff? Co	ntact emeraldsupport@cvent.com. call +1-888-859- 6126 (9-5pm
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	Denise Carroll donise.carroll@omeraldx.com Registration type: Exhibitor - Comp Confirmation number: HONPW670FF5	Options v

Select How You Are Registering Your Staff:

• **Share sign-up link** generates a unique link that to share with your team members to register on their own device.

• **Register booth staff** routes to the registration portal for registering individual booth staff or the entire team.

• 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.*

• Once selected, a new window with the registration form will open.

Note: 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.

Registration Form

Complete all required fields throughout the registration form.

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number, we need explicit consent from you to send you text messag recorded messages to confirm and communicate relevant show info	es and use automated dialing technology and pre- rmation.			
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Registration Form — Continued

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	Previous Cancel Submit		I agree to the Emerald <u>Privacy Policy</u> .
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Register Additional Staff:

Follow either button **Register Attendee** or **Add Group Member** or to register additional staff members.

Each button will route to the beginning of a new registration form to complete.

A new form must be completed for each additional team member.

Registration Completion:

Each registration *is not complete* until you see the above confirmation screen with the text — *Congratulations, you are now registered!*

Important Note:

If you exit the registration form prior to receiving the confirmation screen you must complete a new form as no information will be captured or saved.



Changes to Registration

From the *Registration 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:

<form>

Transfer Registration:

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

Modify Registration:

Select *Edit Your Registration* to navigate to the first page of the registration form to edit your details.

DO NOT USE this feature if you are entering another person's info — as this will impact your teams ability to access to the MJBizCon Mobile App.

If needinto to transfer to another team member — use the **Transfer Registration** feature.

Modifying Existing Registrations

From the *Team* page on the *Cvent Exhibitor Registration Portal* you have the ability to modify existing staff registrations.

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MJBIZCon December 2-5, 2025 7 Carats	Team • Register your team/booth staff for Exhibitor Badges. Questions on how to register your staff? O EST). For any additional questions please contact your MIBICOn Customer Success Manager.	iontact emeraldsupport@cvent.com, call +1-888-859- 6126 (9-5pm
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To Modify Registration:

• Copy or write down the *Confirmation Number* Associated with the staff member you are modifying.

• Under **Options** select **Modify Registration** — this will open the Exhibitor Registration form in a new window, where you will be prompted to 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 attendee 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 attendee registration type.



Additional Support

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

Cvent Registration Support

Email: emeraldsupport@cvent.com

Phone: 1-833-859-6126 (Available 9am-5pm ET)

MJBiz Registration Support

Email: sales@mjbiz.com