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Using Impressions's New Registration System - CVENT

Get ready for Impressions Expo Long Beach with our all-new, streamlined registration system! Check out the details below to make your registration quick and effortless.

Registering for Impressions Expo

Upon booking your booth for the upcoming show, the contract contact for your account will receive an automated email, pictured below, from the email address ImpressionsShowTeam@impressionsexpo.com



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Long Beach
Expo & Conference:
January 21-23, 2027

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

REGISTER YOUR COMPANY FOR IMPRESSION EXPO
LONG BEACH 2027 EXHIBITOR BADGES

Hello Exhibitor Admin,

You are receiving this email because you are listed as the Contract Contact for your company, **Exhibitor Name**, exhibiting at Impressions Expo Long Beach on January 21–23, 2027 at the Long Beach Convention Center in Long Beach.

It's time to register your team for Exhibitor Badges. We have a new registration system (CVENT), and wanted to outline the easy steps for getting your team registered for badges.

1. **Log In**
   Click the link below to Log In to the Exhibitor Badge Portal. *Note: this is a personalized link that will only work for you and cannot be forwarded or shared.*
2. **Set up your Password**

Follow the link under "Register for Exhibitor Staff Badges Now" to access registration.

Note: Only the contract contact will receive this email, to resend or adjust the recipient of this automated email, contact Cvent customer service.

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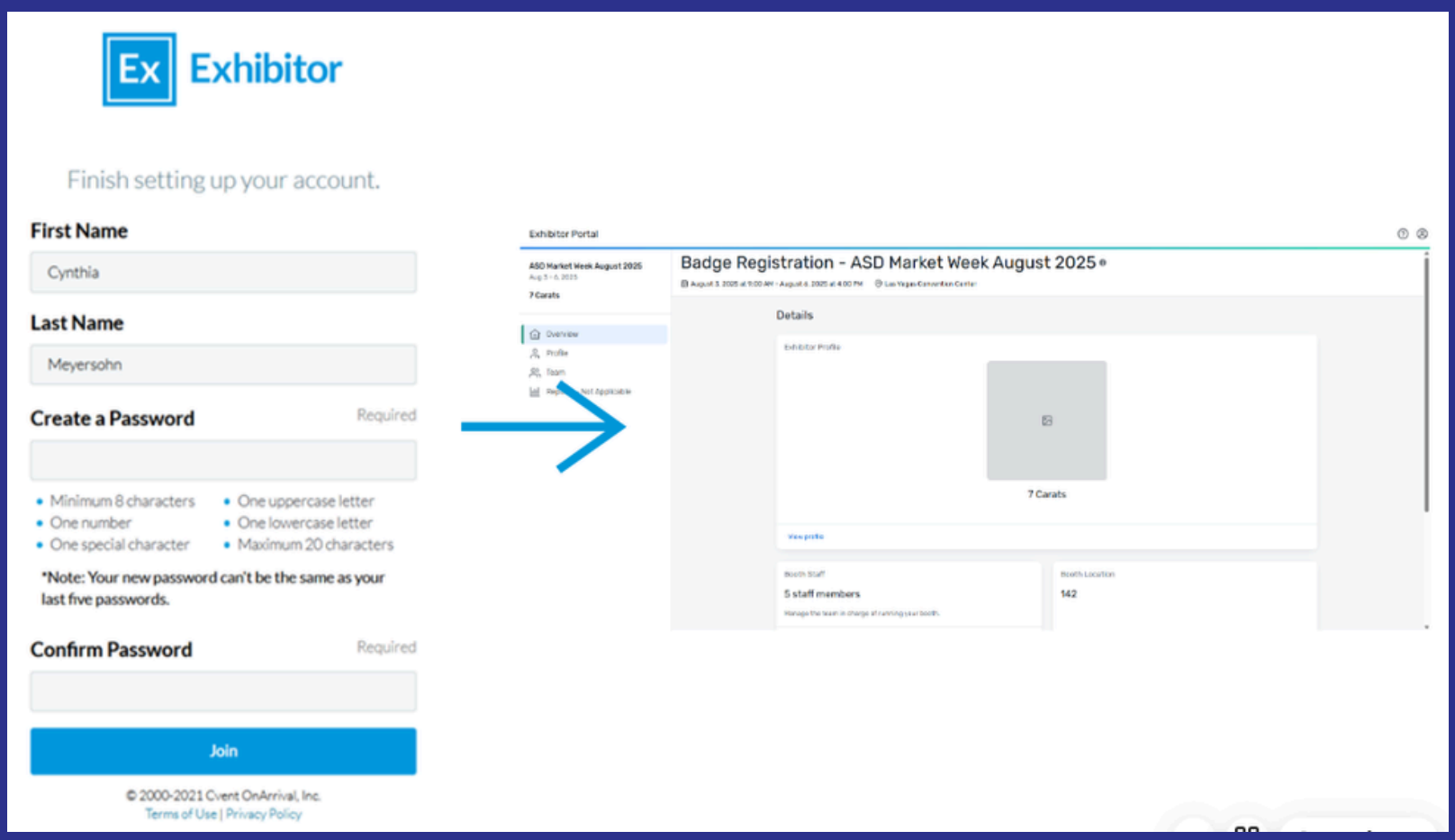
Create a Password for your Account

Upon following the link in the email, you will be brought to the Exhibitor Registration Portal to create your password.



There are many different facets of the Cvent Exhibitor Registration Portal that Impressions is not utilizing. These instructions will focus solely on the areas exhibitors need to register for the upcoming show. Information you enter in any other area of the Cvent portal will not be tracked or used by Impressions

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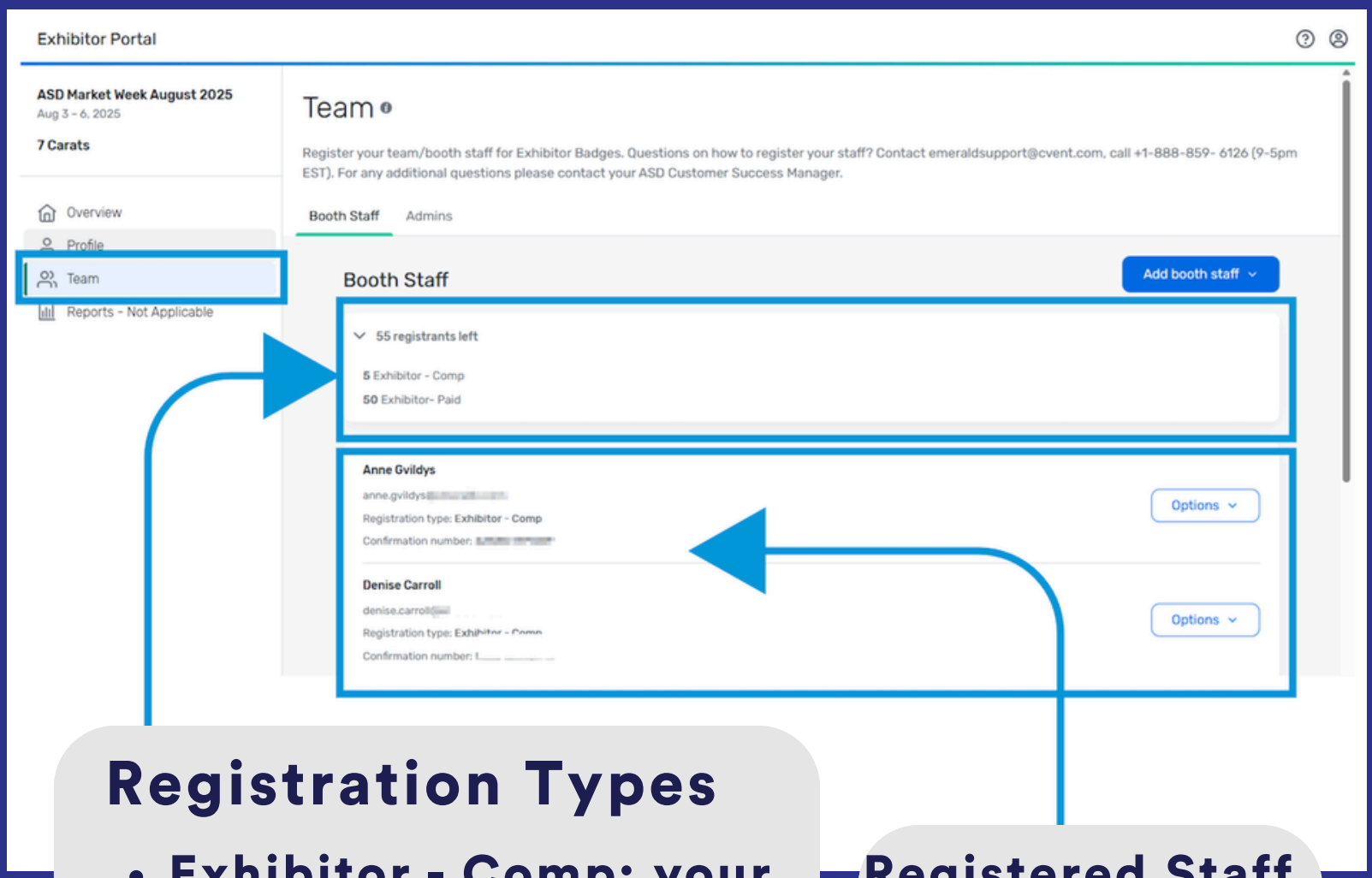
Accessing Your Company Registration

To access exhibitor registration, go to the Team tab on the left hand side of the Cvent Exhibitor Portal.



Registration Types

- Exhibitor - Comp: your free allotment of badges. 3 badges per 10x10 space
- Exhibitor - Paid: additional badges for purchase beyond your allotment. Default value 50.

This section will show you your total available registrations remaining.

Registered Staff

Summary of your companies registered staff members

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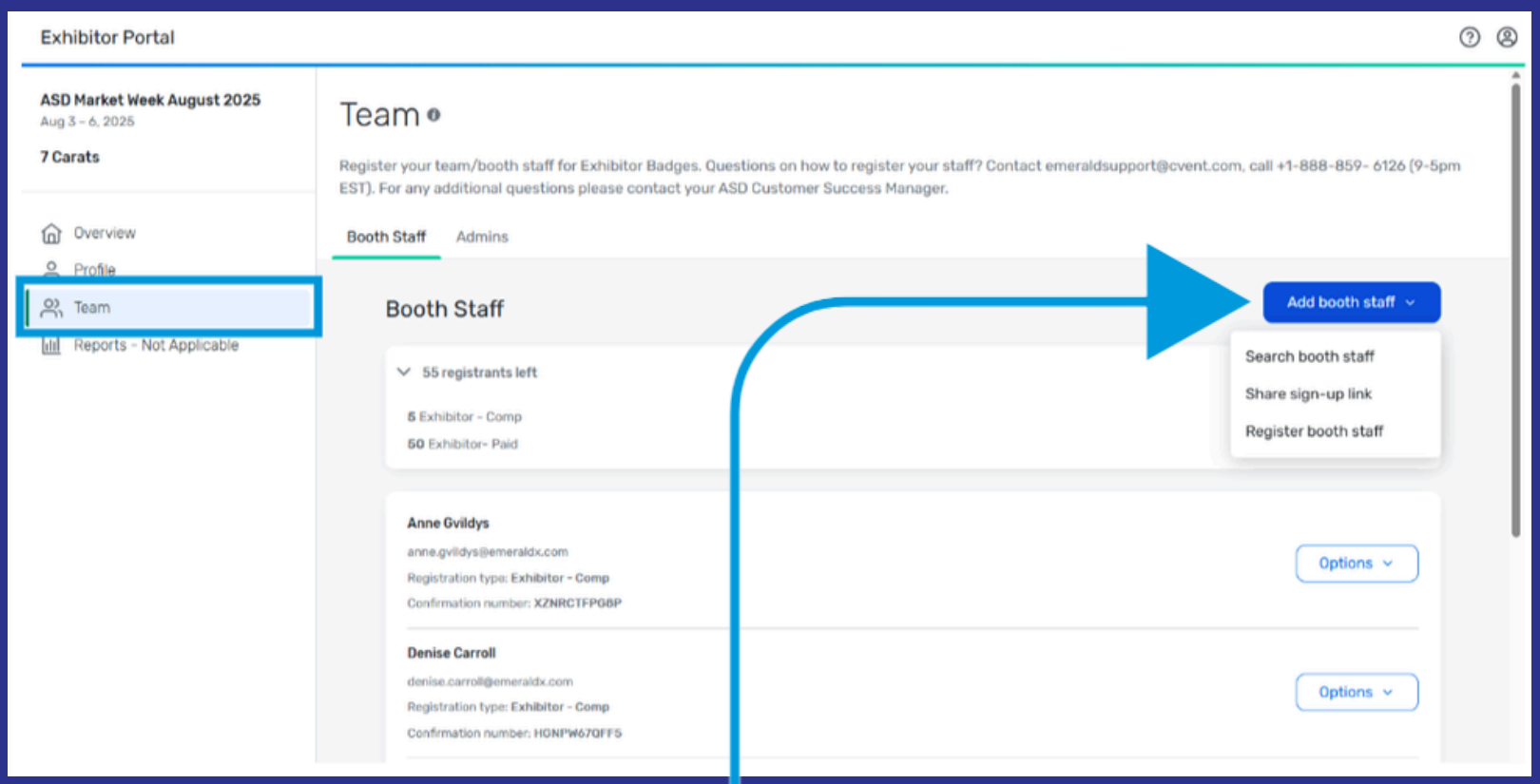
Registering Staff

To register booth staff select Add Booth Staff from the Team page on the Cvent Exhibitor Registration Portal



Select How to Register Your Staff

- **Share sign-up link will generate a unique link that you can share with your team to register on their own.**
- **Register booth staff will bring you to the registration portal to register yourself or the entire team**

Note: after selecting how you will register your staff, a pop up will appear asking what type of registration you would like to use, Comp or Paid. It will then open a new window with the registration form. 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.

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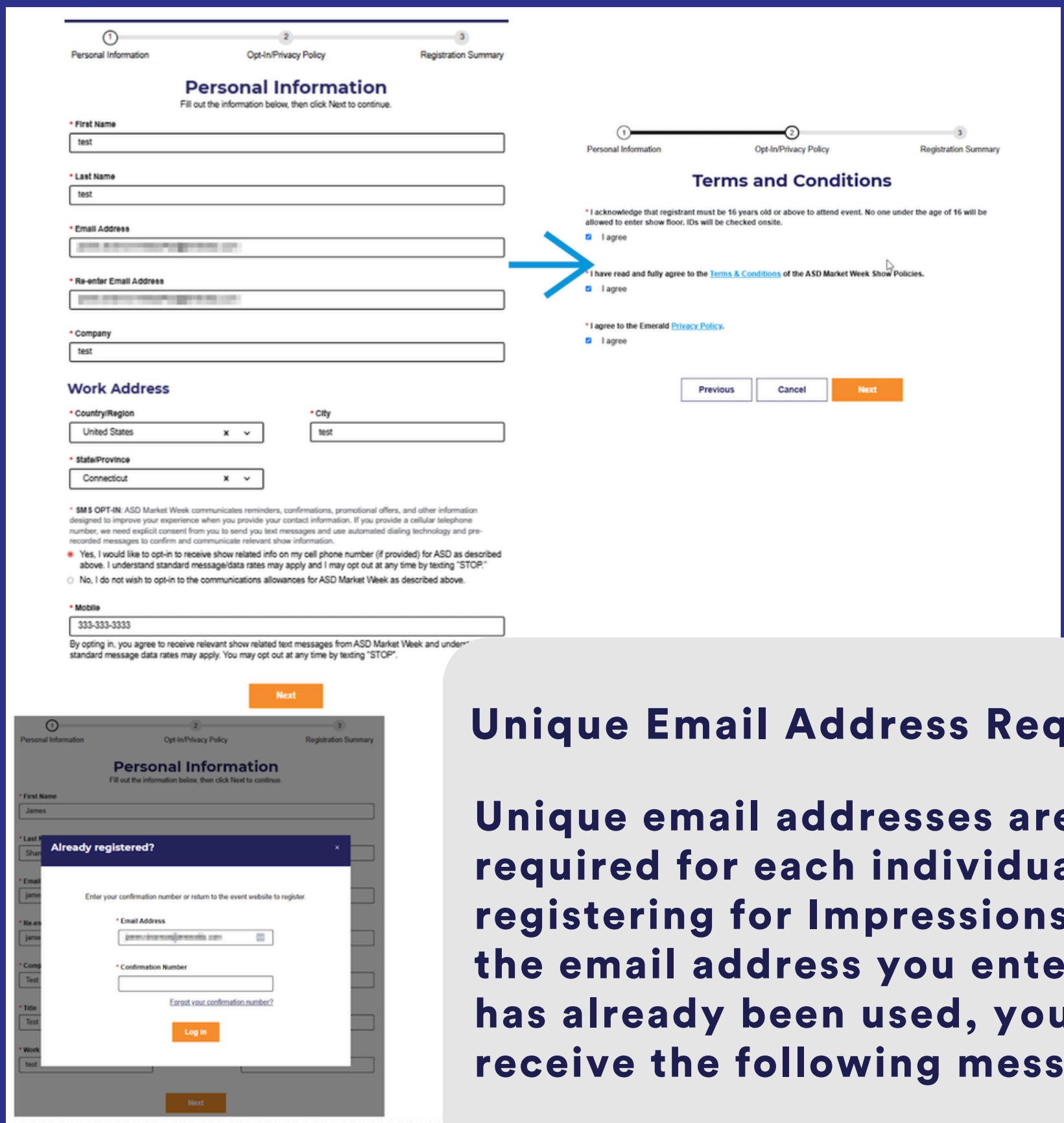
Registration Form

Complete all required fields throughout the registration form.



Unique Email Address Required

Unique email addresses are required for each individual registering for Impressions. If the email address you entered has already been used, you will receive the following message.

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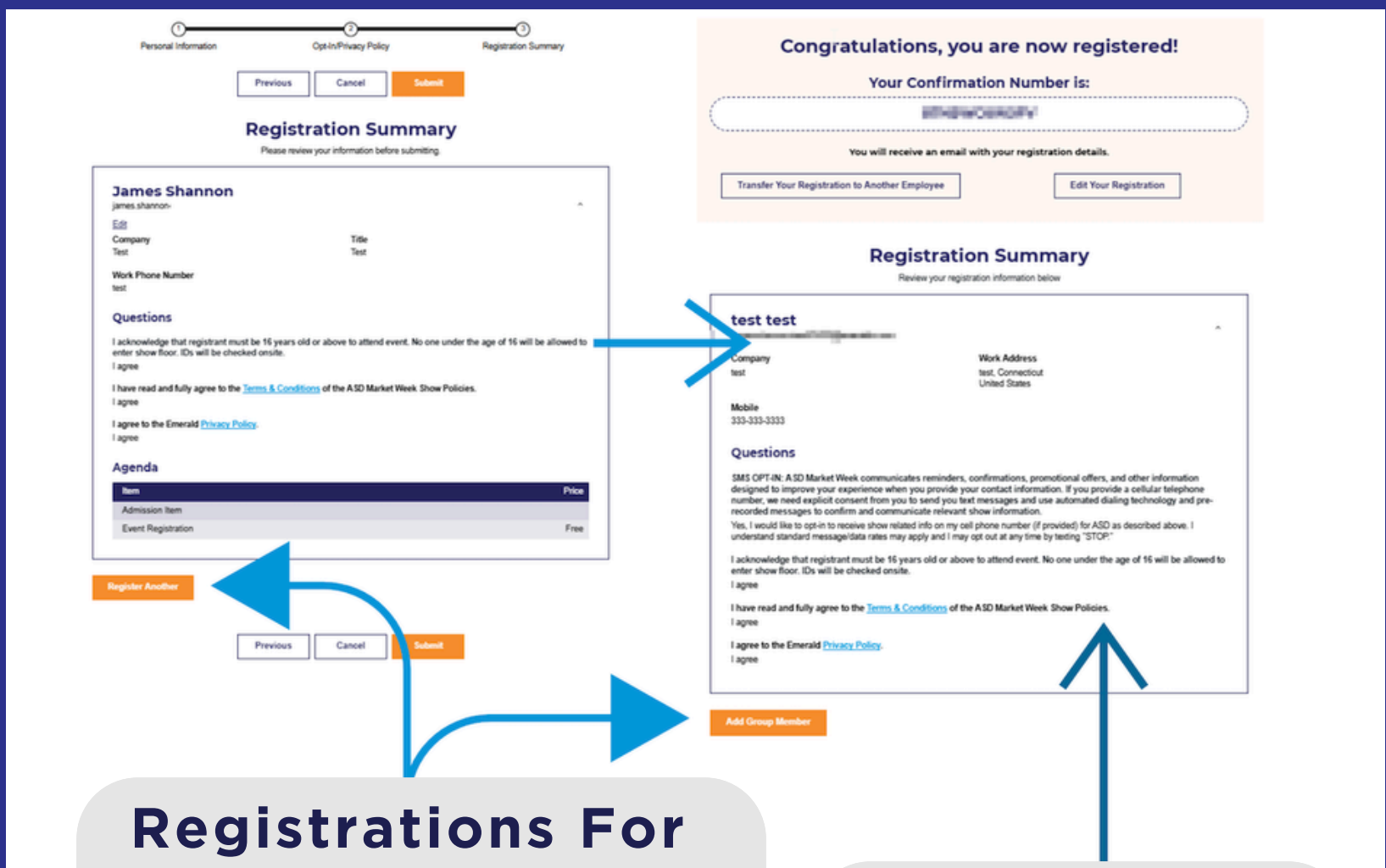
Registration Form

Complete all required fields throughout the registration form.



Registrations For Additional Staff Members

Follow either button to register additional staff members. You will then be brought to the beginning of the registration form to register additional team members.

Your Registration is not complete until you see this confirmation screen. If you exit the registration form prior to receiving this screen, none of your information will be saved.

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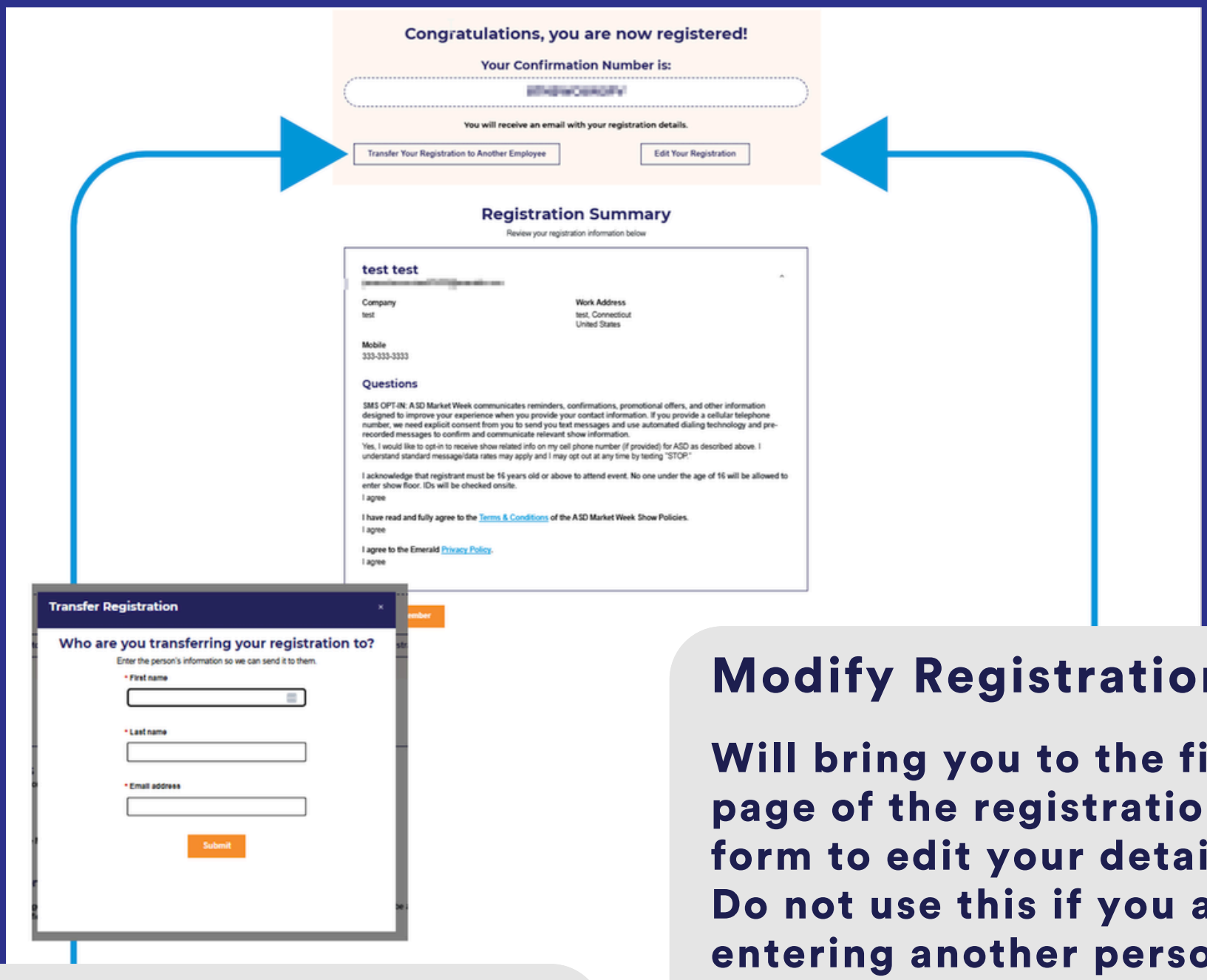
Adjusting Registration from Confirmation Page

From the Confirmation Page you can transfer your registration to another staff member or make changes to your existing registration.



Transfer Registration

Follow the prompt to transfer your exhibitor registration to another staff member.

Modify Registration

Will bring you to the first page of the registration form to edit your details. Do not use this if you are entering another persons details - this will impact your teams access to the Mobile App. If sending to another team member use the Transfer feature.

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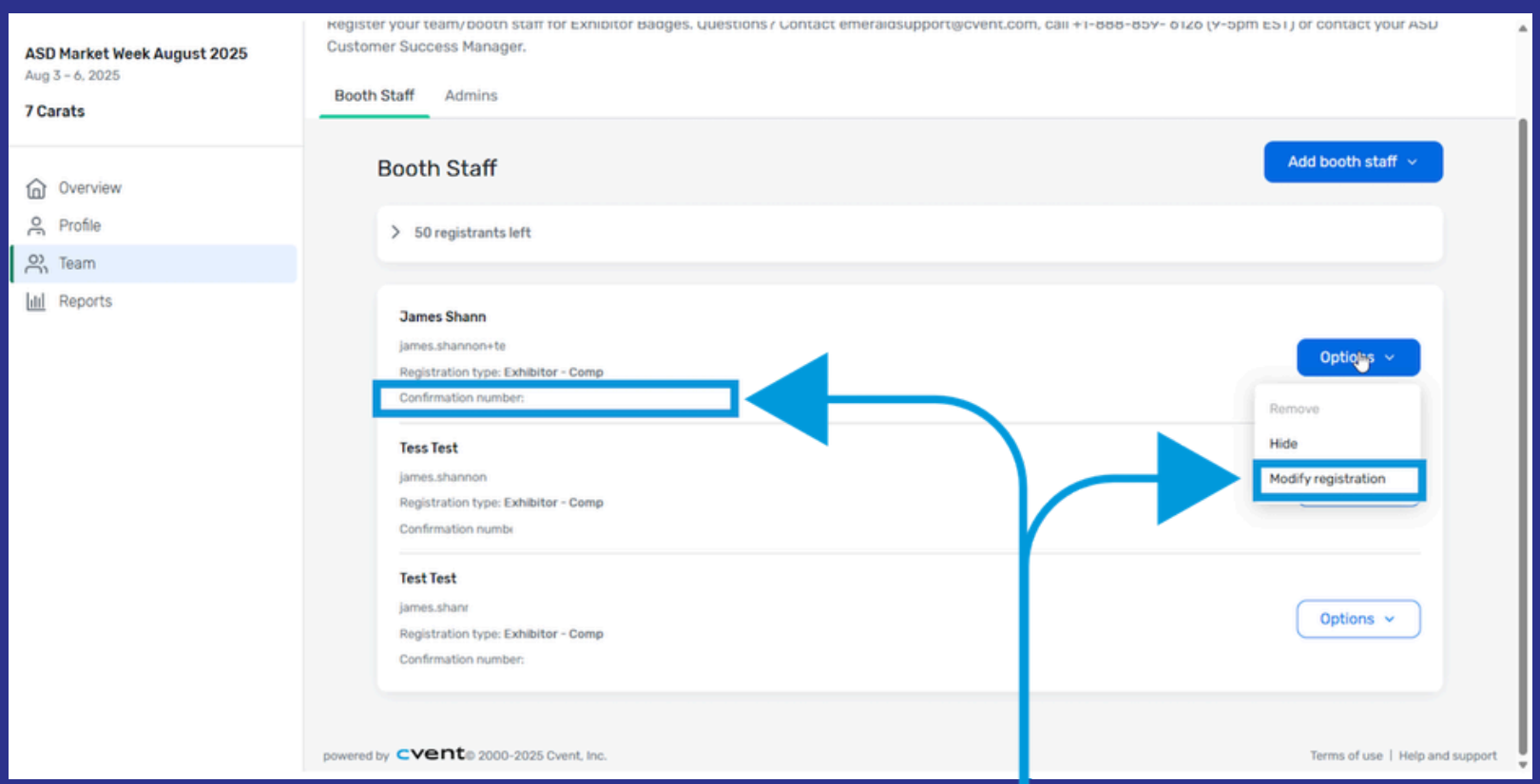
Modifying Existing Registrations

From the Team page on the Cvent Exhibitor Portal you can modify existing staff registrations.



Modify Registration

Copy or write down the Confirmation Number associated with the staff member you are modifying, then select Option and Modify Registration, this will open the Exhibitor Registration form in a new window, where you will enter the Confirmation Number to proceed.

Note: Do not exit the Confirmation Number pop-up on the registration form. This will bring you to the buyer registration flow. You will *not* be able to access the exhibitor tools in the Mobile App or the show floor, during set-up, with a buyer registration type.

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Registration Questions

As we transition to this new registration program, we remain committed to supporting you and your team with any registration-related inquiries. We kindly ask that you first direct any questions to Cvent Support, whose contact information is provided below. Should further assistance be required beyond their scope, please feel free to reach out to your designated internal point of contact.

Modify Registration

Email: emeraldsupport@cvent.com

Phone: (883) 859-6126

Available 9AM - 5PM EST