



Thank you for choosing to exhibit at the NE AUA Annual Meeting!

We have made an exciting improvement for this year's meeting. We are using a new system for NEAUA 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.

INSTRUCTIONS FOR Exhibitor Portal:

1. When the Exhibitor Portal is ready, an automated e-mail will be sent to the contact for the exhibitor from Cvent. *If you have a different contact email address than was used when originally signing up for the NESPS Annual Meeting, you must notify us. Cvent will not allow you to register properly if you try to register with a different admin email.*
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.
3. Now you should be all set!

If you have difficulty with any of this, please contact Melissa Beauvais at mbeauvais@prri.com or call 978.927.8330.

We look forward to seeing you in Portland!

Thank you!

NE AUA Management Team