

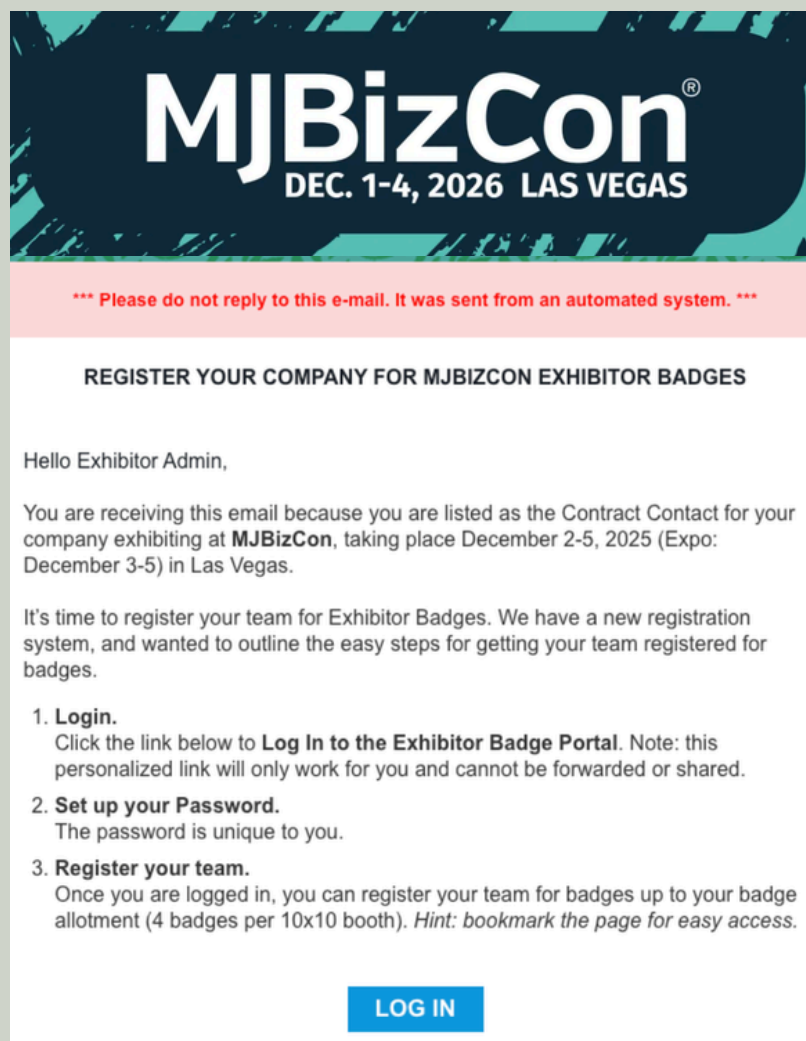
# MJBizCon®

DEC. 1-4, 2026 LAS VEGAS

## EXHIBITOR REGISTRATION

## Register Your Staff for MJBizCon

The **contract contact** for your account will receive an automated email from [sales@mjbiz.com](mailto:sales@mjbiz.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 [sales@mjbiz.com](mailto:sales@mjbiz.com).**

# Create a Password for your Account

Click the link in the invite email → Arrive at the **Exhibitor Registration Portal** to create your password.

The image shows a composite of two screenshots from the Exhibitor Registration Portal. On the left is the account creation form, and on the right is the badge registration details page. A blue arrow points from the 'Create a Password' field in the form to the badge registration page.

**Exhibitor**

Finish setting up your account.

**First Name**  
Cynthia

**Last Name**  
Meyersohn

**Create a Password** Required

- Minimum 8 characters
- One uppercase letter
- One number
- One lowercase letter
- One special character
- Maximum 20 characters

\*Note: Your new password can't be the same as your last five passwords.

**Confirm Password** Required

[Join](#)

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**Exhibitor Portal**

ASD Market Week August 2025  
Aug 3 - 5, 2025  
7 Carats

**Badge Registration - ASD Market Week August 2025**  
Aug 3, 2025 at 9:00 AM - August 4, 2025 at 4:00 PM | Las Vegas Convention Center

**Details**

Exhibitor Profile

7 Carats

[View profile](#)

**Booth Staff**  
5 staff members  
Manage the team in charge of running your booth.

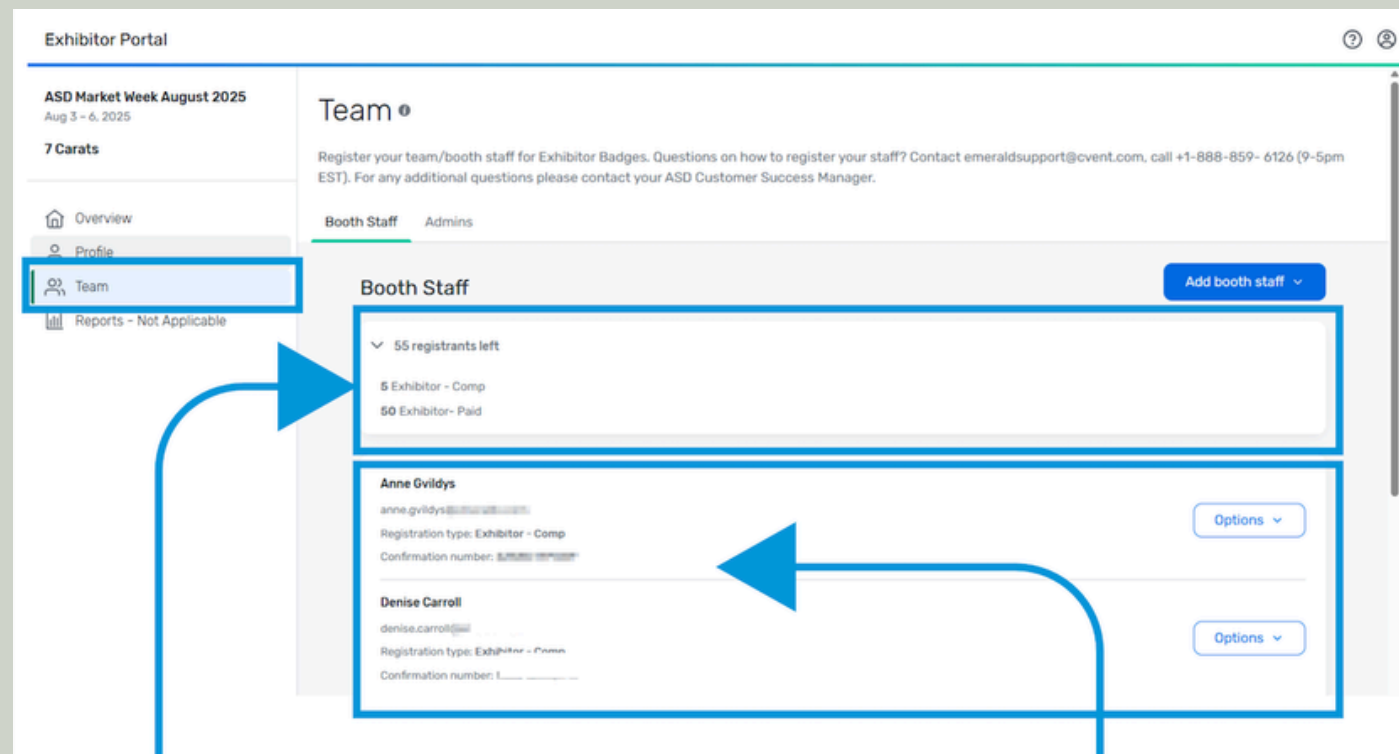
**Booth Location**  
142

**Note: 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 MJBiz.**

# 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

**3 badges per 10x10 space**

*Badge allotment included in your booth package.*

### EXHIBITOR - PAID

**Default valud: 50 badges**

*additional badges for purchase beyond your allotment.*

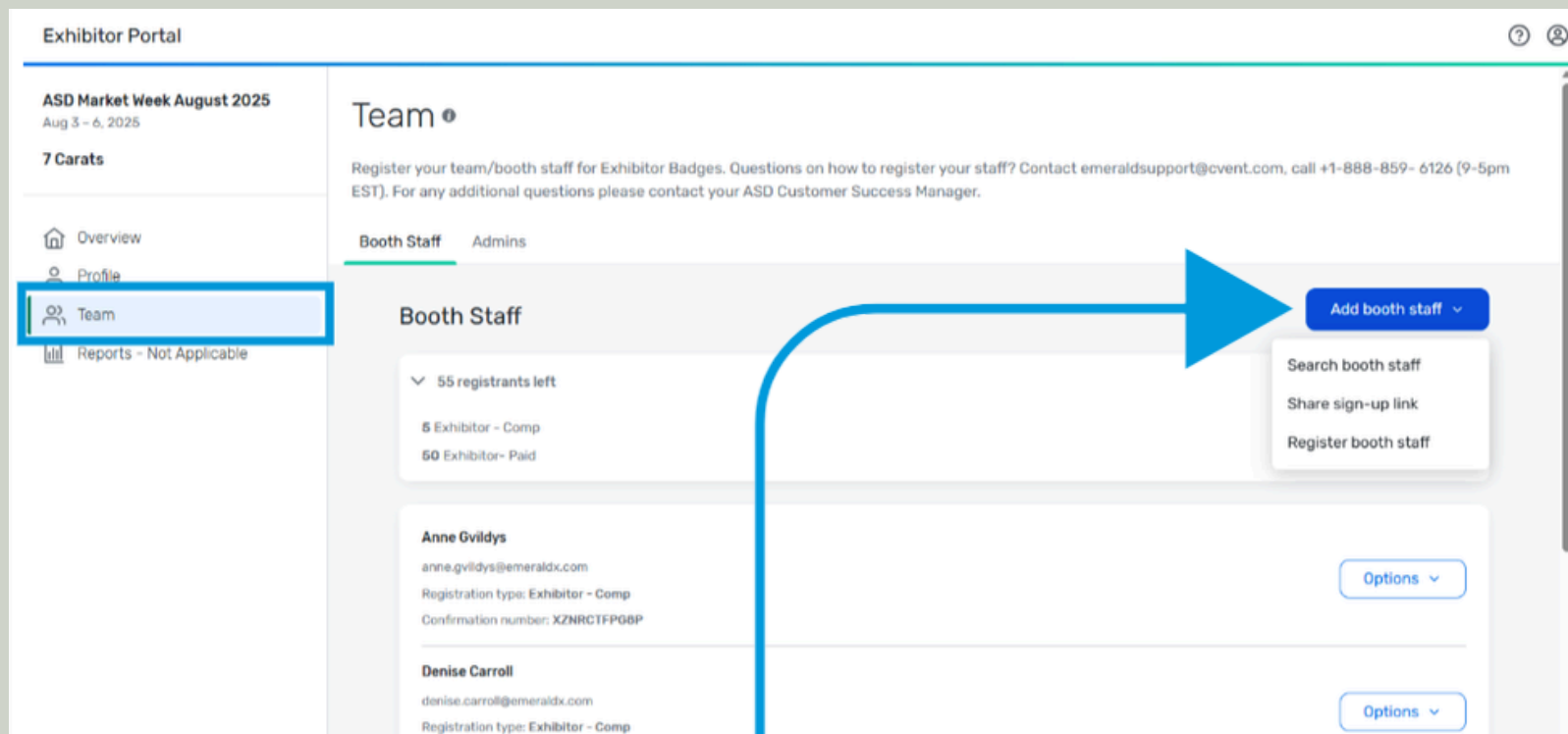
**This section shows the total available registrations remaining.**

## Registered Staff

*A summary of all staff members currently registered under your comapny.*

# Registering Booth Staff

To register booth staff → select **Add Booth Staff** from the Team page on the **Cvent Exhibitor Registration Portal**



## Select Method of Registering 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** → click to access the portal to register yourself and/or the entire team.

**Note:** After selecting method of registration, 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.

# Registration Form

Complete all required fields throughout the registration form.

The image displays two screenshots of the registration form. The top screenshot shows the 'Personal Information' step with fields for First Name, Last Name, Email Address, Re-enter Email Address, and Company. A blue arrow points from the 'Email Address' field to the 'Terms and Conditions' step. The bottom screenshot shows the 'Terms and Conditions' step with three 'I agree' checkboxes. A blue callout box with white text is overlaid on the right side of the screenshots, containing the following text:

**Unique Email Address Required**

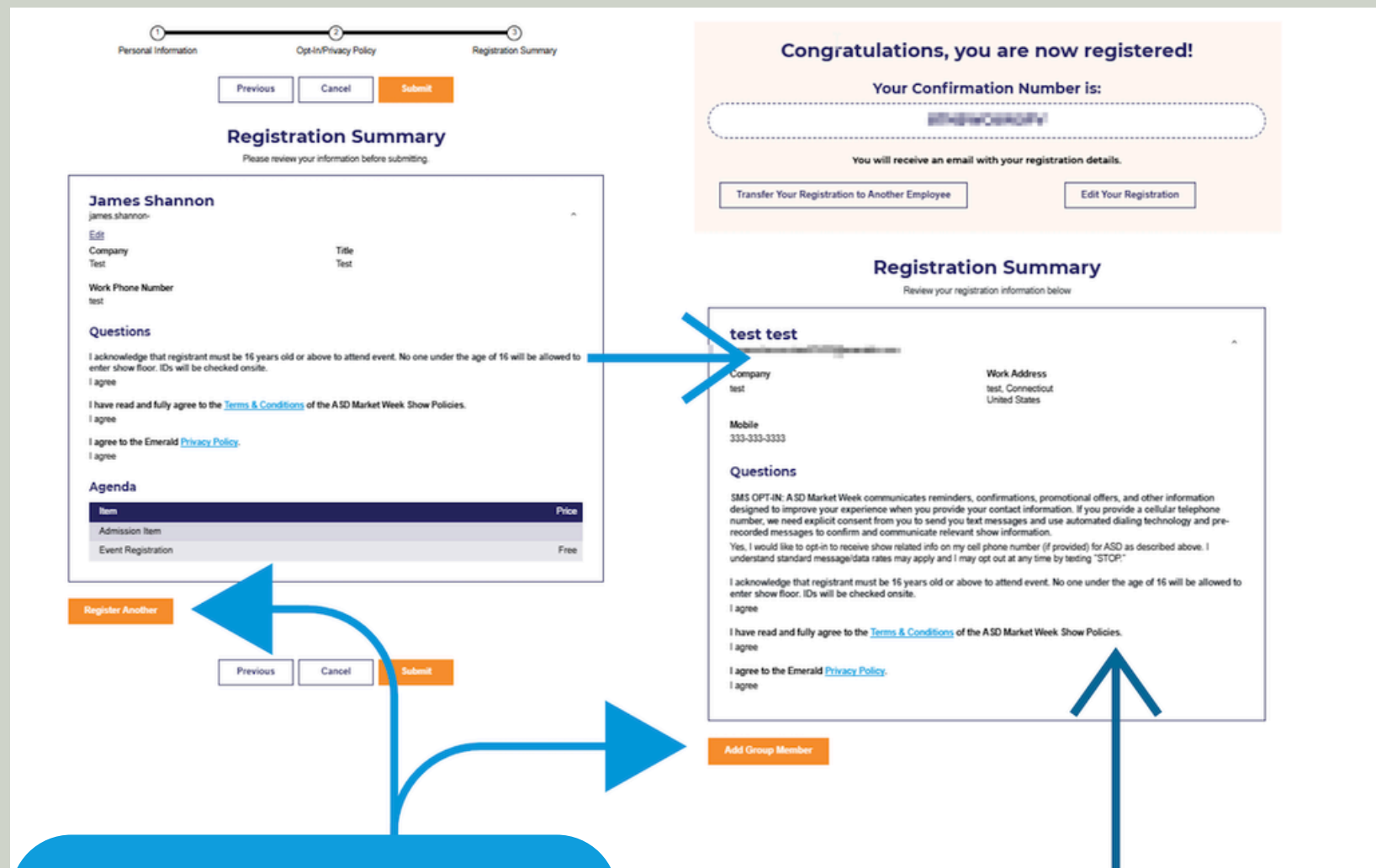
Unique email addresses are required for each individual registering for MJBizCon.

If the email address you entered has already been used, you will receive an error message like the one to the left.

The bottom screenshot also shows a modal window titled 'Already registered?' with fields for Email Address and Confirmation Number, and a 'Log in' button.

# Registration Form

Complete all required fields throughout the registration form.



## Additional Staff Registrations

Follow either button to register additional staff members.

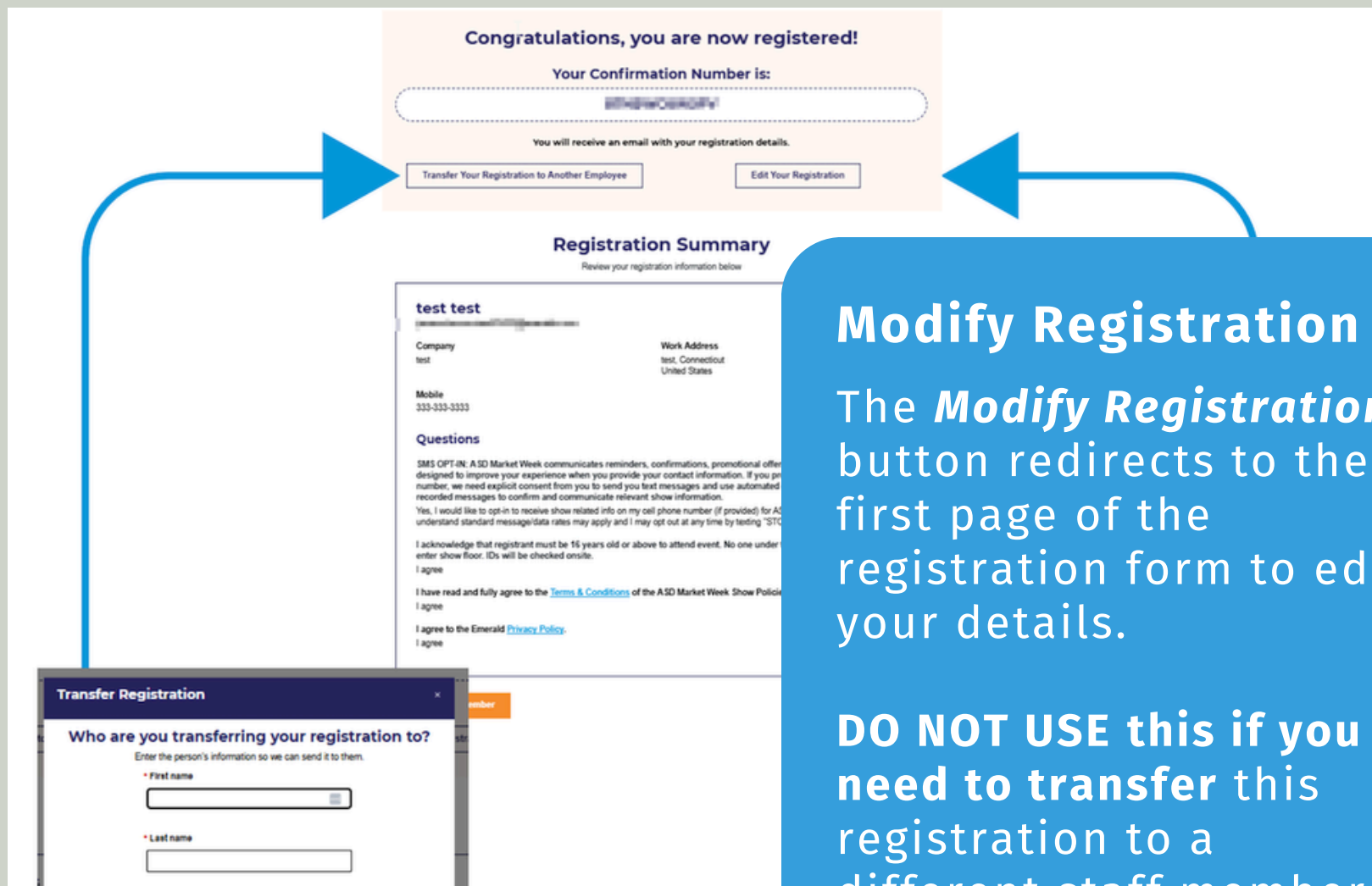
Either button redirects to the beginning of the process to register additional team members.

**Note: Your Registration IS NOT COMPLETE until you see the above confirmation screen.**

**Exiting the registration form prior to receiving this confirmation screen will result in NO INFORMATION SAVED.**

# Adjusting Registration from the Confirmation Page

**From the Confirmation Page you can transfer your registration to another staff member or make changes to your existing registration.**



## Modify Registration

The *Modify Registration* button redirects to the first page of the registration form to edit your details.

**DO NOT USE** this if you need to transfer this registration to a different staff member as this will impact your teams access to the Mobile App.

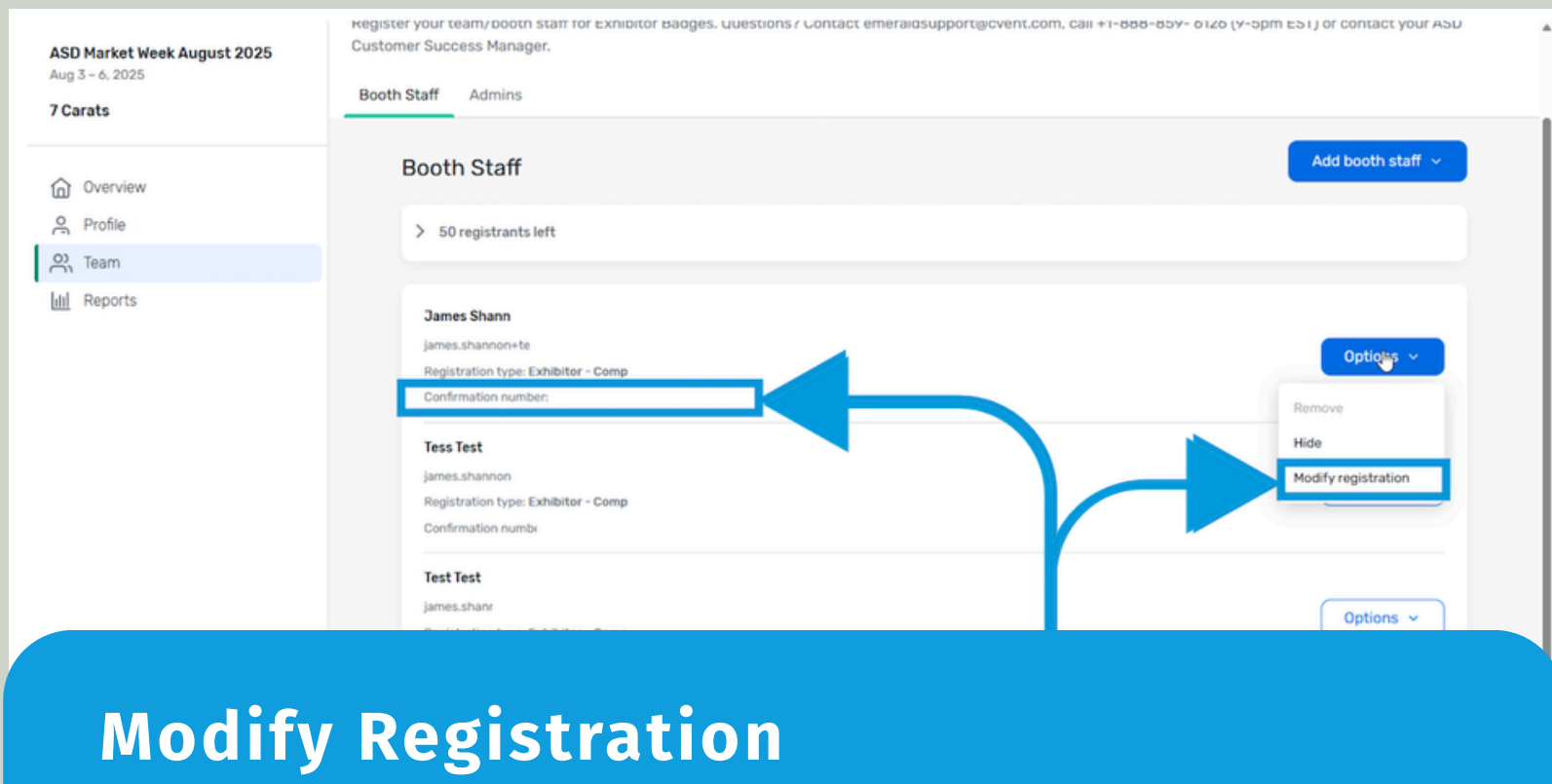
**If you need to transfer the completed registration to a different team member use the Transfer feature.**

## Transfer Registration

Follow the prompt to transfer the completed exhibitor registration to a different staff member.

# Modifying Existing Registrations

From the Team page on the Cvent Exhibitor Portal you can modify existing staff registrations.



## Modify Registration

To modify a completed registration:

- Copy or write down the **Confirmation Number** associated with the staff member you are modifying.
- Select **Option and Modify Registration** → this redirects to 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 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 an ATTENDEE registration type.*

## **Additional Support**

**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](mailto:emeraldsupport@cvent.com)

Phone: (883) 859-6126

*\*Available 9AM - 5PM EST\**

### **General Questions**

Email: [sales@mjbiz.com](mailto:sales@mjbiz.com)