



ASD

MARKETWEEK

Exhibitor

Registration

ASDMARKETWEEK

Exhibitor Registration

Key Changes to Exhibitor Registration for 2026

All exhibitor staff badges will be temporarily held pending a full review to verify the credentials submitted. Valid registrations will be approved. If any of your company's registrations cannot be approved based on the information provided the contract contact for the account will be contacted.

It is strongly encouraged that booth staff register before arriving on site. On site registration lines are expected to be long.

Don't delay your team's access to the show floor or setting up your booth.

Register everyone who will set up and staff your booth now so your team can get in, get credentialed, and get to work without unnecessary wait times.

IMPORTANT: Exhibitor Staff Badge Registration is ONLY for registering booth personnel staffing or working at your booth. Please note:

- Buyers, guests, or anyone not employed by or working on behalf of your company should NOT be registered for an Exhibitor Staff Badge.
- Exhibitors wishing to obtain a badge for a spouse, family member or guest may do so by registering them for a Guest Badge, allowing them on the show floor during official show days and hours. Contact your CSM for Guest Badges.
- Buyers are not permitted on the show floor during move-in or set-up under any circumstances.
- ALL exhibitor badge registrations will be reviewed by ASD. Any non-exhibitor personnel registered for an exhibitor badge will be canceled and forfeited from your booth's badge allotment.

Examples of "registration pending" message and "confirmation" on following page

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Exhibitor Registration

Registration Pending Message



We have received your Exhibitor Badge Registration request.

Status : PENDING

This is not an official staff badge confirmation. Once your registration information has been reviewed and approved, an official badge confirmation will be emailed to this email address. If your registration cannot be approved based on the information provided, your Company's Contract Contact will be contacted for further information.

Below are the details that were submitted for your registration.

Registration Confirmation Number: [ExampleContactConfirmationNumber](#)

[ExampleContactFullName](#)

[ExampleContactEmailAddress](#)

QUESTIONS?

Contact your Customer Success Manager [below](#) or contact Cvent directly if you have any questions or changes to your registration information by emailing [Customer Service](#) or calling **+1 833 859 6126** from 9am-9pm ET Monday through Friday.

Cathi O'Brien
Customer Success Manager
914-421-3204
cathi.obrien@emeraldix.com

Registration Confirmed Message



Exhibitor Badge Confirmation

Status: APPROVED

This email is confirmation that you are registered as an Exhibitor for ASD Market Week March 2026. Welcome!

Registration Confirmation Number : [ExampleContactConfirmationNumber](#)

[ExampleContactFullName](#)
me

[ExampleContactEmailAddress](#)
ddress



BRING THIS QR
CODE &
GOVERNMENT
ISSUED PHOTO ID TO
ANY BADGE PICK-UP
COUNTER TO PRINT
YOUR BADGE.

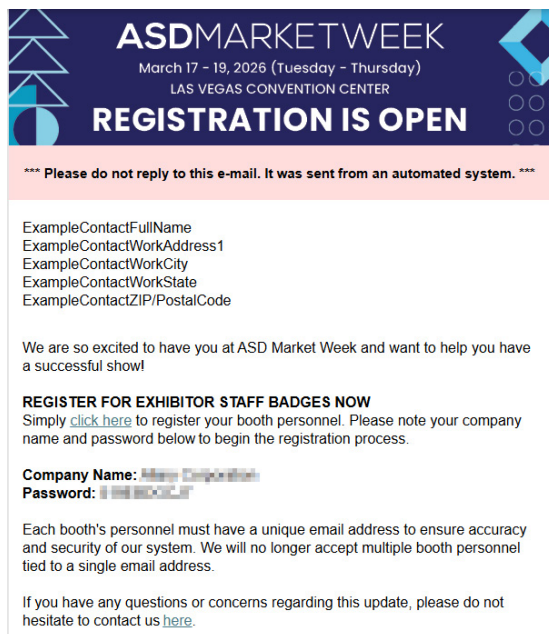


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Exhibitor Registration

Registering for ASD

Upon booking your booth for the upcoming show, the contract contact for your account will receive an automated email, pictured below, from the email address asdshowteam@asdonline.com.



Only the contract contact will receive this email, to resend or adjust the recipient of this automated email, contact your Customer Success Manager.

Follow the link under "In the Exhibitor Badge Portal" to access registration

Exhibitor Staff Badge Registration is **ONLY** for registering booth personnel staffing or working at your booth. Please note:

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- Exhibitors wishing to obtain a badge for a spouse, family member or guest may do so by registering them for a Guest Badge, allowing them on the show floor during official show days and hours. Contact your CSM for Guest Badges.
- Buyers are not permitted on the show floor during move-in or set-up under any circumstances.
- ALL exhibitor badge registrations will be reviewed by ASD. Any non-exhibitor personnel registered for an exhibitor badge will be canceled and forfeited from your booth's badge allotment.

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Create a Password for your Account

Upon following the link in the email, you will be brought to the Exhibitor Badge Portal to create your password. If you have registered using the Cvent registration system previously, you can enter your existing username and password.



Finish setting up your account.

First Name

Cynthia

Last Name

Meyersohn

Create a Password

Required

- Minimum 8 characters
- One number
- One special character
- One uppercase letter
- One lowercase letter
- Maximum 20 characters

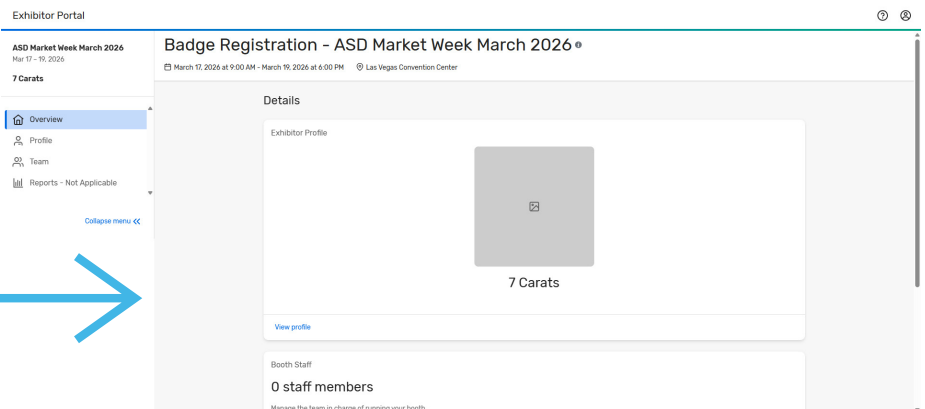
*Note: Your new password can't be the same as your last five passwords.

Confirm Password

Required

Join

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[Terms of Use](#) | [Privacy Policy](#)



There are many different facets of the Cvent Exhibitor Badge Portal that ASD is not utilizing. These instructions will focus solely on the areas exhibitors need to register for the upcoming show. Information you enter in any other area of the Cvent portal will not be tracked or used by ASD.

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Accessing Your Company Registration

To access exhibitor registration, go to the *Team* tab on the left hand side of the Exhibitor Badge Portal.

The screenshot shows the Exhibitor Portal interface. On the left, a navigation menu includes 'Overview', 'Profile', 'Team', and 'Reports - Not Applicable'. The 'Team' tab is selected. The main content area is titled 'Team' and contains a sub-section 'Booth Staff' with an 'Add booth staff' button. Below this, it shows '2 registrants left' and a list of 2 exhibitors with complimentary registrations. A 'James Expositions' registration is highlighted, showing 'Registration type: Exhibitor | Complimentary' and a 'Confirmation number:' field. A blue box highlights the 'Team' tab in the navigation menu, and another blue box highlights the 'Booth Staff' section and the registration details. Arrows point from these boxes to callout boxes below.

Remaining Registrations
Number of remain booth staff badges

Registered Staff
Summary of your companies registered staff members

Exhibitor Staff Badge Registration is **ONLY** for registering booth personnel staffing or working at your booth. Please note:

- Buyers, guests, or anyone not employed by or working on behalf of your company **should NOT be registered for an Exhibitor Staff Badge**.
- Exhibitors wishing to obtain a badge for a spouse, family member or guest may do so by registering them for a Guest Badge, allowing them on the show floor during official show days and hours. Contact your CSM for Guest Badges.
- Buyers are not permitted on the show floor during move-in or set-up under any circumstances.
- ALL exhibitor badge registrations will be reviewed by ASD. Any non-exhibitor personnel registered for an exhibitor badge will be canceled and forfeited from your booth's badge allotment.

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Registering Staff

To register booth staff select *Add Booth Staff* from the *Team* page on the Exhibitor Badge Portal

The screenshot shows the Exhibitor Portal interface. On the left, a navigation menu includes 'Overview', 'Profile', 'Team', and 'Reports - Not Applicable'. The 'Team' option is highlighted with a blue box. The main content area is titled 'Team' and contains instructions: '**Register your team/booth staff for Exhibitor Badges. **This portal is for registering your team/booth staff only, do not register your customers here. **Using the "Add booth staff" button below you can register your team directly or send them a link to register themselves. **Questions on how to register your staff? Contact emeraldsupport@cvent.com or call +1-833-859-6126 (9am-9pm EST) Monday through Friday. **For any additional questions, please contact your ASD Customer Success Manager.

Below the instructions, there are two tabs: 'Booth Staff' (selected) and 'Admins'. The 'Booth Staff' section shows '2 registrants left' and a list of staff members, including '2 Exhibitor | Complimentary' and 'James Expositions'. A blue arrow points from the 'Add booth staff' button to a dropdown menu with options: 'Search booth staff', 'Share sign-up link', and 'Register booth staff'. The 'Register booth staff' option is highlighted. At the bottom of the page, there is a footer with 'powered by cvent © 2000-2026 Cvent, Inc.' and links for 'Terms of use', 'Cvent privacy policy', and 'Help and support'.

Select How You Are Registering Your Staff

- *Share sign-up link* will generate a unique link that you can share with your team to register on their own.
- *Register booth staff* will bring you to the registration portal to register yourself or the entire team

Buyers, guests, or anyone not employed by or working on behalf of your company should NOT be registered for an Exhibitor Staff Badge. Allotment used to register personnel not working at your booth will not be returned to your available badges

ASD MARKETWEEK

Registration Form

Complete all required fields throughout the registration form.



IMPORTANT BADGE ALLOTMENT NOTICE
Exhibitor Badges are **ONLY** for Exhibitor Booth personnel that will staff or work your booth. Buyers, guests, or anyone not employed by your company or acting on behalf of your company **SHOULD NOT** be registered for an Exhibitor Badge.
Buyers are not permitted on the show floor during move in or set up under any circumstances. ALL exhibitor badge registrations will be reviewed by ASD. Any non-exhibitor personnel registered for an exhibitor badge will be canceled and forfeited from your booth allotment. Read full policy [HERE](#).

Booth Staff Information

Fill out the information below, then click Next to continue.

* First Name

* Last Name

* Email Address

* Confirm Email Address

CC Email Address

* Company Name

Work Address

* Country/Region

* City

* State/Province/Region (if none, enter N/A)

* **SM'S OPT-IN:** ASD Market Week communicates reminders, confirmations, promotional offers, and other information designed to improve your experience when you provide your contact information. If you provide a cellular telephone number, we need explicit consent from you to send you text messages and use automated dialing technology and pre-recorded messages to confirm and communicate relevant show information.

Yes, I would like to receive show related info on my cell phone number (if provided) for ASD as described above. I understand standard message/data rates may apply and I may opt out at any time by texting "STOP".

No, I do not wish to opt-in to the communications allowances for ASD Market Week as described above.

* By checking the box below, I confirm my agreement to the below statements and the [New Move-In Procedures and Buyer Access Policy](#).

No Early Access: I understand that no buyers, guests or anyone not employed by or working on behalf of my company is permitted on the show floor or in the exhibitor booth during move-in and setup.

No Early Appointments or Orders: I acknowledge I should not schedule or conduct any buyer meetings, order writing, or product preview on the ASD show floor during move-in and setup.

No Unauthorized Entry: I will not escort, admit, or "sneak" buyers onto the show floor during move-in and setup.

I agree

I have read and fully agree to the [Terms & Conditions](#) of the ASD Market Week Show Policies.

I agree

I agree to the Emerald [Privacy Policy](#).

I agree

* I acknowledge that registrant must be 16 years old or above to attend event. No one under the age of 16 will be allowed to enter show floor. IDs will be checked onsite.

I agree

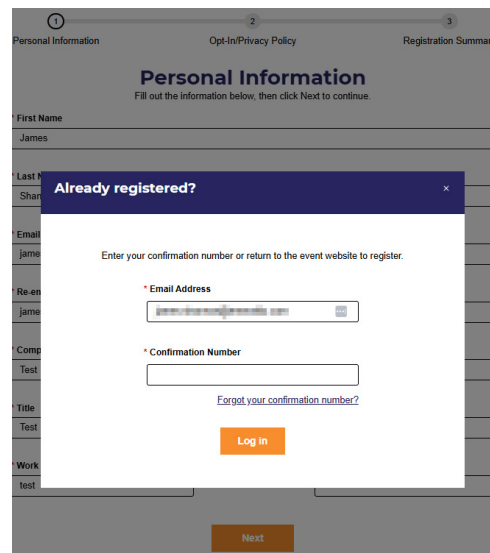
Pursuant to the Americans with Disabilities Act, I require the following special accommodations at the event location and/or hotel and consent to the sharing of personal information collected on this registration page for the purpose of providing accommodations for this event.

Auditory

Mobility

Visual

Next



Unique Email Address Required
Unique email addresses are required for each individual registering for ASD Market Week. If the email address you entered has already been used, you will receive the following message. Reach out to your Customer Success Manager for assistance on how to proceed.

ALL EXHIBITOR REGISTRATIONS WILL BE HELD PENDING APPROVAL
Once submitted, all Exhibitor Badge registrations will be reviewed to verify the credentials submitted. Valid registrations will be approved. If any of your company's registrations cannot be approved based on the information provided, the contract contact will be contacted. Confirmation emails for approved registrants will be send prior to the show.

ASD MARKET WEEK

Registration Form

Complete all required fields throughout the registration form.

1 Personal Information 2 Opt-In/Privacy Policy 3 Registration Summary

Previous Cancel Submit

Registration Summary

Please review your information before submitting.

James Shannon
James Shannon

Edit

Company Test Title Test

Work Phone Number test

Questions

I acknowledge that registrant must be 16 years old or above to attend event. No one under the age of 16 will be allowed to enter show floor. IDs will be checked onsite.
I agree

I have read and fully agree to the [Terms & Conditions](#) of the ASD Market Week Show Policies.
I agree

I agree to the Emerald [Privacy Policy](#).
I agree

Agenda

Item	Price
Admission Item	
Event Registration	Free

Register Another

Previous Cancel Submit

Your registration has been submitted and is now pending review.
Upon approval, you will receive an official badge confirmation email at the email address you provided in your registration.

Your Registration Number is:

You will receive an email with your registration details.

Transfer Your Registration to Another Employee Add Your Registration

REGISTRATION BADGE ALLOWANCE NOTICE

Exhibitor Staff are **ONLY** for Exhibitor Booth personnel that will staff or work your booth. Buyers, guests, or anyone **not employed** by your company or working on behalf of your company **SHOULD NOT** be registered for an Exhibitor Badge.

Buyers are not permitted on the show floor during move in or set up under any circumstances. ALL exhibitor badge registrations will be reviewed by ASD. Any non-workshop personnel registered for an exhibitor badge will be canceled and forfeited from your booth allotment. [Read full policy HERE.](#)

Registration Summary

Review your registration information below

James Shannon Test

Company Name Test Work Address

Questions

SMW 2019 ASD Market Week communications reminders, confirmations, promotional offers, and other information designed to improve your experience when you provide your contact information. If you provide a cellular telephone number, we need explicit consent from you to send you text messages and use automated dialing technology and pre-recorded messages to confirm and communicate relevant show information.
No, I do not wish to opt-in to the communications allowances for ASD Market Week as described above.

By checking the box below, I confirm my agreement to the below statements and the [New Move-In Procedures and Buyer Access Policy](#).

- No Early Access:** I understand that no buyers, guests or anyone not employed by or working on behalf of my company is permitted on the show floor or in the exhibitor booth during move-in and setup.
- No Early Appointments or Orders:** I acknowledge I should not schedule or conduct any buyer meetings, order writing, or product preview on the ASD show floor during move-in and setup.
- No Unauthorised Entry:** I will not escort, admit, or "assist" buyers onto the show floor during move-in and setup.
I agree

I have read and fully agree to the [Terms & Conditions](#) of the ASD Market Week Show Policies.
I agree

I agree to the Emerald [Privacy Policy](#).
I agree

I acknowledge that registrant must be 16 years old or above to attend event. No one under the age of 16 will be allowed to enter show floor. IDs will be checked onsite.
I agree

Add Group Member

Registering Additional Staff Members

Follow either button to register additional staff members. You will then be brought to the beginning of the registration form to register additional team members.

Your Registration is not complete until you see this screen. If you exit the registration form prior to receiving this screen, none of your information will be saved.

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Adjusting Registration from Confirmation Page

From the *Confirmation Page* you can transfer your registration to another staff member or make changes to your existing registration.

Congratulations, you are now registered!

Your Confirmation Number is:

XXXXXXXXXXXX

You will receive an email with your registration details.

[Transfer Your Registration to Another Employee](#) [Edit Your Registration](#)

Registration Summary

Review your registration information below

test test

Company	Work Address
test	test, Connecticut United States

Mobile
333-333-3333

Questions

SMS OPT-IN: ASD Market Week communicates reminders, confirmations, promotional offers, and other information designed to improve your experience when you provide your contact information. If you provide a cellular telephone number, we need explicit consent from you to send you text messages and use automated dialing technology and pre-recorded messages to confirm and communicate relevant show information.

Yes, I would like to opt-in to receive show related info on my cell phone number (if provided) for ASD as described above. I understand standard message/data rates may apply and I may opt out at any time by texting "STOP."

I acknowledge that registrant must be 16 years old or above to attend event. No one under the age of 16 will be allowed to enter show floor. IDs will be checked onsite.

I agree

I have read and fully agree to the [Terms & Conditions](#) of the ASD Market Week Show Policies.

I agree

I agree to the Emerald [Privacy Policy](#).

I agree

Transfer Registration

Who are you transferring your registration to?

Enter the person's information so we can send it to them.

* First name

* Last name

* Email address

[Submit](#)

Transfer Registration: Changes the individual registered. Follow the prompt to transfer your exhibitor registration to another staff member.

Edit Company Name and Work Address: Used for editing company name and work address. If you are changing the person on the registration, you must use the transfer feature as this creates a new Badge ID that is needed to access the Mobile App.

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Adjusting Existing Registrations from Exhibitor Badge Portal

From the *Team* page on the Exhibitor Badge Portal you can modify or transfer existing staff registrations.

The screenshot displays the Exhibitor Badge Portal interface. At the top, there is a header with the event name "ASD Market Week August 2025" and dates "Aug 3 - 6, 2025". Below this, there is a navigation menu with "7 Carats" and a sidebar with "Overview", "Profile", "Team", and "Reports". The main content area is titled "Booth Staff" and shows a list of staff members. The first staff member is "James Shann" with a registration type of "Exhibitor - Comp" and a confirmation number. A blue arrow points from the "Options" dropdown menu to the "Confirmation number" field. The "Options" menu is open, showing "Remove", "Hide", and "Modify registration" options. A second blue arrow points from the "Modify registration" option to the "Confirmation number" field. The interface also includes a "Booth Staff" tab, an "Admins" tab, and an "Add booth staff" button. The footer of the interface includes "powered by cvent © 2000-2025 Cvent, Inc." and "Terms of use | Help and support".

Adjusting Registration

Copy or write down the Confirmation Number associated with the staff member you are modifying, then select *Option* and *Modify Registration*, this will open the Exhibitor Registration form in a new window. Enter the confirmation number and then follow the instructions on the previous page.

Note: Do not exit the Confirmation Number pop-up on the registration form. This will bring you to the buyer registration flow. You will not be able to access the exhibitor tools in the Mobile App or the show floor, during set-up, with a buyer registration type.

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Additional Support

As we get used to this new registration process, we're here to support you and your team with any registration inquiries. Below you'll find contact information for additional support.

Cvent Registration Support

Email: emeraldsupport@cvent.com

Phone: 1-833-859-6126
(Available 9 AM - 5 PM EST.)

Customer Success Managers

Cathi O'Brien

Email: cathi.obrien@emeraldx.com

Phone: 914-421-3204

Denise Carroll

Email: denise.carroll@emeraldx.com

Phone: 646-668-3766