



Exhibitor Registration How-To Guide

Ex Exhibitor

Kourtney Sproot
AONL

Switch Event >

AONL 2022: Inspi...

Tasks

Exhibitor Profile

Team

Reports

Log out

Join event

Welcome to AONL 2022: Inspiring Leaders

Apr 11, 2022 8:00 AM | Apr 14, 2022 11:59 PM | Henry B. Gonzalez Convention Center San Antonio, TX

Exhibitor Tasks

You have **0** tasks to complete

[View tasks](#)

Exhibitor Profile

Create an exhibitor profile to share with the event planners. This can include a company logo, description, and contact information.

[Finish profile](#)

[Event Privacy Policy](#)

Booth Staff

Right now, you have **0** booth staff. Finish creating your booth staff.

[Find booth staff](#)

To register your team, you have two options. You can click "Find booth staff" on the far right column or click "Team" on the left blue side bar.



The screenshot shows the Exhibitor dashboard interface. On the left is a navigation sidebar with options like 'Switch Event', 'Tasks', 'Exhibitor Profile', 'Team', 'Reports', and 'Log out'. The main content area is titled 'Team' and has tabs for 'Booth Staff' and 'Admins'. A blue box with an arrow points to the 'Registrations Left' summary table in the top right corner. Another blue box with an arrow points to the 'Add booth staff' button at the bottom center. A third blue box with an arrow points to the 'Booth Staff' section header.

Badge allotments and remaining registrations can be found here.

Registrations Left

1/1 Exhibitor Booth Personnel left	4/4 Complimentary Exhibitor Booth ...
1/1 Exhibitor Full Conference Addit...	1/1 Complimentary Exhibitor Full Co...

Select Add booth staff to start registering.

Booth Staff

Booth staff are members of your organization's team who will be at the event. If you have Lead/Capture licenses, assigning them a license allows them to scan attendee leads.

Add booth staff

Allotment Details

Each 10x10 space reserved entitles you to:

- **Four complimentary exhibitor booth personnel badges** per 100 sq. ft. granting your team members access to the exhibit hall. Lunch vouchers included.
- **One full-conference badge** per 100 sq. ft. of booth space to immerse in the conference experience at breakout sessions, lunches and social events.
- Two exhibit hall guest passes to gift to your valued customers.

Additional full-conference and booth personnel badges can be purchased at the time of exhibitor registration. Booth personnel badges include lunch vouchers.




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Two Options for Registering the Team

Team

Booth Staff Admins

1. Select **Share sign-up link** if you want to have the team member register on their own. First you will need to assign them the registration type. Then, copy and send..

 Booth Staff

Booth staff are members of your organization's team who will be at the event. If you have LeadCapture licenses, assigning them a license allows them to scan attendee leads.

Add booth staff ▾

- Search attendee list
- Share sign-up link**
- Register booth staff


Share Self Sign-Up Link

Share this link with your booth staff so they can easily join your team!

Registration Type

Complimentary Exhibitor Booth Personnel - 4 left ▾

<https://cvent.me/175wbr?environment=P2®is> **Copy link**

 Booth Staff

2. Select **Register booth staff** if you wish to register the team on their behalf.

Booth staff are members of your organization's team who will be at the event. If you have LeadCapture licenses, assigning them a license allows them to scan attendee leads.

Add booth staff ▾

- Search attendee list
- Share sign-up link
- Register booth staff**

NOTE: Please do not select **Search attendee list** since you are newly registering your team.



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Registration type required

Please select a registration type to continue.

Registration Type

Select registration type

- Exhibitor Booth Personnel - 10 left
- Complimentary Exhibitor Booth Person...
- Complimentary Exhibitor Guest Pass - 2...
- Exhibitor Full Conference Additional - 1...
- Complimentary Exhibitor Full Conferen...

When selecting the registration type, refer to this list of options.

- **Complimentary Exhibitor Full Conference** = Your Full Conference attendee allotment.
- **Complimentary Exhibitor Booth Personnel** = Your Booth staff allotment.
- **Exhibitor Booth Personnel** = An extra Booth Staff which requires an additional \$200.
- **Exhibitor Full Conference Additional** = An extra Full Conference attendee requires an additional.

****Full Conference attendees can attend sessions and collect CNEs.*



Start the registration process.

Booth admins: We recommend using the **CC Email Address** if you would like to be copied for your staff's confirmation email. This will give you direct access to modify, cancel or substitute.

All of that information can be found only the confirmation email.

Personal Information

Fill out the information below, then click Next to continue. The information provided is what will appear on your badge.
If you have recently changed positions, moved, or otherwise have new contact information, please contact AONL at aonl@aha.org.

Salutation

* First Name

Middle Name

* Last Name

* Email Address

CC Email Address



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Thank you for registering to attend AONL 2022 in San Antonio, April 11-14.

Your Confirmation Number is:
ZKNQLZM9F6Z

You will receive an email with your registration details.
Please check your Junk or Spam folders if you do not receive your confirmation email.

Registration Payments and Technical Help
Monday—Friday, 8:00 a.m. – 8:00 p.m. CT
AONL_Support@rcevent.com
(877) 761-2496
General AONL Conference Inquiries
Monday—Friday, 8:30 a.m. – 5:00 p.m. CT
aonlannualconference@aha.org
(312) 422-2800

Hotel Accommodations

Orchid Events is the only official housing bureau of AONL 2022. The discounted block spans a variety of hotels within walking distance of the conference venue, Henry B. Gonzalez Convention Center. Availability at the conference hotels is limited. Meeting registration does not guarantee room availability. Exhibitors reserving a block of ten or more rooms must complete an [online room block request](#).
Housing questions? Contact help@orchid.events or 855-285-4791.
Orchid Events is the only official housing bureau of AONL 2022 and other companies may not provide the prices, service and reliability available from Orchid Events. If you as an attendee are contacted by ANY company except Orchid Events about hotel reservations for the AONL 2022, please inform AONL Show Management. AONL shall not be responsible for any damages or costs related to any hotel reservations made via an unauthorized solicitation of hotel reservations.

[Continue to Hotel Booking Site](#)

Registration Summary

Review your registration information below

Kourtney R Sproat

kourtneysproat@gmail.com

Salutation

Position Title

Conference Program Manager

CC Email Address

kourtneysproat@gmail.com

Work Phone

8199545158

If you are using the allotment badges, you will have \$0 due. At left is a sample of the Confirmation Page.

To edit, modify, or cancel the registration, scroll to the bottom of the Confirmation Page under the countdown clock. Select **Modify** or **Cancel**.

See you in...

124	13	37	18
DAYS	HOURS	MINUTES	SECONDS
Modify Registration		Cancel Registration	



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Dear Kourtney,

Thank you for registering for **AONL 2022: Inspiring Leaders** to be held April 11-14 in San Antonio. Please save this message for future reference and carefully review the information below.

[View the COVID-19 safety protocols.](#)

[View or modify your registration](#)

[Download a copy of your invoice](#)

Amount paid: \$0.00

Amount due: \$0.00

If paying by check, please see instructions below.

Event: AONL 2022: Inspiring Leaders

Registrant: Kourtney Sproat

Confirmation Number: ZKNQLZM9F6Z

Hotel Reservations

Orchid Events is the only official housing bureau of AONL 2022. The discounted block spans a variety of hotels within walking distance of the conference venue, Henry B. Gonzalez Convention Center. Hotel rates are available until March 18, 2022 or until the room block sells out. Availability at the conference hotels is limited. Meeting registration does not guarantee room availability.

[Continue to Hotel Booking Site](#)

Housing questions? Contact help@orchid.events or 855-285-4791.

Organizations reserving a block of ten or more rooms must complete the [online room block request](#).

Orchid Events is the only official housing bureau of AONL 2022 and other companies may not provide the prices, service and reliability available from Orchid Events. If you as an attendee are contacted by ANY company except Orchid Events about hotel reservations for the AONL 2022, please inform [AONL Show Management](#). AONL shall not be responsible for any damages or costs related to any hotel reservations made via an unauthorized solicitation of hotel reservations.


Confirmation email includes:

- Link to view/modify the registration
- Confirmation Number
- Print invoice option
- Hotel booking site



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Cancel or Switch Team Member



Dear Kourtney,

Thank you for registering for AONL 2022: Inspiring Leaders to be held April 11-14 in San Antonio. Please save this message for future reference and carefully review the information below.

[View the COVID-19 safety protocols.](#) ←

View or modify your registration Download a copy of your invoice Amount paid: \$0.00 Amount due: \$0.00 If paying by check, please see instructions below.	Event: AONL 2022: Inspiring Leaders Registrant: Kourtney Sproat Confirmation Number: ZKNQLZM9F6Z
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*** To switch/swap team members, you must first cancel your previous team member.
Click view/modify from the confirmation email or by clicking the “Already Registered button”.
You will need the registrant’s email and confirmation number.

See you in...

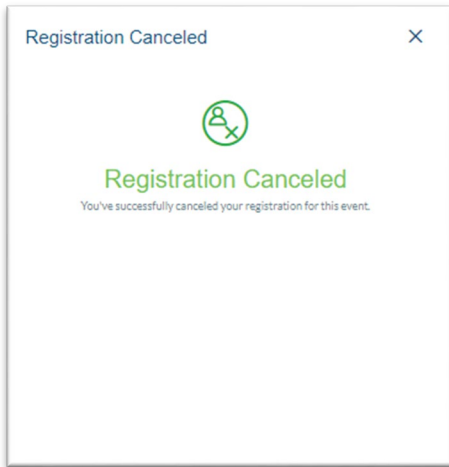
124	13	31	1
DAYS	HOURS	MINUTES	SECONDS
Modify Registration			Cancel Registration ←

General AONL Conference Inquires
Mon-Fri, 8:30 a.m.–5:00 p.m. CT
aonlannualconference@saha.org

Registration Payments and Technical Help
Mon-Fri, 8:00 a.m.–8:00 p.m. CT
AONLSupport@event.com

Once you are in the record, go to the **Confirmation page** and scroll down until you see **Cancel Registration**.





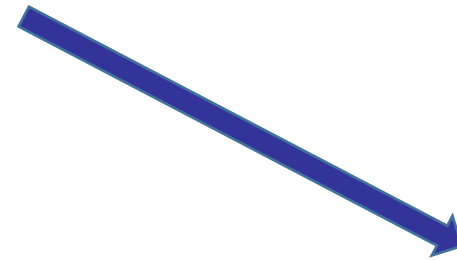
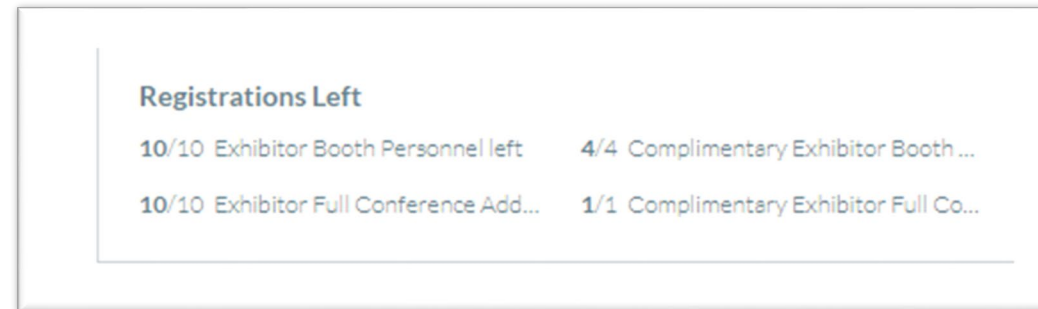
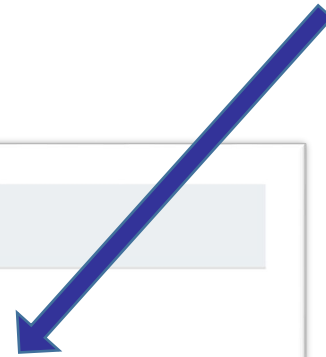
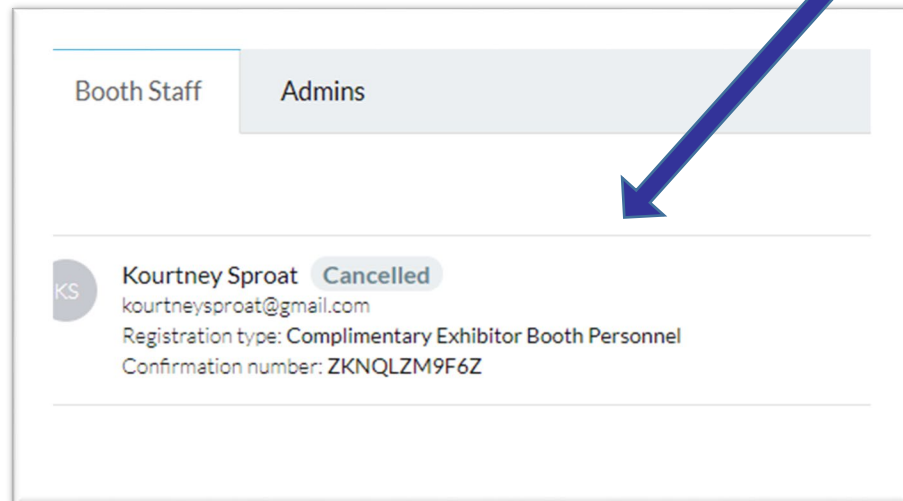
The registration cancellation confirmation page will pop up.



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Your **exhibitor portal** will reflect the cancelled team member and the allotments will be updated. Then, you can continue through the regular registration process to add more staff.

****Please note it may take up to 2 hours for the changes to show. Refresh your screen.*





Exhibitor Registration Payments and Technical Help

Monday—Friday, 8:00 a.m. – 8:00 p.m. CT

AONLSupport@cvent.com

(877) 761-2496

If you encounter issues with registering an additional attendee, you may have old browser cookies. This sometimes happens when the computer remembers previous logins. Please clear your cookies. Or, you can go into Incognito mode. Shortcuts below by browser.

- Chrome: **Press Ctrl + Shift + n**
- Microsoft Edge: **Press Ctrl-Shift-N**
- Firefox: **Press Shift + CTRL + P**
- Safari:
 - For Windows: Press **Ctrl-Shift-N**
 - For macOS: Press **⌘ -Shift-N**

Questions regarding your exhibit space logistics, please contact the AONL show management at achilausky@tradeshowlogic.com.