

training 2008 conference & expo

February 4-5, 2008
Georgia World Congress Center
Atlanta, Georgia

EXHIBITOR BOOTH PERSONNEL REGISTRATION

ALL EXHIBITOR BOOTH PERSONNEL who will be staffing your exhibit booth during move-in, show hours and/or move-out, must have an official show badge to gain admittance to the show floor.

The exhibitor booth personnel badges are complimentary and will allow access to the exhibit hall only. Each exhibiting company can register as many people for the exhibitor booth personnel badge as necessary.

It's very easy to register online!

1. Visit <http://www.trainingconference.com>.
2. Click on "Exhibitor Services" on the menu bar in the top right hand corner.
3. Click on "Exhibitor Registration", and you will be taken to the exhibitor registration site.
4. Choose your company name from the drop down list that appears and enter in your Customer Number (your Customer Number is located on your invoice – if you do not have your Customer Number, or your company name is not on the drop down list, please call the Exhibitor Hotline at 703-488-2944). Click the "Login to Register" button.
5. You will now be on your company registration page, and you can view everyone already registered (if any) from your company. Please note that the main company contact is NOT registered, unless they appear in the "Current Booth Personnel Registrations" list. This person must be registered if they will be exhibitor booth personnel at the show.
6. You have several choices from this screen:
 - **Register new exhibitor booth personnel** – Click on "Add Booth Personnel".
NOTE: For each person you register, you will need to choose what type of registration type they are:
 - Exhibitor Booth Personnel (access to expo show floor only)
 - Exhibitor Full Conference (access to the show floor and all conference sessions)
 - Exhibitor Comp Full Conference (each booth gets one complimentary Exhibitor Full Conference registration per 100 sq. feet of exhibit space).
 - **Edit or delete existing booth personnel** – If you have personnel that are already registered, a list will appear under "Current Booth Personnel Registrations". If you would like to edit a registrant, click on the "Update" link next to their name. If you would like to delete this registrant, click on the "Remove" link next to their name.
NOTE: Changes can be made online until September 18, 2007. After that date, all changes need to be made onsite.
 - **Invite a customer to visit your booth** – If you would like to invite your customers to visit you at Training 2008, click on "Click here to invite a customer."

All personnel will need to register by **January 15, 2008** in order for badges to be mailed in advance. Badges for booth personnel registered by this date will be mailed to the Exhibitor Contact, designated on the Exhibit Booth Contract. Badges for booth personnel registered after **January 15, 2008** will be available for pick-up at the *Exhibitor* registration counters during the show.

For registration questions or problems registering your exhibitor booth personnel, please contact Registration Customer Support at trainingconference@cdsreg.com or 508-743-8505.