

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

Welcome to Registration

I am here to register...

Myself

Myself and/or My Group

Exhibitor Personnel

Media/Press

Already Registered?

[Access My Registration](#)

Step 2: It will take you to the Exhibitor Resource Center. **Log in using your email.** If you have trouble logging in, follow instructions [here](#).

The image shows a screenshot of the "Exhibitor Resource Center" sign-in page. At the top, there is the IAAPA EXPO 2025 logo. Below the logo, the title "Exhibitor Resource Center" is displayed. The main section is titled "Sign In" and contains an "Email Address" label above a text input field. Below the input field is a checkbox labeled "I'm not a robot" next to a reCAPTCHA widget. At the bottom of the form is a pink "Continue" button.

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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.

Checklist

Review all the Exhibitor Deadlines and To Do

0%
0/32 Completed

Past Due (22)
Upcoming Deadlines (9)
Completed (0)

All Checklist Items →

Financials

Your booth must be fully paid to have access to your Exhibitor Guest Code. If your booth is fully paid or has a credit, the Exhibitor Guest Code will be available. See Exhibitor Registration tile.

All payments have been made.

Go to Financials →

Exhibitor Registration

Click here to register your on-site booth staff and purchase special event tickets. Once your booth is fully paid, you'll be able to access your Exhibitor Guest Code and invite clients and prospects.

Exhibitor Registration Info

Register Now! →

Exhibitor Guest Pass Code

Once your booth is fully paid and registration is open, your exhibitor guest code will be visible.

Exhibitor Guest Information

Guest Pass Code: 12345

Invite Your Customers Now! →

Sponsorship Opportunities

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

Welcome

Company Details Exhibitor Guest Invite Registration Pay Invoice Receipts

Lead Retrieval

Company Info

Address Phone

Select the Registration tab at the top of the page to get started adding your on-site booth staff names. Once your complimentary allotment of badges has been used, you have the option to purchase additional badges at the prevailing member/nonmember rate. Members receive free access to the education program and discounted special event tickets. Exhibitor Guest is now open. Click the Exhibitor Guest tab to get started. For additional information about exhibitor badges, please click here.

Don't forget your badge scanner!

Order Lead Retrieval

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

- **You can invite clients doing either of these three options:**
 - On the left, you can send an automated invite to your clients and prospects
 - 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.

A screenshot of the IAAPA Exhibitor Guest Invite web interface. At the top is a navigation bar with buttons for "Company Details", "Exhibitor Guest Invite" (which is highlighted), "Registration", "Pay", "Invoice", and "Receipts". Below the navigation bar is a "Lead Retrieval" button with an external link icon. The main content area is titled "IAAPA Exhibitor Guest Invite" and includes a note: "Exhibitor Guests must register themselves for IAAPA Expo 2025. Exhibitors cannot register them on their behalf." On the left, there are input fields for "First Name *", "Last Name *", and "Email *", followed by a "Send Invite" button. On the right, under the heading "Invite Code", there is a text box showing the code "12345" and two buttons: "Copy Code to Clipboard" and "Copy Link to Clipboard". Below this, under the heading "Invite Code Use Reporting", it shows "Registrants: 0 / 20" and a button labeled "Download a list of registrants" with a download icon.

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.