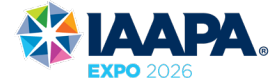


STEP-BY-STEP GUIDE: HOW INVITE CLIENTS AND PROSPECTS USING MY EXHIBITOR GUEST PASSES



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 IAAPA EXPO 2026 Exhibitor Resource Center sign-in page. At the top, the IAAPA EXPO 2026 logo is displayed. Below the logo, the heading "Exhibitor Resource Center" is centered. The main content area is titled "Sign In" and contains an "Email Address" label above a text input field. Below the input field, there is a reCAPTCHA "I'm not a robot" widget with a checkbox and a "reCAPTCHA" logo. At the bottom of the sign-in area, there is a prominent purple "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.

The screenshot shows a dashboard with several sections:

- Checklist:** A circular progress indicator shows 0% completion (0/32). To the right, a list shows: Past Due (22), Upcoming Deadlines (9), and Completed (0). A button below reads "All Checklist Items →".
- Financials:** Text states: "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." Below, it says "All payments have been made." and a button reads "Go to Financials →".
- Exhibitor Registration:** Text says: "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." Below, it says "Exhibitor Registration Info" and a button reads "Register Now! →".
- Exhibitor Guest Pass Code:** This section is highlighted with a red border. Text says: "Once your booth is fully paid and registration is open, your exhibitor guest code will be visible." Below, it says "Exhibitor Guest Information" and "Guest Pass Code: 12345". A button below reads "Invite Your Customers Now! →".
- Sponsorship Opportunities:** A section header at the bottom.

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

The screenshot shows the Exhibitor Registration site interface:

- Welcome:** A header section.
- Navigation:** A row of buttons: "Company Details", "Exhibitor Guest Invite" (highlighted with a red border), "Registration", "Pay", "Invoice", and "Receipts". Below this is a "Lead Retrieval" button with a checkmark icon.
- Company Info:** A form with fields for "Address" and "Phone".
- Text:** "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."
- Footer:** A notification "Don't forget your badge scanner!" and a button "Order Lead Retrieval" with a checkmark icon.

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:**
 - 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 interface. At the top, there is a navigation bar with buttons for "Company Details", "Exhibitor Guest Invite", "Registration", "Pay", "Invoice", and "Receipts". Below this 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." There are three input fields for "First Name *", "Last Name *", and "Email *", each with a red asterisk indicating a required field. A "Send Invite" button is located below these fields. To the right, the "Invite Code" section displays the code "12345" and two buttons: "Copy Code to Clipboard" and "Copy Link to Clipboard". Below this is the "Invite Code Use Reporting" section, which shows "Registrants: 0 / 20" and a "Download a list of registrants" button 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.