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*.


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

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.*

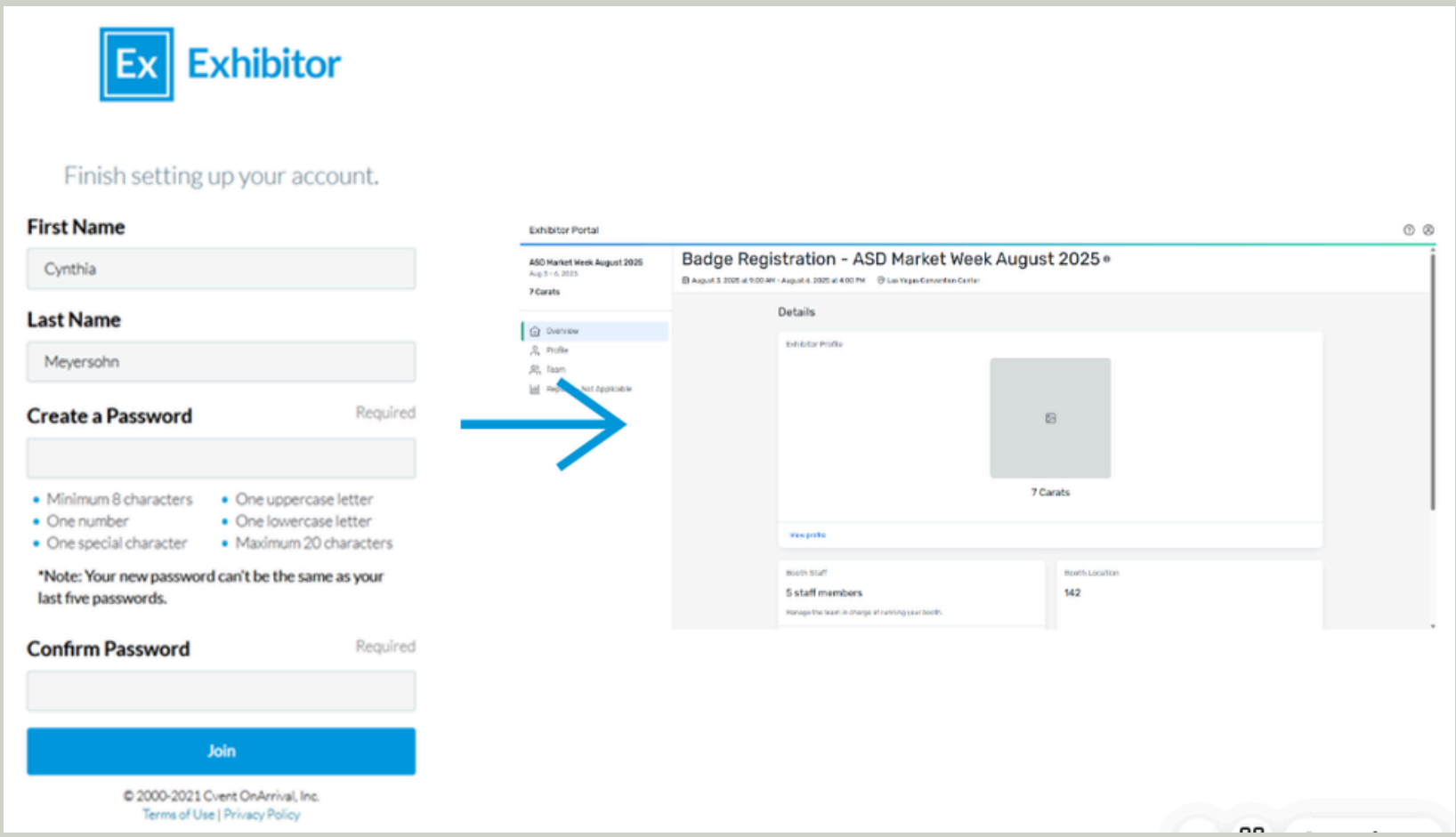
LOG IN

Follow the link under *Register for Exhibitor Staff Badges* 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.

Create a Password for your Account

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

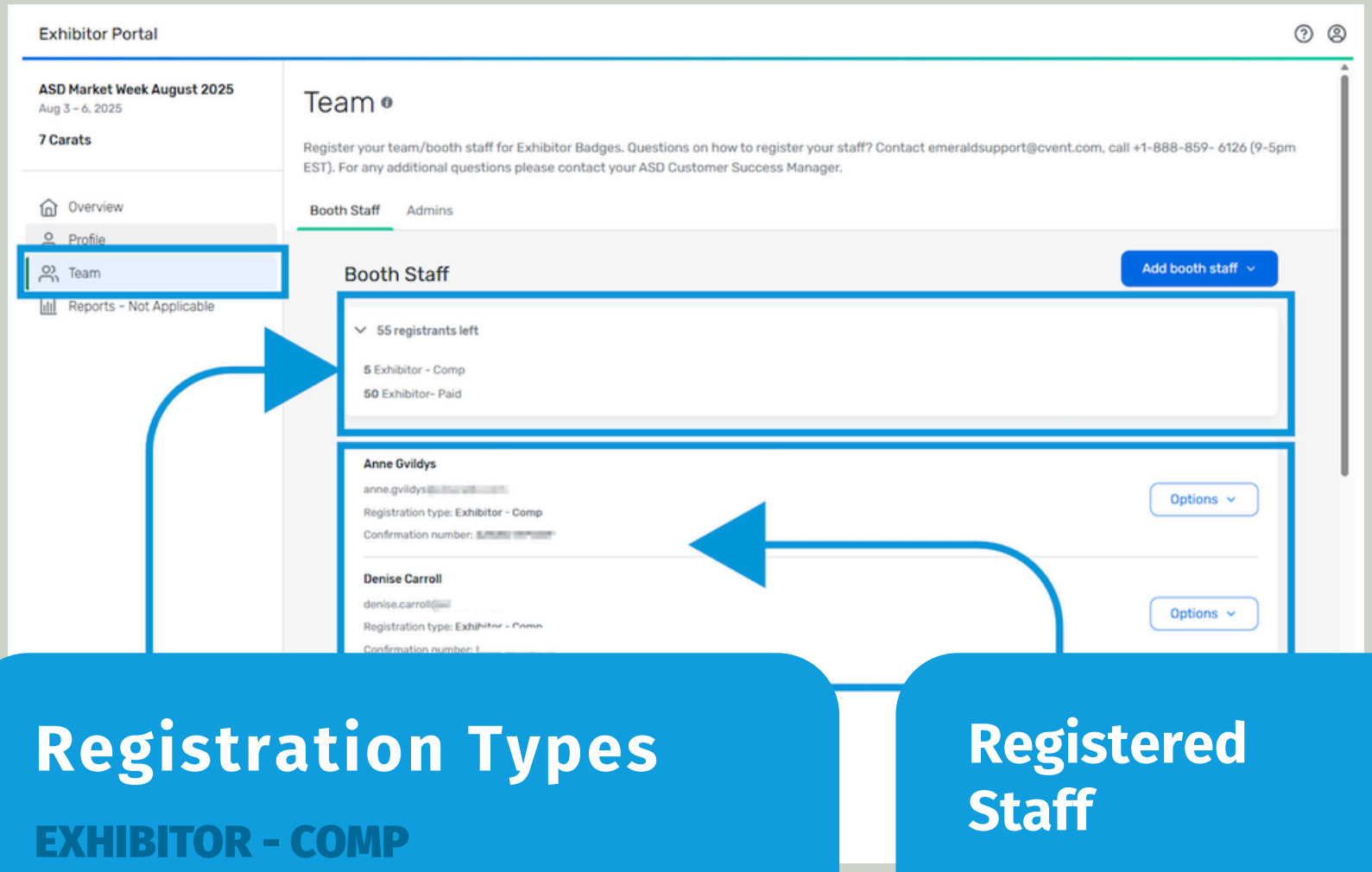


Note: These instructions focus solely on the areas exhibitors need to register for the upcoming show.

Information entered in any other area of the Cvent 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 side of the ***Cvent Exhibitor Portal.***



Registration Types

EXHIBITOR - COMP

4 badges per 10x10 space

Badge allotment included in your booth package.

EXHIBITOR - PAID

Default value: 50 badges

Additional badges for purchase beyond your allotment.

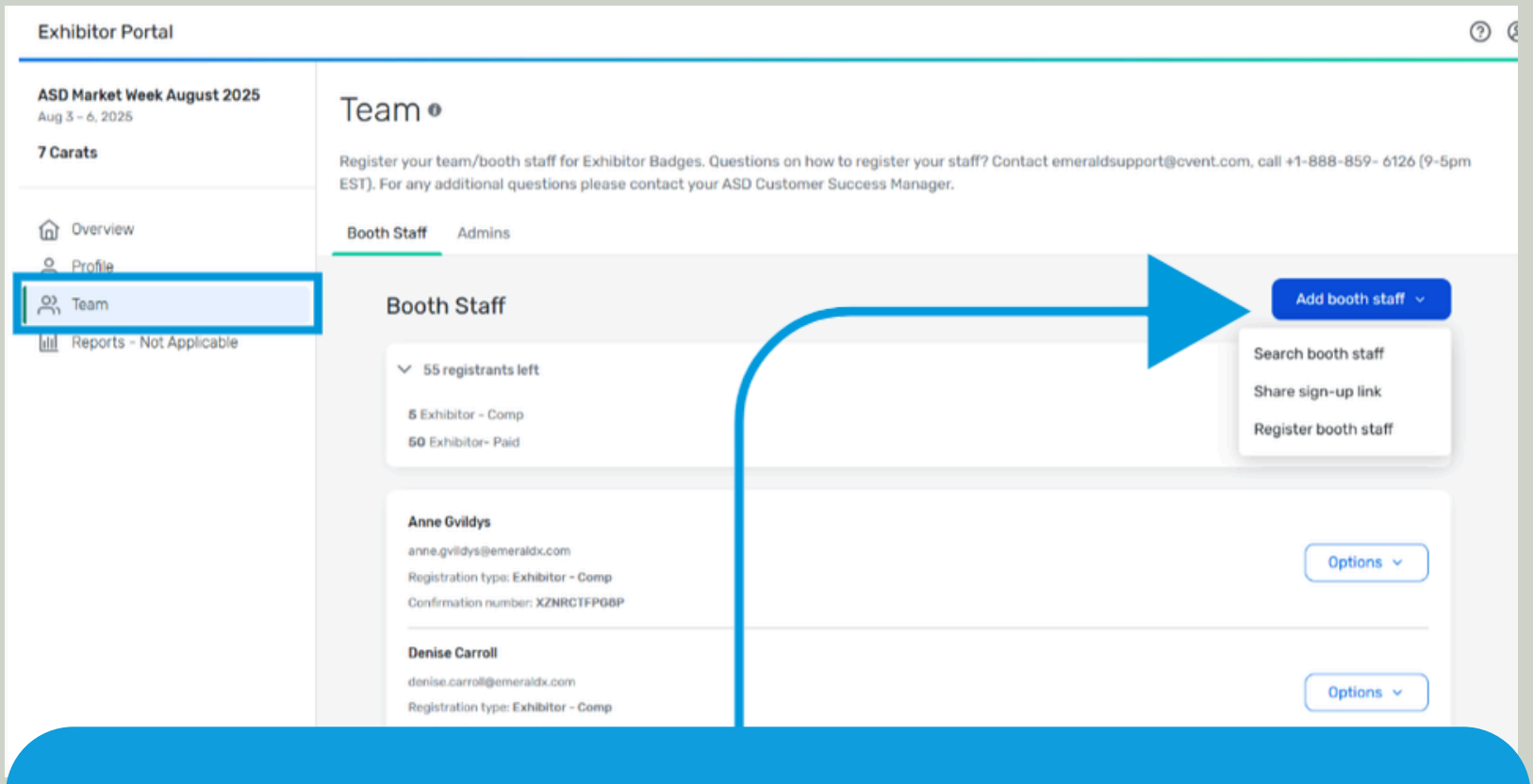
This section shows the total available registrations remaining.

Registered Staff

A summary of all staff members curretnly 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*** → generates a unique link to share with your team allowing them to register on their own.
- ***Register booth staff*** → click to access the portal to register yourself and/or your entire team.

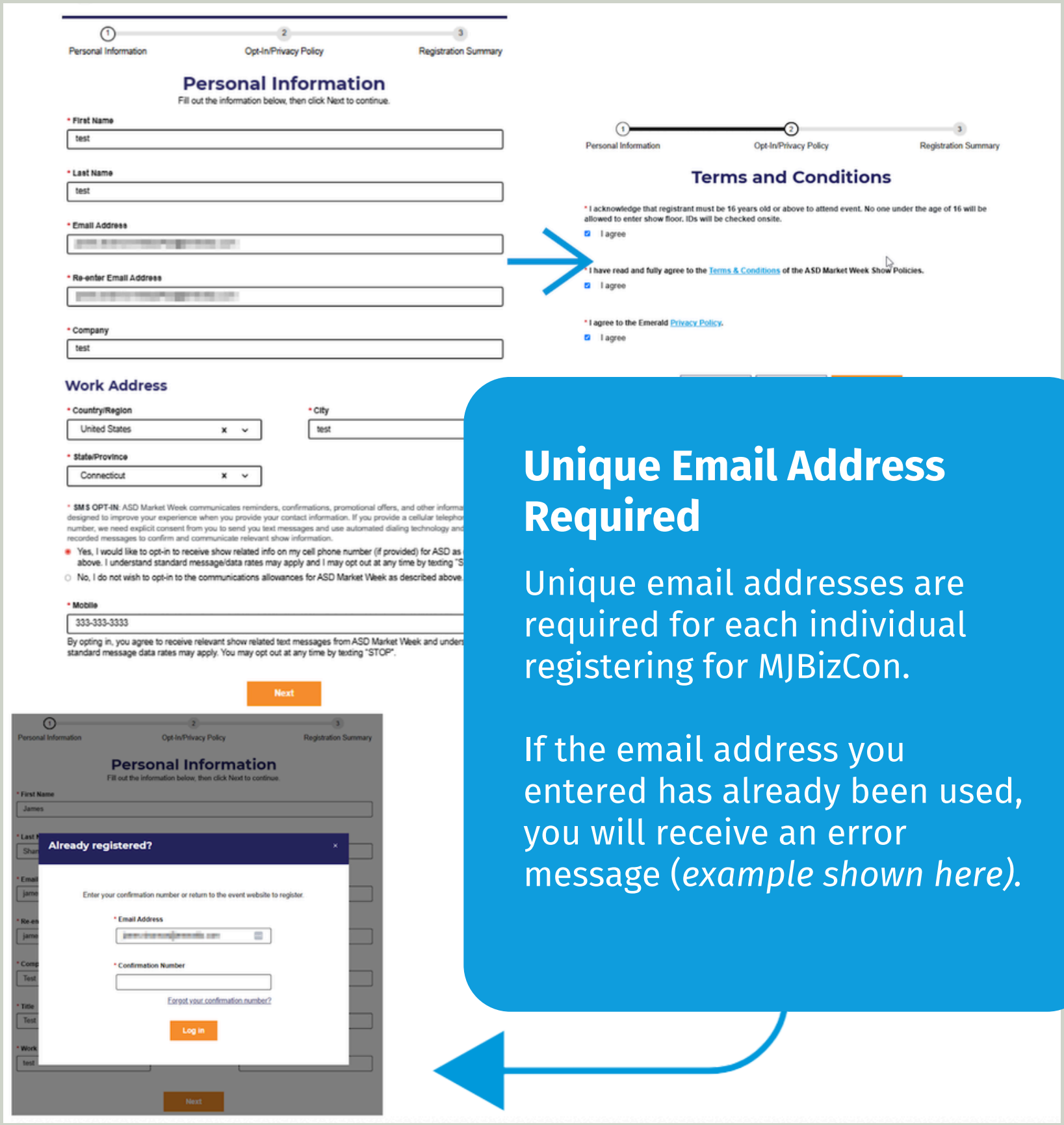
Note: *After selecting method of registration, a pop-up will appear asking what type of registration you would like to use:* ***COMP or PAID.***

Your selection prompts a new window to open with the registration form.

Important*: 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.



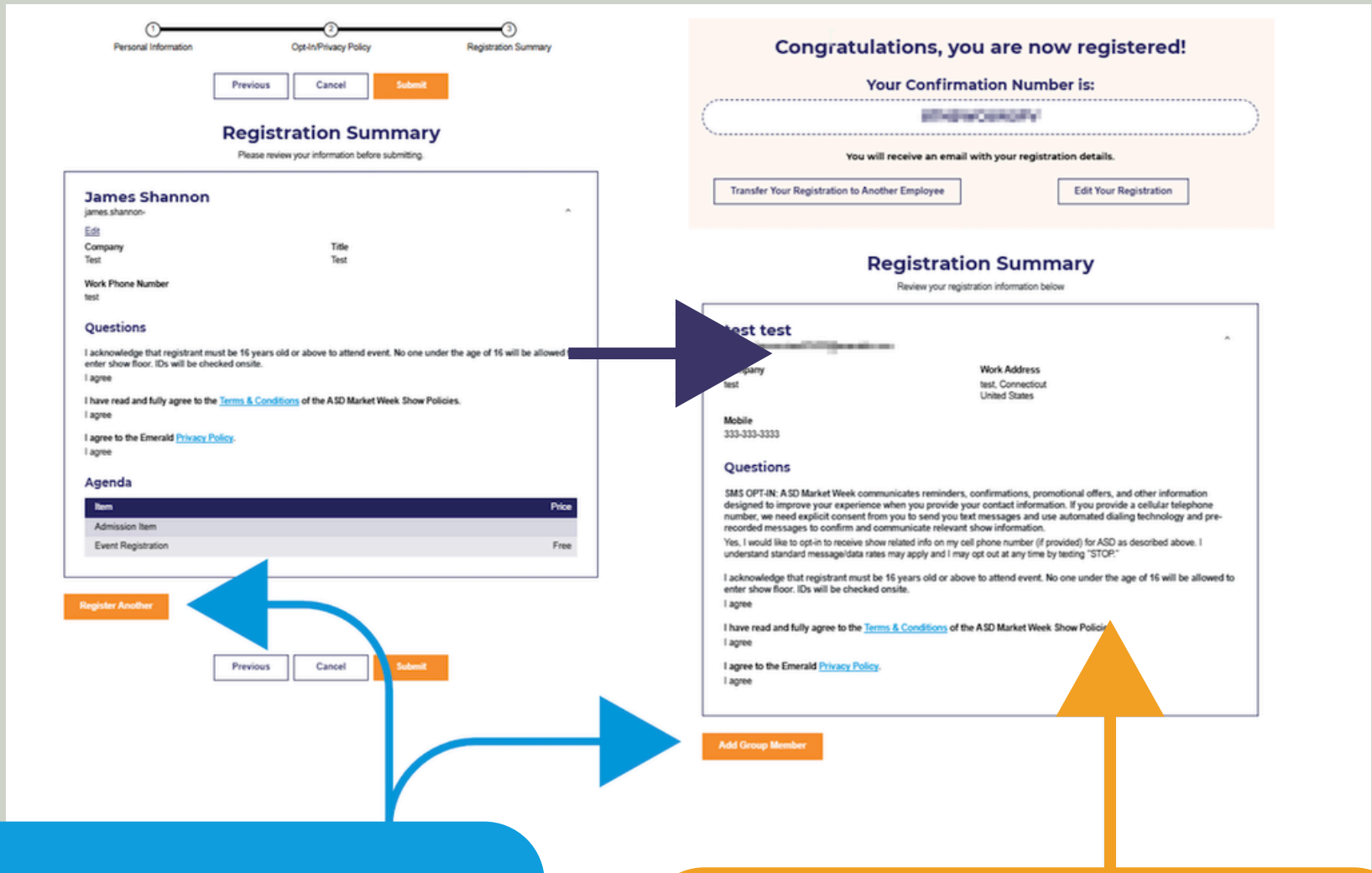
Unique Email Address Required

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 (*example shown here).*

Registration Form

Complete all required fields throughout the registration form.



Additional Staff Registrations

Follow either button to register additional staff members.

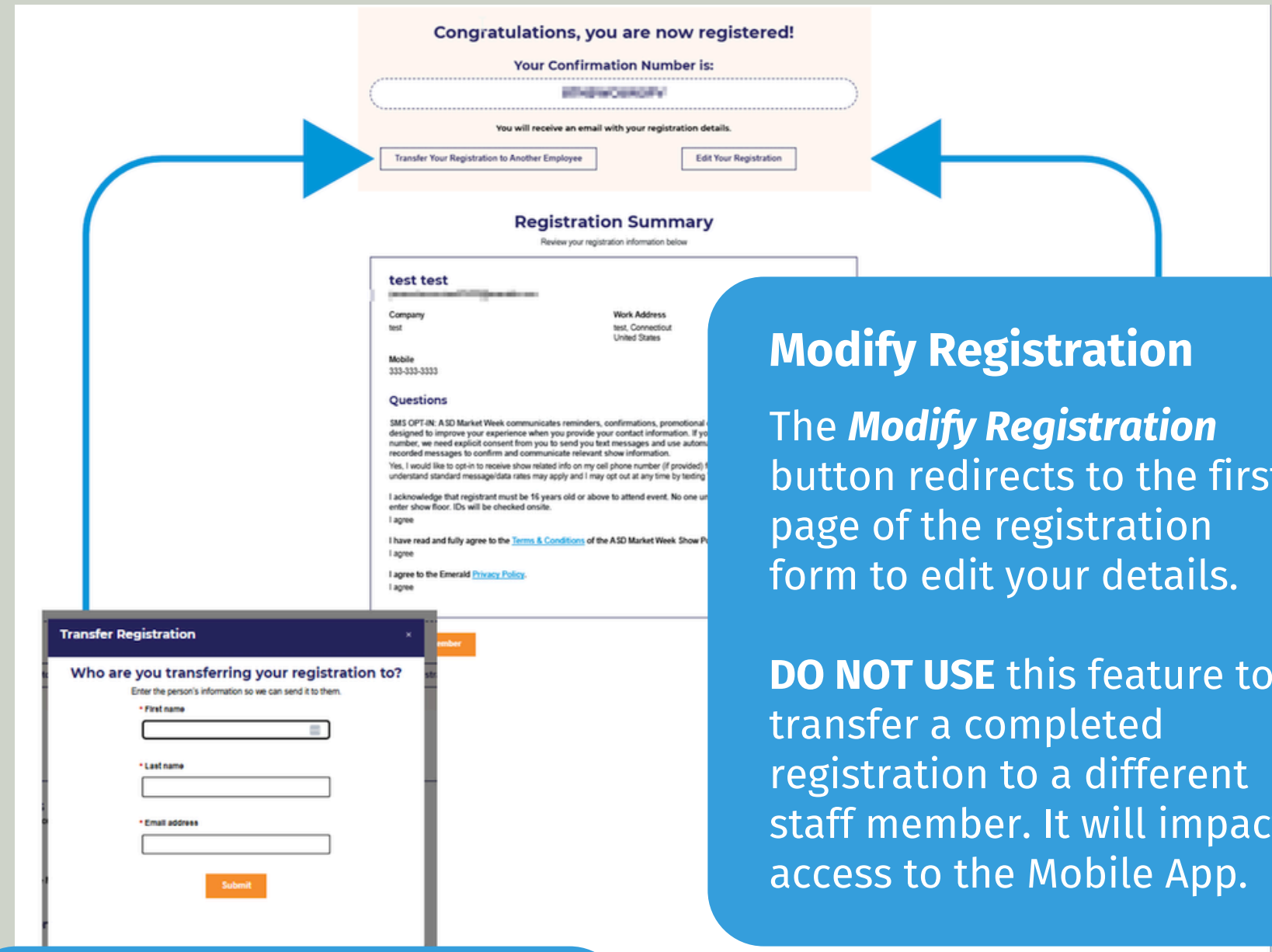
Both buttons redirect to the beginning of the process allowing you to register additional team members.

Note: Your Registration IS NOT COMPLETE until you see the confirmation screen (picutred above)

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 feature to transfer a completed registration to a different staff member. It will impact access to the Mobile App.

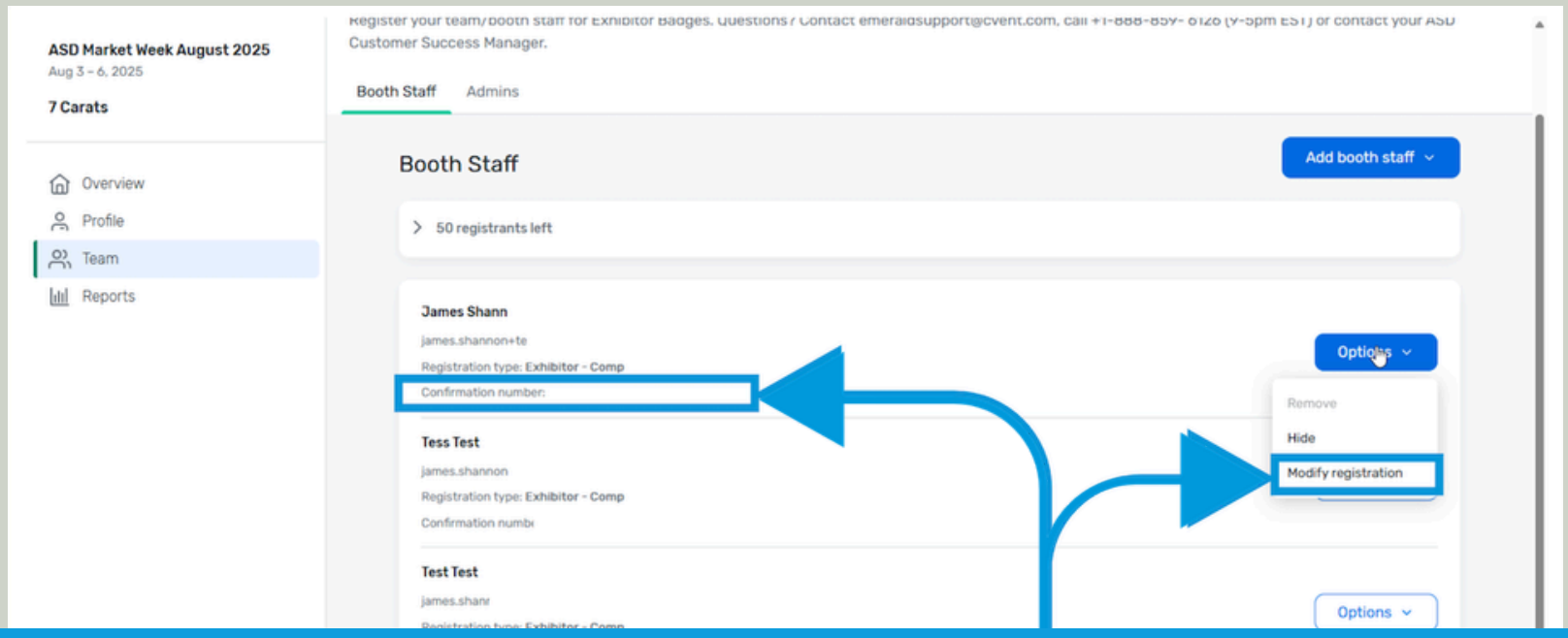
Transfer Registration

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

NOTE: To transfer a completed registration to a different team member use the Transfer feature.

Modifying Existing Registrations

Use the *Team* page on the registration portal to modify existing staff registrations.



Modify a Completed Registration

➔ Copy the ***Confirmation Number*** associated with the staff member you are modifying.

➔ Select ***Option*** and then ***Modify Registration*** to redirect to the Exhibitor Registration form in a new window. Once here, enter your ***Confirmation Number*** to proceed.

NOTE: DO NOT EXIT THE CONFIRMATION NUMBER POP-UP

This will bring you to the ATTENDEE registration flow. *If registered as an ATTENDEE vs. an EXHIBITOR, you will not have the exhibitor tools in the Mobile App or be able to access the show floor during set-up.*

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

Phone: (883) 859-6126

Available 9AM - 5PM EST

General Questions

Email: sales@mjbiz.com

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