



Thank you for choosing to exhibit at the WTSA 2022 Annual Meeting!

We have made an exciting improvement for this year's meeting. We will be using a new system for WTSA 2022 where you will enter your booth personnel registration information as well as your company/product descriptions. Please use the link below to log into the **exhibitor portal**. We have included some step-by-step instructions below for your convenience.

Link: <https://onsite.cvent.com/exhibitor/#/signup/C52F68563B7E>

#### INSTRUCTIONS FOR Exhibitor Portal:

1. At the login page, you will start by creating an account. *Please make sure that you use the email address that was used when originally signing up for the WTSA Annual Meeting and that will be your username.*
2. Once you have successfully logged in, you will see two incomplete tasks. You will need to complete these before you are able to move on.
  - a. On the side navigation bar (left), click **exhibitor profile, options** (top right), **edit profile**. You will then see that you are given the option to upload your company logo, confirm your company name, add a company/product description, etc. Please take the time to fill everything in and make sure it is up to your standard.
  - b. Once you have finished filling in your company's information, you will then be able to register your booth staff. Go back to the side navigation bar (left) and click **team** then click **add booth staff** (green button), **register booth staff**. Here you will add any staff that you would like to have registered. Please be sure to select free registrations and use those first. Additional registrations will need to be paid.
  - c. For this meeting, each exhibiting booth has 4 free registrations, 2 of which include a full set of social event tickets. These tickets can be distributed to any members of the exhibiting team, or staff can choose to add on their own social event tickets.
3. Now you should be all set!

If you have difficulty with any of this, please contact Melissa Beauvais at [mbeauvais@prri.com](mailto:mbeauvais@prri.com) or call 978.927.8330.

We look forward to seeing you in Koloa!

Thank you!

WTSA  
Management Team