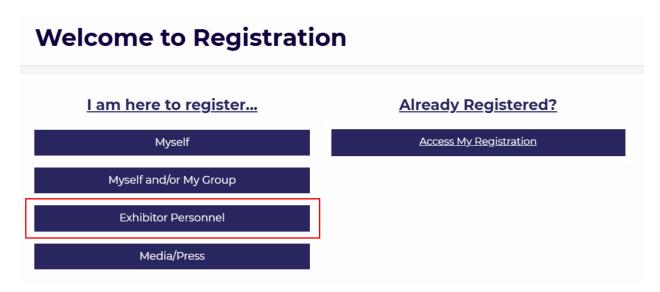
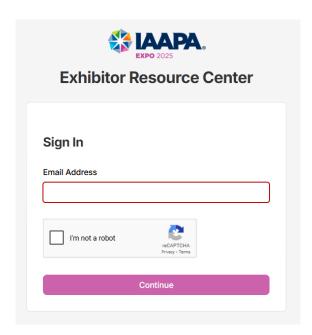
STEP-BY-STEP GUIDE: HOW INVITE CLIENTS AND PROSPECTS USING MY EXHIBITOR GUEST PASSES



Step 1: Click on Exhibitor Personnel button on the IAAPA Expo registration home page



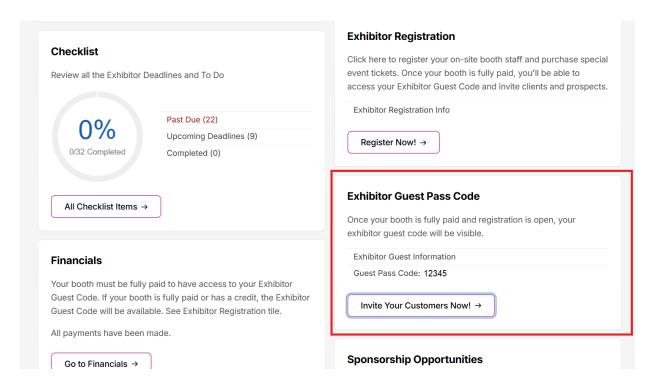
Step 2: It will take you to the Exhibitor Resource Center. **Log in using your email.** If you have trouble logging in, follow instructions <u>here</u>.



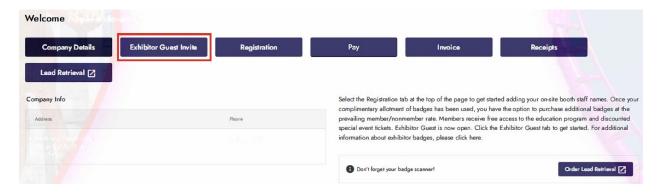
STEP-BY-STEP GUIDE: HOW INVITE CLIENTS AND PROSPECTS USING MY EXHIBITOR GUEST PASSES



Step 3: On the dashboard you will see the Exhibitor Guest code section. In this tile you can see your guest code. Click on the "Invite Your Customers Now!" button.



Step 4: This logs you into the Exhibitor Registration site. Now, click on the Exhibitor Guest Invite button on the top of the page.

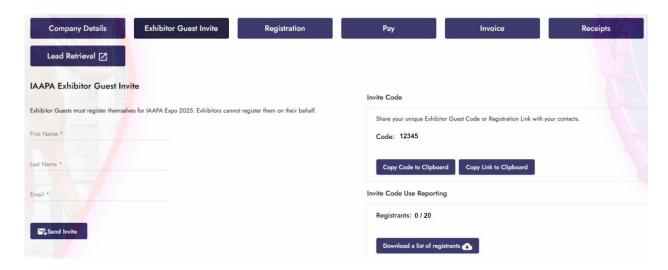


STEP-BY-STEP GUIDE: HOW INVITE CLIENTS AND PROSPECTS USING MY EXHIBITOR GUEST PASSES



Step 5: Here is all the information about your exhibitor guest code.

- You can invite clients doing either of these three options:
 - o On the left, you can send an automated invite to your clients and prospects
 - o On the right you can copy your code to send directly to clients
 - On the right you can copy a link with your code embedded within it to send directly to clients
- Also on the right, you can view how many times your code has been used along with the individuals who have registered using your code.



Important Note:

If sharing the code directly with your customers, please remind them that the code only includes their base admission ticket. If they are IAAPA members, the invite includes access to show floor with education conference. If they are a nonmember, the invite is for the show floor only.

Your guests will need to insert the discount code box on the checkout page of registration.