

Exhibitor Import Instructions and Checklist:

A unique email address is required for each person on the list. The spreadsheet cannot be processed if unique email addresses are not provided. GBTA will not contact individual exhibitors regarding their registrations.

- **Column Titles** must be left in place. Do not delete or make any changes to the column titles.
- **Contact Information** is **VERY IMPORTANT**. Please remember that the information you provide for your exhibit staff encodes on their badges which they use to request materials and information at the Convention. The individual exhibitor's contact information is required for registration. GBTA will not use the information provided to contact the exhibitors.
- **Email Confirmations** are sent to the Exhibitor Contact only, not to the individual exhibitors. A unique email address is required for each exhibitor. If the email address provided is not unique, the exhibitor it is attached to will not be registered.
- **Required Information** is noted by a highlighted column in the spreadsheet.
- **Extraneous Marks** and punctuation should not be present in the spreadsheet. Please leave fields blank instead of entering a zero, N/A (not applicable), dots, x's, or any other punctuation. Do not enter acutes Á, tildes Ñ, umlauts Ë, etcetera.
- **Accessing Exhibitor Registration Records** online will be possible once the import is complete. Please allow 10 business days for your import to be processed. Access the registration records online by linking to Exhibitor Registration from <https://show.jspargo.com/gbta17/exhibitor/> using the Exhibitor Contact password. This will give you the opportunity to make changes, add or cancel registrations, and to make registration payments.
- **Payment is required within 30 days of the import.** Registrations not paid within 30 days will be cancelled. Registrations not paid within 30 days will be cancelled and subject to current registration rates should you choose to re-register for the Convention. All associated housing will be cancelled.
- Please use title case when entering names into the import spreadsheet as opposed to all capital letters. The names on the import spreadsheet (including capitalization) will be entered into our system exactly as you provide it. The text will appear in this format across all documentation provided to attendees. We appreciate you providing the appropriate capitalization on the spreadsheet to ensure the accurate delegate name and information is saved and used by GBTA.

Fig. 1: Information to be gathered for the Import Spreadsheet

Registration Type (comp vs paid)	GBTA ID	First	Last	Designation	Organization	Position	Address1	Address2	Address3	City	State/Province *Required if USA or Canada	Postal Code *Required if USA or Canada	Country	Phone	Mobile	Email	Special Dietary/Meal Requests	Carry An Epi Pen?	Emergency Contact Name	Emergency Contact Mobile	Disability (None, Visual, Audio, Mobile, Other)
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