GBTA CONVENTION 2017 EXHIBITOR REGISTRATION INSTRUCTIONS

Exhibitor Registrations can be made online at https://show.jspargo.com/gbta17/exhibitor/login.asp. Following are detailed instructions on how to register under "GBTA 2017 EXHIBITOR REGISTRATION PROCESS."

Using this website you will be able to create new registrations, including uploading files of 50 or more registrants, cancel or substitute registrations, export excel files of all registrants, export invoices or receipts, review badges, request a room block and order lead retrieval. If at any time you have any questions or need assistance, please do not hesitate to contact us at conventionreg@gbta.org or +1 800 934 1957 or +1 703 449 6418 (please note our hours are from 8:30am – 5:00pm EST).

For bulk registrations, bulk payments, and complimentary allotment usage use the following instructions:

The Exhibitor Management Portal allows booth contacts to register and pay for groups of attendees as well as utilize the complimentary registrations that come with each booth.
To login and begin the process of group registration use the following instructions:
1) Click on the following link: https://show.jspargo.com/gbta17/exhibitor/login.asp
2) Select your company from the dropdown menu.
3) Enter your Company ID. If you have forgotten or did not receive your Company ID, please contact Heather Brown at hbrown@gbta.org or 703-236-1172

Once logged in the option to register booth personnel, modify previously saved records, update onsite contact information or send confirmation emails to registered attendees will be available. Booth contacts will be able to manage and keep track of all complimentary registrations and see any individual attendees that have been linked to the booth.

To create a new registration within the Exhibitor Management Portal
1) Under "Register Booth Personnel", enter the person's first and last name and click on "Add New Registrant"
2) Should the record already be on file, click on "Select" next to the registrants' name. If the record is not on file click on the "Not Listed" button to add their attendee profile.
3) Enter/double check all contact information for the attendee and click "Continue".
4) Select the registration option including any pre-Convention sessions or events.
5) Finally, don't forget to check out by clicking on "Save Changes/Submit Payment" button.

Please note:
The booth contact record does not entitle access to the show floor or other Convention related events. Even if the name is listed online as the booth contact, the person must be registered separately for the Convention.

When making changes to an existing record, it is very important that you check-out as no updates are saved until you do so.

For individual or single exhibitor registration and payment options please use the following instructions:

The attendee registration portal allows attendees and exhibitors to register themselves and pay for registrations individually. To begin the registration process use the following instructions:
1) Click on the following link: http://convention.gbta.org/RegisterEventClick on the following link: http://convention.gbta.org/RegisterEvent
2) Select Continue
3) Enter the attendees first name, last name, email address and click on "Continue"
4) Should the record already be on file, click on the appropriate name of the attendee. If the attendee record is not on file click "Continue" to create the registration record.
5) Enter/double check all contact information for the attendee and click "Continue".
6) **FOR EXHIBITORS** – to be listed as an exhibitor the registration must be tied to a booth. Select the appropriate company from the Exhibitor Drop Down menu. If no company is selected the registration will be categorized as a non-exhibitor and charged a higher fee.
7) Select the appropriate registration options including any pre-Convention sessions or events.
8) Finally, don't forget to check out by clicking on "Save Changes/Submit Payment" button.