



Using our New Registration Platform

Starting with the 2025 event, our registration partner is Cvent.

Registering for IGES

Upon booking your booth, only the **contract contact** will get an automated email from IGESShowTeam@iges.us

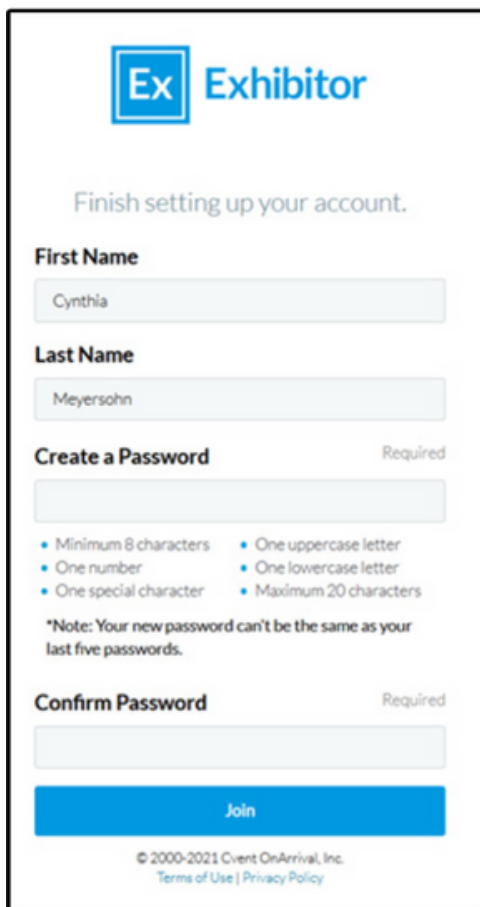


Click the [Log In](#) button found in the email.

***Only the contract contact will receive this email, to resend or adjust the recipient of this automated email, contact your Customer Success Manager, Madeline McKenna (Madeline.McKenna@emeraldx.com)

Create a Password for your account

The link will bring you to the Exhibitor Badge Portal to create your password.



Ex Exhibitor

Finish setting up your account.

First Name

Last Name

Create a Password Required

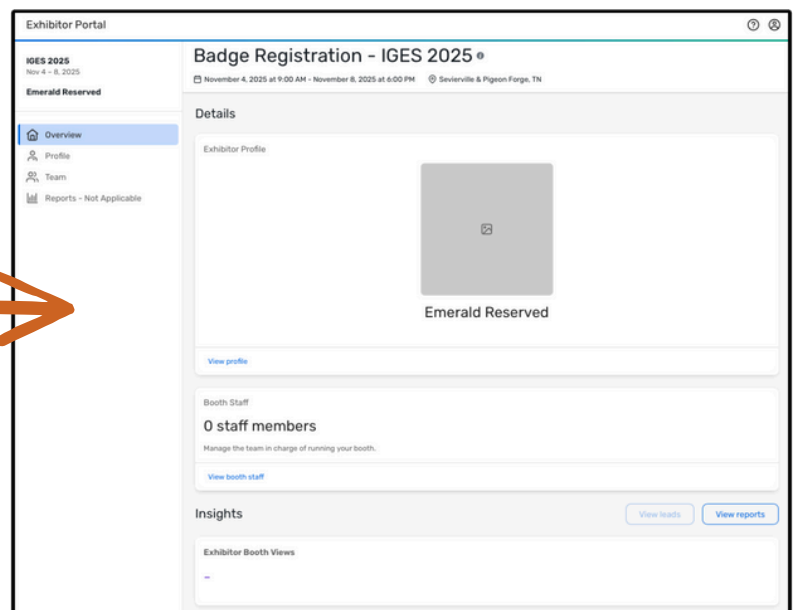
- Minimum 8 characters
- One number
- One special character
- One uppercase letter
- One lowercase letter
- Maximum 20 characters

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

Confirm Password Required

[Join](#)

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Exhibitor Portal


IGES 2025
Nov 4 - 8, 2025

Badge Registration - IGES 2025
November 4, 2025 at 9:00 AM - November 8, 2025 at 6:00 PM | Sevierville & Pigeon Forge, TN

Emerald Reserved

Details

Exhibitor Profile


Emerald Reserved

[View profile](#)

Booth Staff
0 staff members
Manage the team in charge of running your booth.

[View booth staff](#)

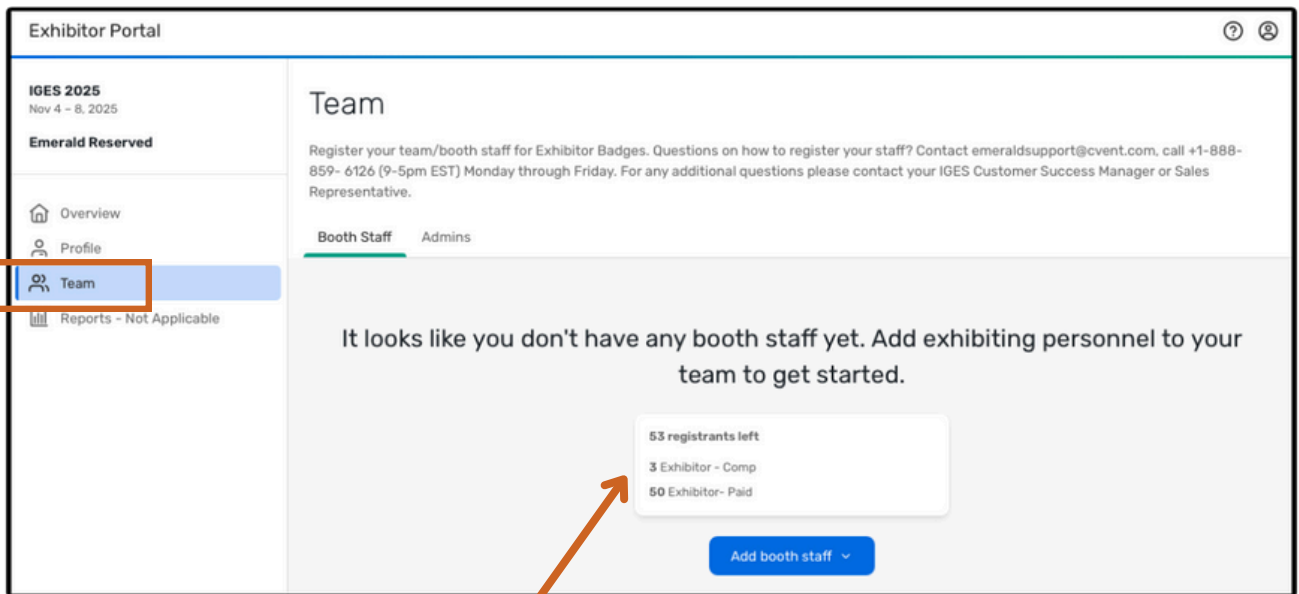
Insights [View leads](#) [View reports](#)

Exhibitor Booth Views

****There are many different facets of the Cvent Exhibitor Badge Portal that IGES 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 IGES.

Accessing your company registration

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



Registrations Types

- Exhibitor - Comp: your free allotment of badges. 3 badges per 10x10 space.
- Exhibitor - Paid: additional badges for purchase beyond your allotment. Default value 50.

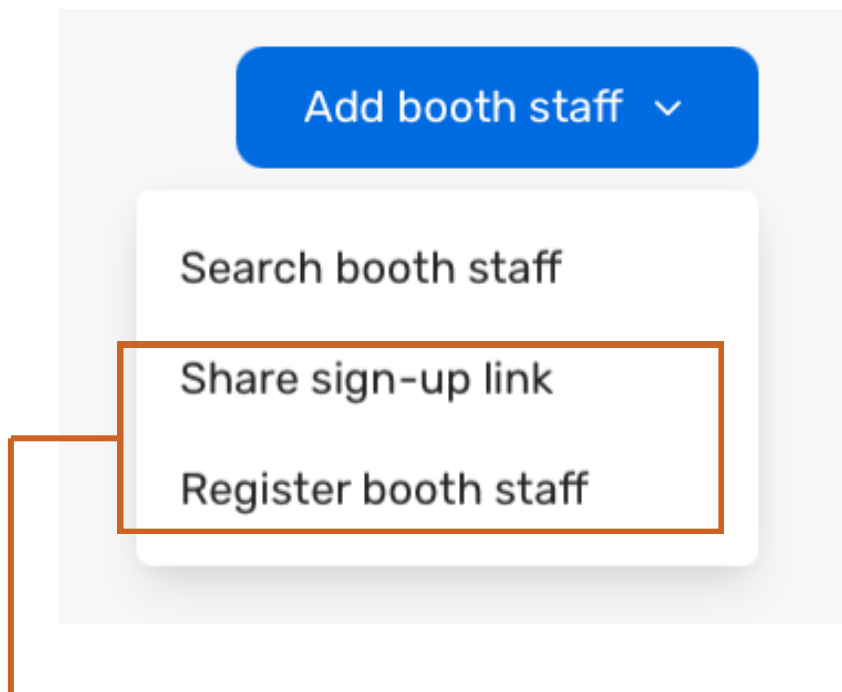
This section will show you your total available registrations remaining.

Registered Staff

Once you register staff, you will see them listed below.

Registering Staff

Select **Add Booth Staff** from the Team page



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

Note: after selecting how you will register your staff, a pop up will appear asking what type of registration you would like to use, Comp or Paid. It will then open a new window with the registration form. You cannot switch between Comp/Paid in the registration form, you must go back to the Team portal to do so. If using a shared link, you must generate a new link.



Registration Form

Complete all required fields throughout the registration form.

A screenshot of the IGES registration form, specifically the "Booth Staff Information" section. At the top, there are two progress indicators: "1 Personal Information" and "2 Registration Summary". The section title "Booth Staff Information" is centered, followed by the instruction "Fill out the information below, then click Next to continue." The form contains several fields, each preceded by a red asterisk indicating it is required. These include: "Registration Type" (a dropdown menu currently showing "Exhibitor - Comp"), "First Name", "Last Name", "Email Address", "Confirm Email Address", "Send confirmation to an additional email address as a CC" (a text input field), "Company Name", and "Work Address". The "Work Address" section is further divided into "Country/Region" (a dropdown menu showing "United States"), "City", and "State/Province" (a dropdown menu).

Unique Email Address Required

Unique email addresses are required for each individual registering for IGES. If the email address you entered has already been used, you will receive a pop-up message. Reach out to your Customer Success Manager for assistance on how to proceed.



Registration Form

Complete all required fields throughout the registration form.

1 Personal Information 2 Registration Summary

YOUR REGISTRATION IS NOT COMPLETE!
Scroll down to the bottom of this page and hit 'Submit'
Or click below if you want to add another staff member.

ADD ANOTHER STAFF MEMBER

Test Test
Test100@test.com
[Edit](#)

Send confirmation to an additional email address as a CC Company Name
holly.barnett@emeraldix.com TestAccount

Work Address **Mobile**
Dallas, Texas
United States
555-5555

Questions

Select "Gifted Insider" below if you would like to receive the monthly IGES Newsletter.
☐ Gifted Insider

IGES 2025 communicates reminders, confirmations, promotional offers and other information of interest designed to improve your experience when you provide your contact information. If you provide a mobile 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 mobile phone number (if provided) for IGES 2025 as described above. I understand standard message/data rates may apply and I may opt out at any time by texting "STOP"

[Click Here](#) to review the IGES 2025 show policies.

I have read and fully agree to the Terms and Conditions of the IGES 2025 Show Policies and wish to continue with this registration.

I agree to the Emerald Privacy Policy.
I have read and fully agree to the Emerald Privacy Policy.

Agenda

Item	Price
Admission Item	
Event Pass	Free

Take a moment to review your registration before continuing.

Registration Summary

PREVIOUS **CANCEL** **SUBMIT**

Registering Additional Staff Members

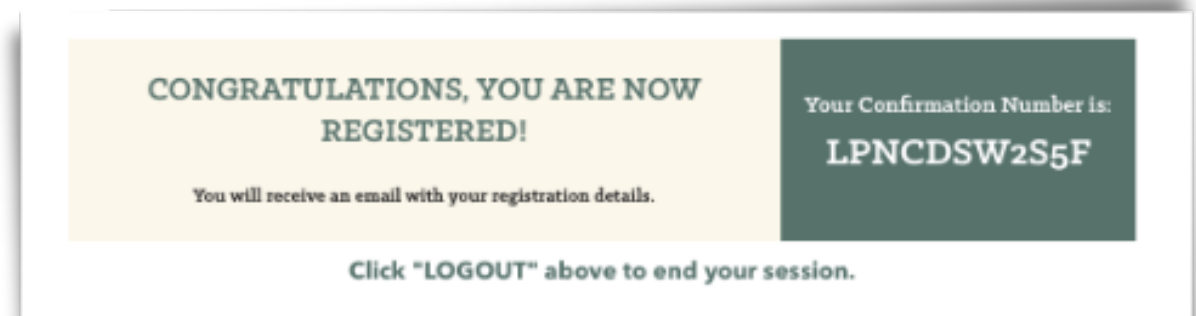
Follow either button to register additional staff members. You will then be brought to the beginning of the registration form to register additional team members.

You must hit the "Submit" button or else your registration will not be completed.



Registration Form

Once you hit "Submit"



Success!

Once you hit submit you will see a "You are Now Registered" banner. If you are done, you can logout or close your browser window.

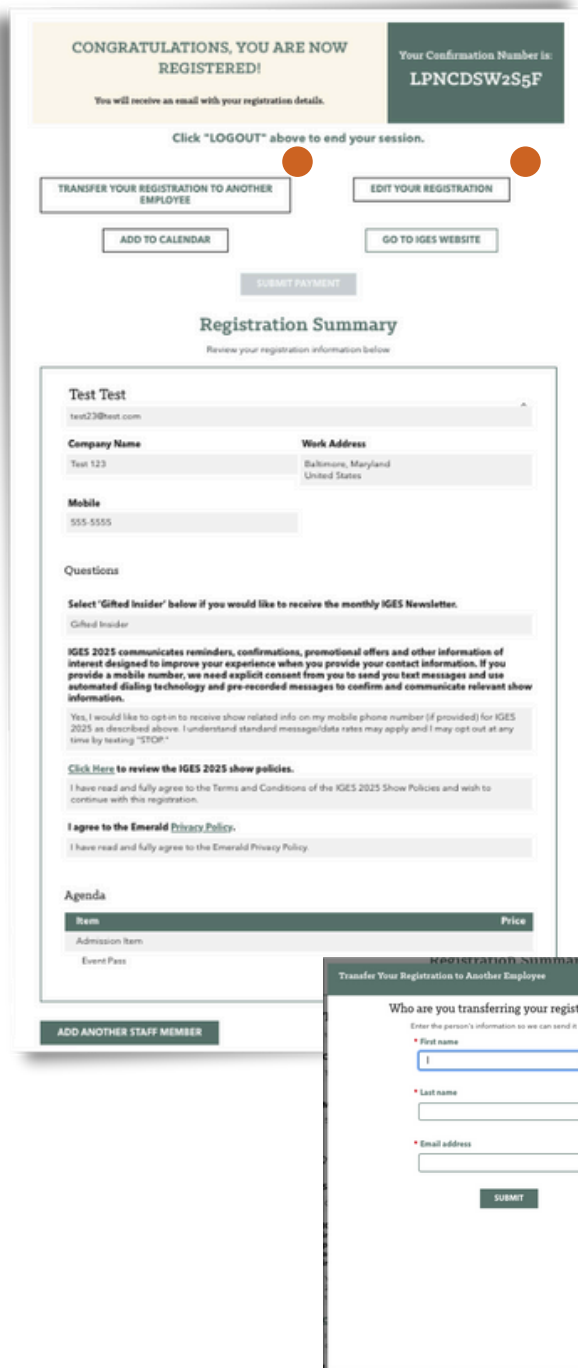
Want to see who is registered under your company?

Log back into the Exhibitor Badge Portal and go to the TEAMS tab on the left, and you will start to see all the staff that have registered.

If for some reason you need to modify the registration or transfer the badge to another staff member, the following pages will show you how.

Adjusting Registration from Confirmation Page

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



The image shows a screenshot of the IGES registration confirmation page. At the top, it says "CONGRATULATIONS, YOU ARE NOW REGISTERED!" and "Your Confirmation Number is: LPNCDSW2S5F". Below this, there are buttons for "TRANSFER YOUR REGISTRATION TO ANOTHER EMPLOYEE", "EDIT YOUR REGISTRATION", "ADD TO CALENDAR", "GO TO IGES WEBSITE", and "SUBMIT PAYMENT". A "Registration Summary" section follows, showing details like "Test Test", "test23@test.com", "Company Name: Test 123", "Work Address: Baltimore, Maryland United States", and "Mobile: 555-5555". There are also sections for "Questions", "Agenda", and "I agree to the Emerald Privacy Policy". A modal titled "Transfer Your Registration to Another Employee" is overlaid on the bottom right, asking for the person's information (First name, Last name, Email address) to transfer the registration to.

Modify Registration

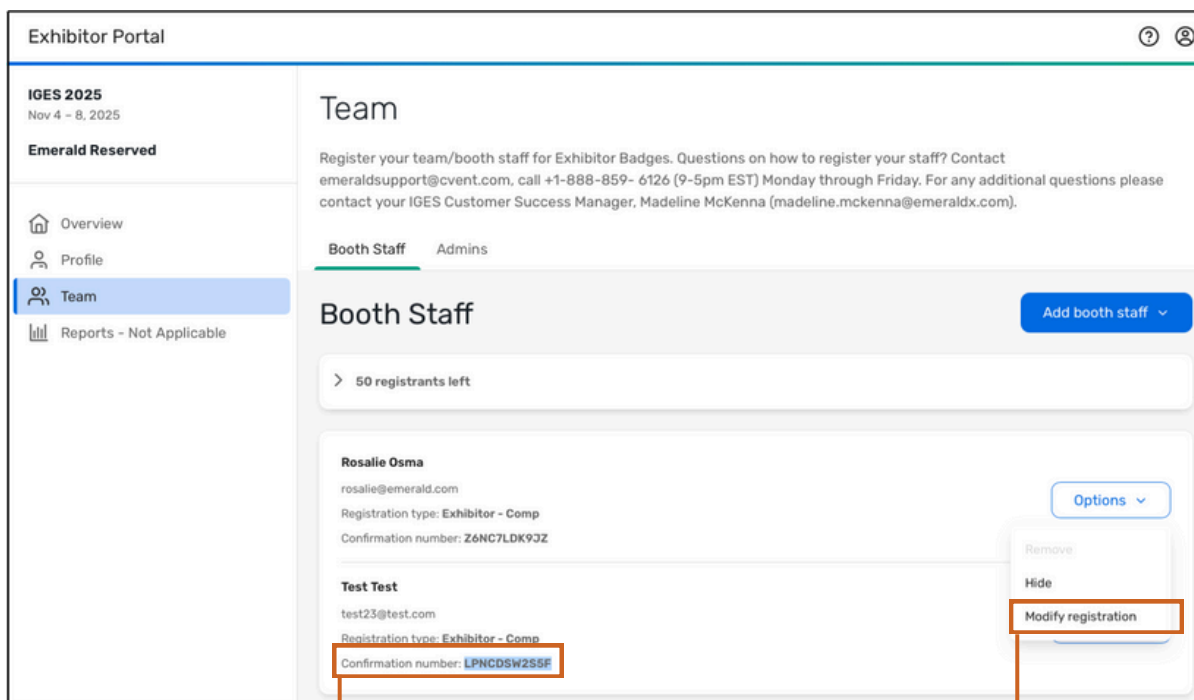
Used for editing registration details, does not change the individual registered. If you are changing the person on the registration, you must use the transfer feature as this creates a new Badge ID that is needed to eventually access the Mobile App.

Transfer Registration

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

Adjusting Existing Registrations from Exhibitor Badge Portal

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



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.



Additional Support

As we get used to this new registration program, 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.)

IGES Customer Success Manager



Madeline McKenna
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(201) 615-6948