

Booth Staff Registration Instructions

Booth staff registration and housing opens at **10 a.m. Eastern, Tuesday, August 8**. Below are instructions on how to register your complimentary booth staff and make hotel reservations.

How to Register Your Booth Staff

1. Please do not use all caps.
2. You will need to register yourself if you would like to attend.
3. Log into the Exhibitor Service Center using your unique link provided below.
4. Click on the **"Booth Staff Registration"** task.
5. Click on the link in the task description.
6. Fill out all the fields marked with a red asterisk. Fill in the "CC Email Address" field if needed.
7. Click **"Select"** next to "Exhibitor Booth Staff", then click **"Next"**.
8. Review your list of booth staff members. If you need to edit a registration, click the "Edit" link under their name.
9. If you would like to register more booth staff, click **"Add Group Member"** and repeat steps 5 and 6.
10. Once you have registered all your booth staff, click on **"Submit"** at the bottom to complete registering your booth staff.

If you don't receive an emailed registration confirmation, you have not successfully registered your booth staff.

If you need to edit, remove or substitute booth staff members, please click the "View or Modify Your Registration" link in the confirmation email until 11:45 p.m. Eastern, Friday, October 13. After this date, any changes must be made on-site in Buffalo.

If you would like to purchase more badges, complete the "Purchase Additional Booth Staff Badges" task. Allow 1-2 business days for you badge allotment to update.

Housing Reservations

The link to make housing reservations in our negotiated room blocks can be found in the booth staff registration confirmation email.

NYSSBA's authorized housing partner is Connections Housing (see [Authorized Vendors](#)). NYSSBA does not authorize any other housing bureau, organization or independent broker to make reservations for our convention. If a company contacts you other than Connections Housing, please do not reserve with them as you may not be afforded the negotiated group rate. More housing information can be found on our Convention [Housing](#) and [Travel](#) webpages.

Questions?

If you have questions about your booth, accessing your company record or planning for our Annual Convention & Education Expo contact Anna O'Hara, CEM at anna.ohara@nyssba.org or 518-783-3710.