

Exhibitor Registration Guide

How To: add new registrations, edit existing registrations

Go to: <http://mjbiz21.exh.mapyourshow.com/>

You will need your *Exhibitor ID* and *Password*. Contact sales@mjbiz.com for this.

Add New Registrations:

1. Choose the “Exhibitor Registration” tile

Activity **16** Views **9** Clicks **0** Leads **HOW DO I RANK?**

- Review Your Listing**
Verify your company name, description, product categories (up to 3) and your contact information.
- Online Advertising Packages**
Learn how you can increase your visibility, showcase your products, and generate qualified leads
- View Leads & Stats**
View your leads & stats
- Share Your Show Presence**
Click here to generate a link to your online showroom.
- Change Password**
Change your Password for the Exhibitor Dashboard
- Freeman Online**
 - Order your onsite booth services.
 - Submit your free booth furnishings order form.
 - Early Pricing Deadline - Sept. 27th
- Exhibitor Registration**
Register your staff and order Expo lead retrieval here.
- Exhibitor Resources Center**
 - View booth rules, deadlines, promo toolkit, etc.
 - Order catering, submit insurance

2. Choose “Add Booth Staff”

Registration Tools

Your registration allotments are detailed below. Select [Add Booth Staff] to take advantage of your complimentary passes. To review completed registrations, select [View All] on the right.

- Add Booth Staff**
- Upload a File
- Edit Existing Registrations

Allotment Information		View All >
Complimentary Expo Only Allotment		
Total Allotted	4	
Total Used	4	Q
Total Remaining	0	
Discount Expo Only Allotment		
Total Allotted	4	
Total Used	4	Q
Total Remaining	0	

3. Enter all required information, indicated with red asterisks. It is not required to use all 5 registration slots. Any company information edited at this stage is only saved for these specific registrations.

a. Choose Exhibitor Type first:

- Comp = Free
- Discount = exhibitor discounted pricing
- Full Price = matches attendee pricing

The screenshot shows the registration form with the 'Exhibitor Type' dropdown menu open. The dropdown options are: Exhibitor Type, Comp Expo Only, Discount Expo Only, Full Price Expo Only, and Full Price Full Conference. A red arrow points to the dropdown menu, and another red arrow points to the 'Add-ons' button.

b. To Upgrade to paid Full Conference access choose Add-Ons then choose Exhibitor Conference Upgrade

The screenshot shows the registration form with the 'Add-ons' button highlighted in red. A red arrow points to the 'Add-ons' button, and another red arrow points to the 'Expo Only - Upgrade to Full Conference' option in the table below.

	Title	Date	Time(Pacific)	Early Bird Rate Thru 9/30	Final Rate After 10/1
<input type="checkbox"/>	MJBiz Finance Forum	Tues Oct 19	9:00 AM - 5:00 PM	\$ 599	\$ 699
<input type="checkbox"/>	Hemp Industry Daily Forum	Tues Oct 19	9:00 AM - 5:00 PM	\$ 299	\$ 399
<input type="checkbox"/>	Science Symposium	Tues Oct 19	9:00 AM - 5:00 PM	\$ 299	\$ 399
<input type="checkbox"/>	Achieving Equity in Cannabis	Wed Oct 20	4:30 PM - 6:00 PM	\$ 40	\$ 50
<input type="checkbox"/>	Associations Day	Tues Oct 19	1:00 PM - 5:00 PM	\$ 0	\$ 0
<input type="checkbox"/>	Empowering Women in Cannabis	Thurs Oct 21	5:00 PM - 6:30 PM	\$ 40	\$ 50
<input type="checkbox"/>	Expo Only - Upgrade to Full Conference			\$ 299	\$ 599

c. If you do not see "Add ons" – please make sure Exhibitor Type is selected

The screenshot shows the registration form with the 'Exhibitor Type' dropdown menu selected. A red arrow points to the dropdown menu, and another red arrow points to the 'Add-ons' button.

Title	Date	Time(Pacific)	Early Bird Rate Thru 9/30	Final Rate After 10/1

- Once you are finished, choose Continue, you will land on the page below, choose Return to Registration Dashboard to review your completed registrations.


 A screenshot of a 'Registration Confirmation' page. At the top, it says 'Thank you. You have successfully completed your registration.' Below this is a button labeled 'Return To Registration Dashboard' which is highlighted with a red box and a red arrow pointing to it. To the right of the confirmation message is a 'Sign out' link. Below the message is a table with columns: Registration Number, Name, Company, and Fees.

Registration Number	Name	Company	Fees
1202125	Client test / Comp Expo Only	Lounge 2	\$ 0.00
1202122	Savannah Brown / Key Contact	Lounge 2	\$ 0.00

- The link at the very bottom of each confirmation email will take the individual to their profile for add-on upgrades and photo uploads or this can be completed using the next steps.

REGISTRATION SUMMARY INFORMATION

QTY	DESCRIPTION	PRICE	TOTAL
1	ALLOTMENT: Lounge 2	\$0.00	\$0.00
	Total Amount:		\$0.00
	Total Discounted:		\$0.00
	Total Paid:		\$0.00
	Balance Due:		\$0.00
	Payment Type:		
	Last 4 Credit Card Numbers:		

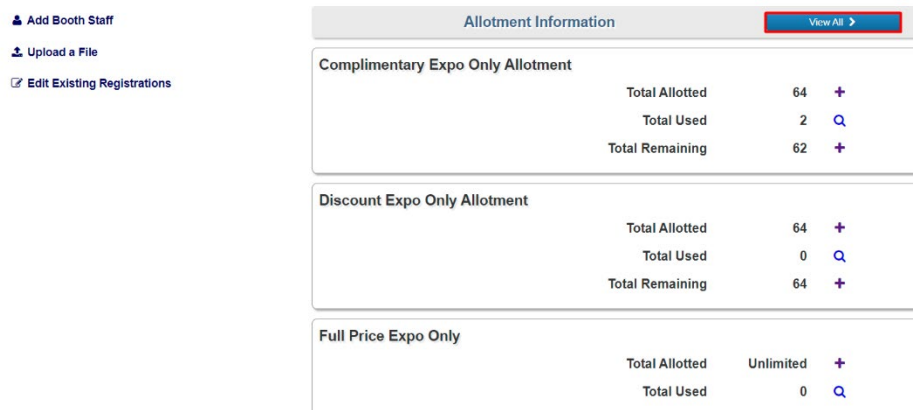
You can review all of our conference policies [here](#). You can also access our Privacy Policy [here](#).

For access to your Registration Dashboard, which is where you can make select changes to your registration or request a Visa Invitation Letter, [CLICK HERE](#). If you need to make any additional changes to the above information, please email us at customerservice@mjbizcon.com or call us at 720-213-5992 x1.

Thank you!
 The MJBizCon Event Management Team

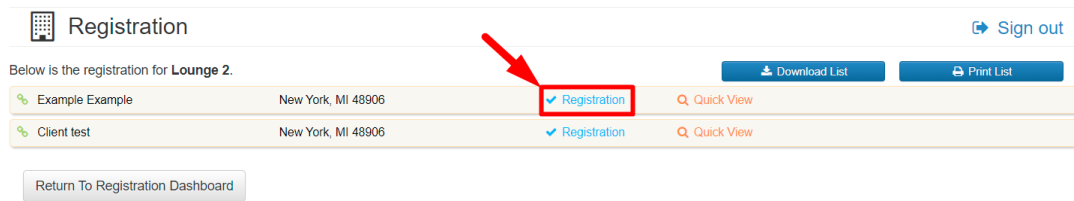
To Edit Existing Registrations:

- Once logged in and you've selected Register Your Staff, choose View All

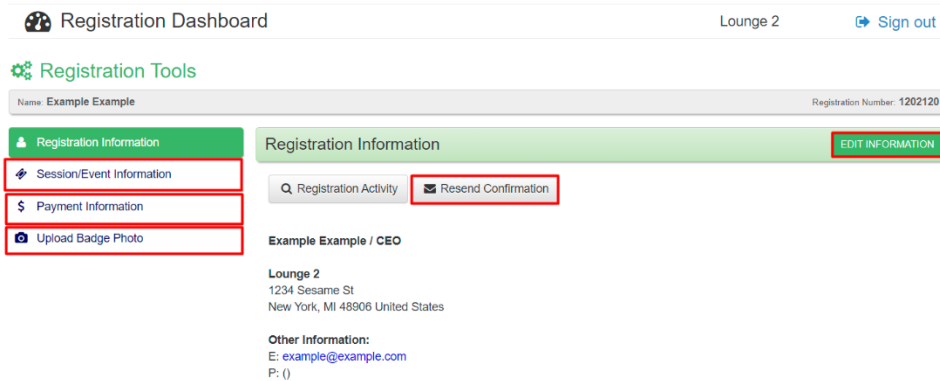

 A screenshot of the 'Allotment Information' page. On the left, there are three menu items: 'Add Booth Staff', 'Upload a File', and 'Edit Existing Registrations' (which is checked). On the right, there is a 'View All' button. Below the button are three sections: 'Complimentary Expo Only Allotment', 'Discount Expo Only Allotment', and 'Full Price Expo Only'. Each section shows 'Total Allotted', 'Total Used', and 'Total Remaining' with plus and minus icons.

Allotment Information			
Complimentary Expo Only Allotment			
Total Allotted	64		+
Total Used	2		-
Total Remaining	62		+
Discount Expo Only Allotment			
Total Allotted	64		+
Total Used	0		-
Total Remaining	64		+
Full Price Expo Only			
Total Allotted	Unlimited		+
Total Used	0		-

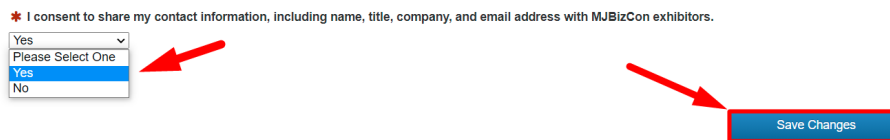
2. The blue word Registration shows a completed registration linked to your booth
 - a. Select the blue word [Registration](#) next to the individual you'd like to edit/upgrade/upload photo.



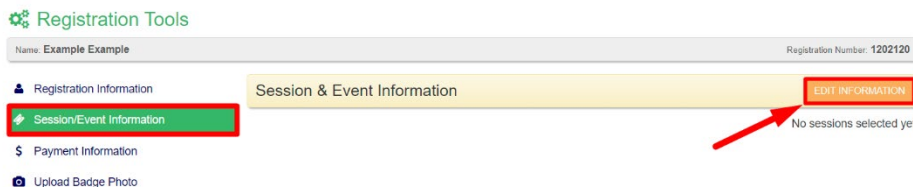
3. From here you can see Session/Event Information (Add ons), Payment Information, Upload Badge Photo, Resend Confirmation Emails, and Edit all information, except name changes. Reach out to sales@mjbizdaily.com for name edits, email edits, and cancellations.



4. To update Information Consent, selected Edit Information, scroll to the bottom



5. To add separately ticketed events choose Session/Event Information.
 - a. Edit Information



- b. Select your preferred separately ticketed events. Save Changes to pay and complete the update(s).

To enhance your MJBizCon Experience, add additionally ticketed event options to your registration.

The screenshot shows a grid of six event selection cards. Each card contains the event name, date, time, price, and a 'Select' checkbox. The 'MJBiz Finance Forum' and 'Empowering Women in Cannabis' cards have their checkboxes checked. A red arrow points to a blue 'Save Changes' button at the bottom right of the grid.

Event Name	Date	Time	Price	Selected
MJBiz Finance Forum	Tuesday, Oct 19	9:00 AM - 5:00 PM	\$599	<input checked="" type="checkbox"/>
Associations Day	Tuesday, Oct 19	1:00 PM - 5:00 PM	\$0	<input type="checkbox"/>
Hemp Industry Daily Forum	Tuesday, Oct 19	9:00 AM - 5:00 PM	\$299	<input type="checkbox"/>
Science Symposium	Tuesday, Oct 19	9:00 AM - 5:00 PM	\$299	<input type="checkbox"/>
Achieving Equity in Cannabis	Wednesday, Oct 20	4:30 PM - 6:00 PM	\$40	<input type="checkbox"/>
Empowering Women in Cannabis	Thursday, Oct 21	5:00 PM - 6:30 PM	\$40	<input checked="" type="checkbox"/>

6. Enter Payment Information to complete the process as needed.

The screenshot shows a payment summary table and a credit card information form. The table lists fees for various events and a total balance due of \$639.00. Below the table is a form for entering credit card details, including card number, expiration date, security code, and name on card. A red arrow points to a blue 'Process Payment' button at the bottom right.

Name	Fees	Payments	Balance
Example Example / Exhibitor Comp Expo Only	\$ 0.00	\$ 0.00	\$ 639.00
MJBiz Finance Forum			\$ 599.00
Empowering Women in Cannabis			\$ 40.00
Total Fees			Balance Due \$ 639.00

Credit Card Information

Credit Card Number: * [input]
Exp Date: * Month [dropdown] Year [dropdown]
CC Security Code: * [input] What is this?
Name on Card: * [input]

7. Repeat per individual. The link at the very bottom of each confirmation email will take the individual to their profile for personal upgrades and photo uploads or this can be completed with the process provided.
8. Reach out to sales@mjbizdaily.com with any questions or concerns.