



# EXHIBITOR REGISTRATION PROCESS

## STEP

# 1

### REGISTER YOUR COMPANY'S BOOTH

Your company representative should have received an email invitation to register from AVB Events Support ([eventsupport@avb.net](mailto:eventsupport@avb.net)). If you have not received an email invitation or are a first-time exhibitor, please contact our Merchandising department at [chad.evans@brandsource.com](mailto:chad.evans@brandsource.com) to become an approved vendor partner.

**The deadline to register for a booth is January 26, 2024.**

## STEP

# 2

### REGISTER FOR BADGES

You will receive an email from your AVB Events booth contact with an invoice or receipt. Also found in this email will be links to register your employees for event badges, a discount badge code (if applicable), the exhibitor kit, Shepard Exhibition Services portal, and sponsorship opportunities.

## STEP

# 3

### REGISTER FOR HOTEL ROOMS

While registering for a badge, the last step in the registration path will give you a link to book your hotel.

**The deadline to register for a hotel room is February 2, 2024.**

**Notice:** All individuals who do not reserve a room at the host hotel, or stay outside of the group block without prior approval will be billed \$300/person after the completion of the event. If you have any questions reach out to AVB Event Support ([eventsupport@avb.net](mailto:eventsupport@avb.net)) or your AVB Events booth contact.

**Keep your eyes out for further communication regarding booth location and other pertinent information!**