

## **Exhibitor Registration FAQ**

Q:	Trouble logging into the Registration Portal???					
A:	Make sure there are <u>no</u> capital letters in your email address. Access should be granted 48					
	hours after reserving the space.					
Q:	Issues receiving the verification code?					
A:	The Main Booth Contact is the only one to receive the verification code. It takes approx.					
	48 hours after your booth reservation for registration access to be active.					
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Q:	Need to register more than your allotted number?					
A:	If you know before starting you will have more than allowed - enter the number of badges needed & follow the prompts to add your staff.					
A:	During registration - when the comp spaces are full, click green + at the bottom of the page to add additional badges (\$135 each).  Last Name Email Address  Title  Title  Go back  Save and Proceed					
Q:	Need a receipt for the extra badges??					
A:	Send an email to AHCASupport@CMRUS.com, to ask for one.					
Q:	Need to send registration confirmations to your staff?					
A:	In the registration portal, click the at the end of each row to send their email.					
	at the ond of each row to send their entait.					
Q:	Didn't find your answer?					
A:	Send an email to AHCASupport@cmrus.com for more assistance.					
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