

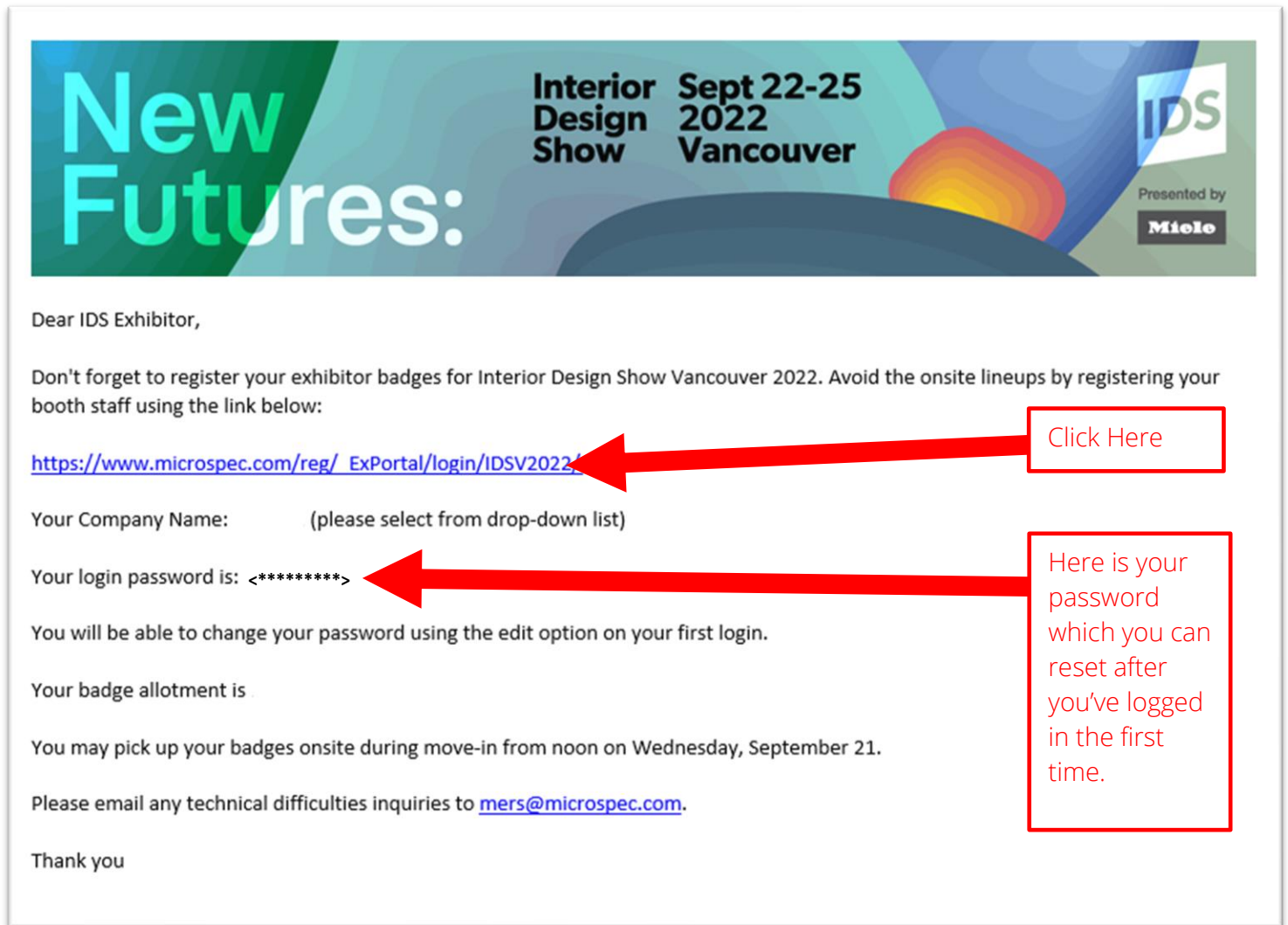
How to Use the Exhibitor Staff Badge Registration Portal

V1 – August 3, 2022

Step 1

To access the exhibitor staff registration portal, click the link in the email you received from ids@microspec.com or go here: <https://www.microspec.com/exreg/login/IDSV2022>

Here is an example of what the email invitation looks like:



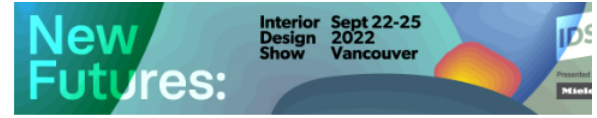
Step 2

Select your company name from the drop-down menu and enter the password that was included in your invitation email. If you don't know your password, click the "I forgot my password" under the green Login button:

Select your company name from the drop-down menu.

Enter the password that was included in your email invitation. If you can't find the email, click the blue text below the green Login button to set a new password.

Be sure to review the badge information.



Interior Design Show Vancouver 2022

To access your Exhibitor Staff Badge Registration Portal choose your company and enter your password below.

Company:

Password:

[Login](#)

[I forgot my password](#)

Exhibitor staff badges are exclusively for staff working in your booth. Badges must be worn at all times during the event and are not to be used as admission tickets for guests or friends.

Please carefully review the following staff badge details:

- Exhibitor staff badges allow the bearer access to show facilities during show move-in, show days and show move-out.
- Exhibitor staff badges are exclusively for staff who will work in your booth over the course of the show.
- Each badge must have a staff name listed on it.
- Staff badges must be worn at all times and be clearly visible to security personnel who will scan your badge each time you enter the exhibit hall.
- A maximum number of complimentary staff badges per booth will be allocated based on booth square footage.
- If you have any staff helping you during move-in and/or move-out who will NOT work in the booth during show days, they do **NOT** need to be registered here.
- Additional badges or replacement badges are \$40 each + GST. A positive proof of affiliation with the exhibiting company may be required for all NEW badges printed on-site.
- BADGES WILL NOT BE MAILED OR EMAILED IN ADVANCE OF THE SHOW. Exhibitor staff badges will only be issued on-site during move-in at the registration counters located in the lobby outside the exhibit hall on the Exhibition Level at the Vancouver Convention Centre West. Please have your business card on hand when picking up your badges.

ge Registration Portal

For technical support please contact mers@microspec.com.

Powered by:

Step 3

Click on "Register Exhibitor Staff" to begin:

The screenshot shows the top navigation bar with the event title "New Futures: Interior Design Show Sept 22-25 2022 Vancouver" and the Miele logo. Below the navigation bar, there are two main sections: "Register Exhibitor Staff" (with "0 badges entered" and a red circle around it) and "Lead Retrieval". A red arrow points from the "Register Exhibitor Staff" section to a red box labeled "Click Here".

Step 4

Click the green "Add Staff Badge" to register a name.

Reminder: contractors working on your behalf during move-in and move-out will be given a Temporary Badge to wear during these times. The Temporary badges will be available at Show floor access points upon arrival at the Show. These badges are valid only during move-in and move-out designated times. You do not need to register contractor names in advance.

The screenshot shows the "Staff" management page. The "Add Staff Badge" button is circled in red. A "Badge Summary" table shows the following data:

Type	Total	Used
Exhibitor	2	2

Below the table, it says "Remaining: 0". A red arrow points to this value with a box containing the text: "This is where you can see how many badges you have left." Below the table, there are two buttons: "Add Staff Badge" (circled in red) and "Email Staff List". A red arrow points to the "Add Staff Badge" button with a box containing the text: "Click here to add a staff name." Below the buttons, there is a table of staff members:

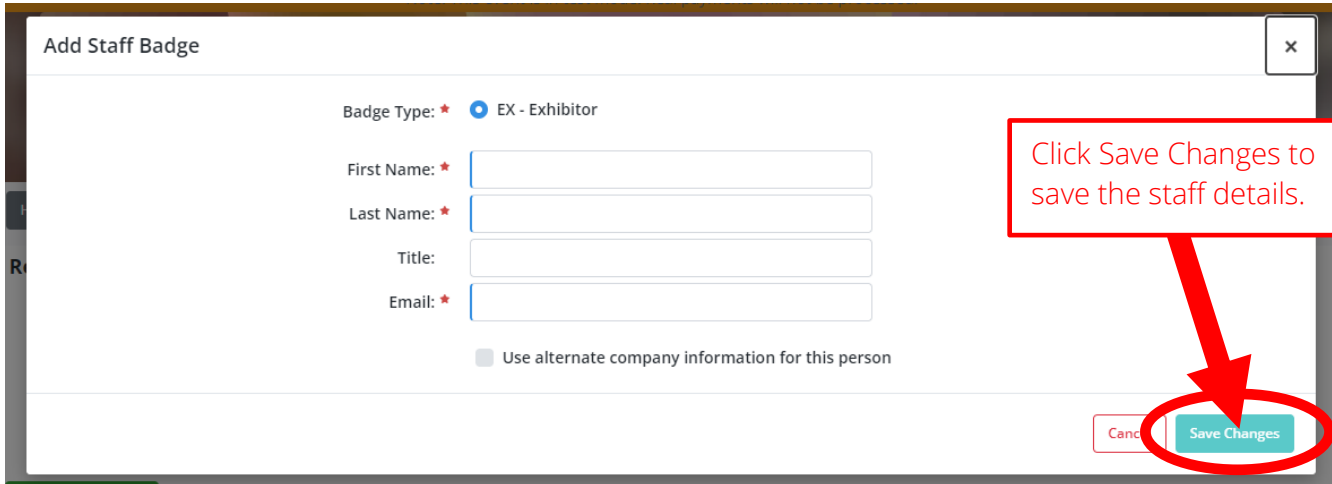
Type	Name	Title	Status	Actions
Exhibitor	Aoife Manuel-Thomas	Design Lead		Edit Delete
Exhibitor	Charmayanne Martinez	Director of Sales		Edit Delete

A red arrow points to the "Edit" and "Delete" buttons with a box containing the text: "You can edit or delete staff names up until the badge is printed onsite at the registration counters located outside the exhibit hall as of 12pm Wednesday, Sept 21."

Step 5

Fill in the staff person's details and then click "Save Changes" when done.

If you are sharing your booth with another company, you can have the other company name listed on the badge of those specific staff. To do this, click the "Use alternate company information for this person" and fill out the fields.



The screenshot shows a web form titled "Add Staff Badge" with a close button (X) in the top right corner. The form contains the following fields and options:

- Badge Type:** * EX - Exhibitor
- First Name:** *
- Last Name:** *
- Title:**
- Email:** *
- Use alternate company information for this person

At the bottom right of the form, there are two buttons: "Cancel" and "Save Changes". The "Save Changes" button is highlighted with a red circle, and a red callout box with a red arrow points to it, containing the text: "Click Save Changes to save the staff details."

Additional badges or replacement badges are \$40 each + GST. A positive proof of affiliation with the exhibiting company may be required for all NEW badges printed on-site.

Step 6

Exhibitor staff badges will be issued on-site during move-in as of 12pm on Wednesday, September 21, at the registration counters located outside the exhibit hall at the Vancouver Convention Centre West.