

— LAS VEGAS —
**ANTIQUE JEWELRY
& WATCH SHOW**
— VINTAGE. ANTIQUE. ESTATE. —

Using Our Registration Platform

Las Vegas Antique Jewelry & Watch Show
(LVAJWS) registration partner is Cvent.

Registering for LVAJWS

Upon booking your booth for the upcoming show, the contract contact for your account will receive an automated email, pictured below, from the email address LVAJWSShowTeam@lasvegasantiquejewelryandwatchshow.com



Follow the 'Log In' link in this email to access registration

Only the main contract contact will receive this email.

To resend or adjust the recipient of this automated email, contact your Account Executive

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Create a Password for your Account

Upon following the link in the email, you will be brought to the Exhibitor Registration Portal to create your password.



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

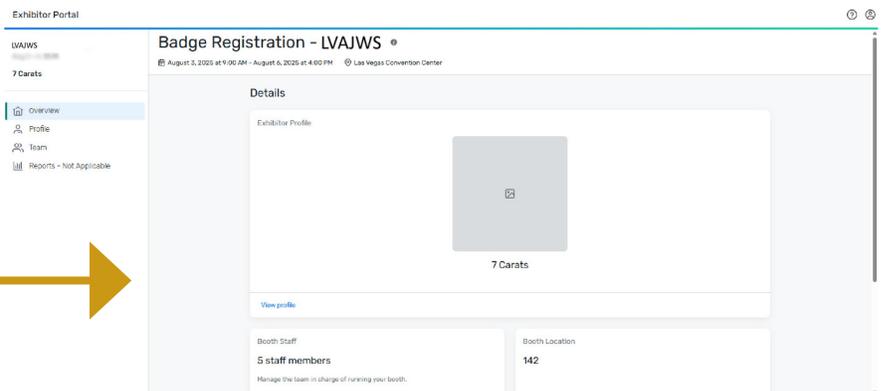
*Note: Your new password can't be the same as your last five passwords.

Confirm Password

Required

Join

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There are many different functions of the Cvent Exhibitor Registration Portal that LVAJWS 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 LVAJWS.

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Accessing Your Company Registration

To access exhibitor registration, after you've entered your password, go to the Team tab on the left hand side of the Exhibitor Badge Portal.

The screenshot shows the 'Exhibitor Portal' interface. On the left, a navigation menu includes 'Overview', 'Profile', 'Team' (highlighted with a yellow box), and 'Reports - Not Applicable'. The main content area is titled 'Team' and contains a sub-section 'Booth Staff' with an 'Add booth staff' button. Below this, a summary box shows '6 registrants left', broken down into '4 Exhibitor - Comp' and '2 Exhibitor - Paid'. Two individual staff member profiles are listed: 'Anne Gvildys' and 'Denise Carroll', each with their registration type and confirmation number, and an 'Options' button.

Registration Types

- Exhibitor - Comp: your free allotment of badges.
- Exhibitor - Paid: additional badges for purchase beyond your allotment.

This section will show you your total available registrations remaining.

Booth Staff

Summary of your company's registered staff members

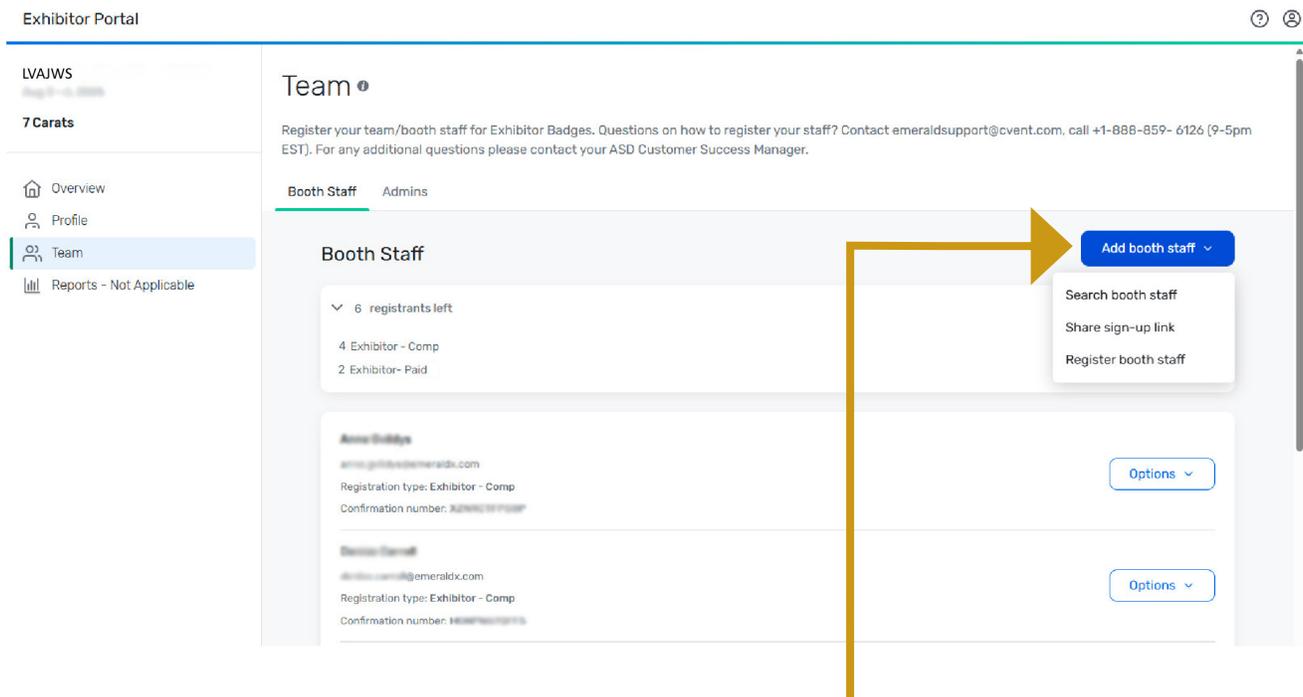
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Registering Staff

To register additional booth staff, select Add Booth Staff from the Team page on the Exhibitor Badge Portal



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 your 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 can not 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.

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Registration Form

Complete all required fields throughout the registration form.

1 Personal Information 2 Opt-In/Privacy Policy 3 Registration Summary

Personal Information

Fill out the information below, then click Next to continue.

* First Name
test

* Last Name
test

* Email Address
[Redacted]

* Re-enter Email Address
[Redacted]

* Company
test

Work Address

* Country/Region United States x

* City test

* State/Province Connecticut x

* SMS OPT-IN: ASD Market Week communicates reminders, confirmations, promotional offers, and other information designed to improve your experience when you provide your contact information. If you provide a cellular telephone 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 cell phone number (if provided) for ASD as described above. I understand standard message/data rates may apply and I may opt out at any time by texting "STOP".

No, I do not wish to opt-in to the communications allowances for ASD Market Week as described above.

* Mobile
333-333-3333

By opting in, you agree to receive relevant show related text messages from ASD Market Week and understand that standard message data rates may apply. You may opt out at any time by texting "STOP".

Next

1 Personal Information 2 Opt-In/Privacy Policy 3 Registration Summary

Personal Information

Fill out the information below, then click Next to continue.

* First Name
James

* Last Name
Shan

* Email Address
jame

* Re-en
jame

* Comp
Test

* Title
Test

* Work
test

Already registered?

Enter your confirmation number or return to the event website to register.

* Email Address
[Redacted]

* Confirmation Number
[Redacted]

[Forgot your confirmation number?](#)

Log in

Next

1 Personal Information 2 Opt-In/Privacy Policy 3 Registration Summary

Terms and Conditions

* I acknowledge that registrant must be 16 years old or above to attend event. No one under the age of 16 will be allowed to enter show floor. IDs will be checked onsite.

I agree

* I have read and fully agree to the [Terms & Conditions](#) of the ASD Market Week Show Policies.

I agree

* I agree to the Emerald [Privacy Policy](#).

I agree

Previous Cancel Next

Unique Email Address Required

Unique email addresses are required for each individual registering for LVAJWS. If the email address you entered has already been used, you will receive an error message. For assistance, email emeraldsupport@cvent.com.

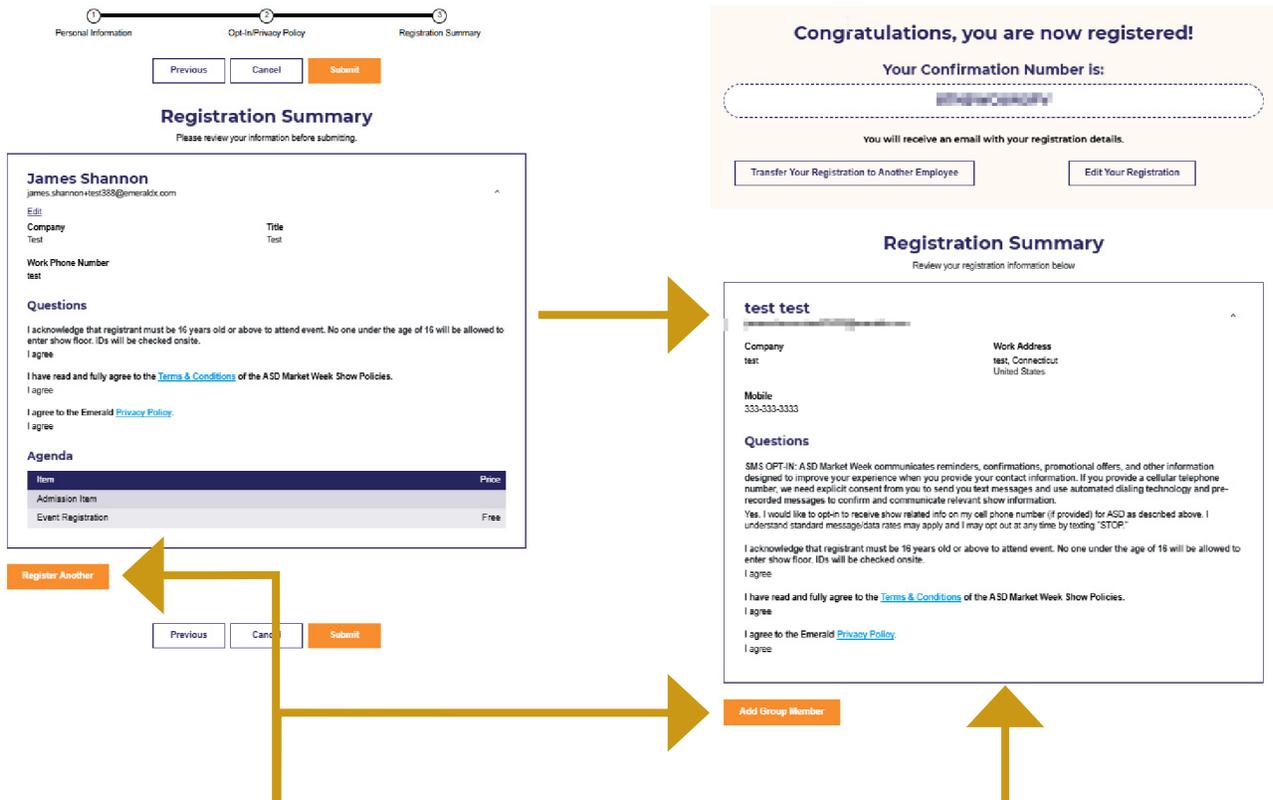
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Registration Form

Complete all required fields throughout the registration form.



Registering Additional Staff Members

Click either the “Register Another” or “Add Group Member” button to register an additional staff member. You will then be brought to the beginning of the registration form to register additional team members.

Your Registration is not complete until you see this confirmation screen. If you exit the registration form prior to receiving this screen, none of your information will be saved.

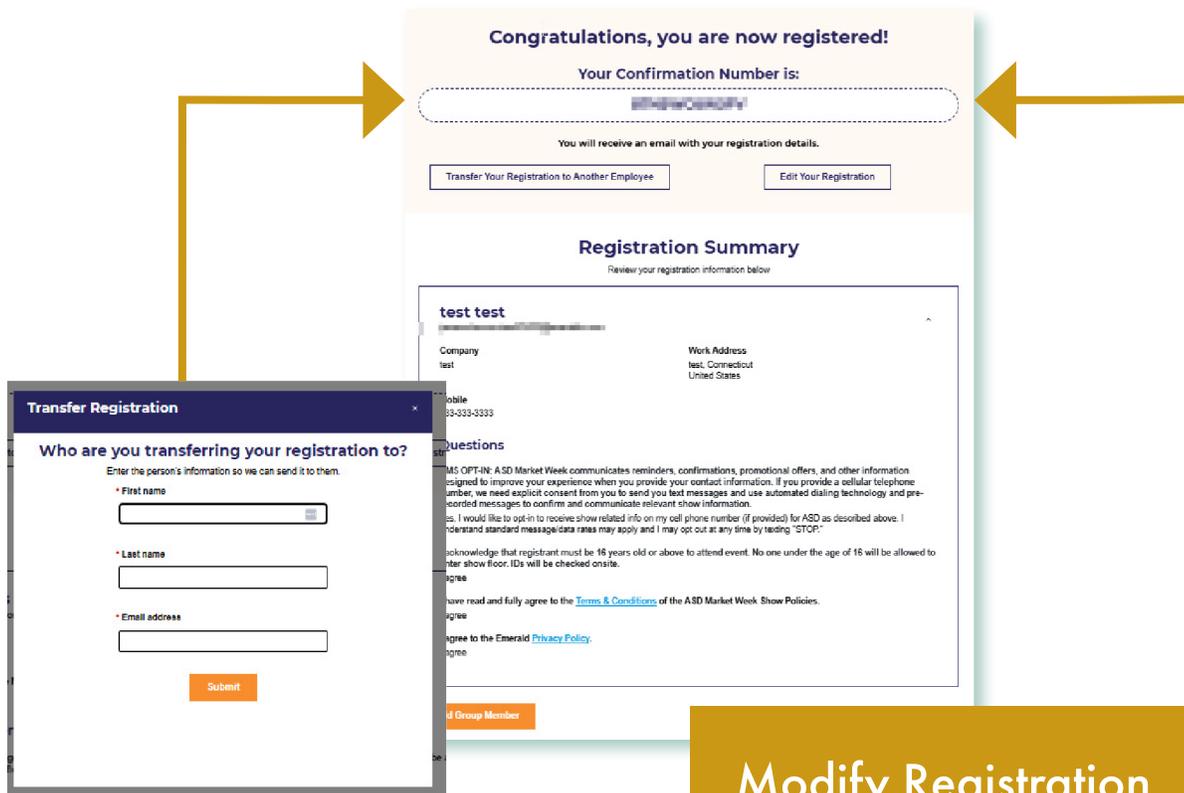
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Adjusting Registration from Confirmation Page

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



Transfer Registration

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

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.

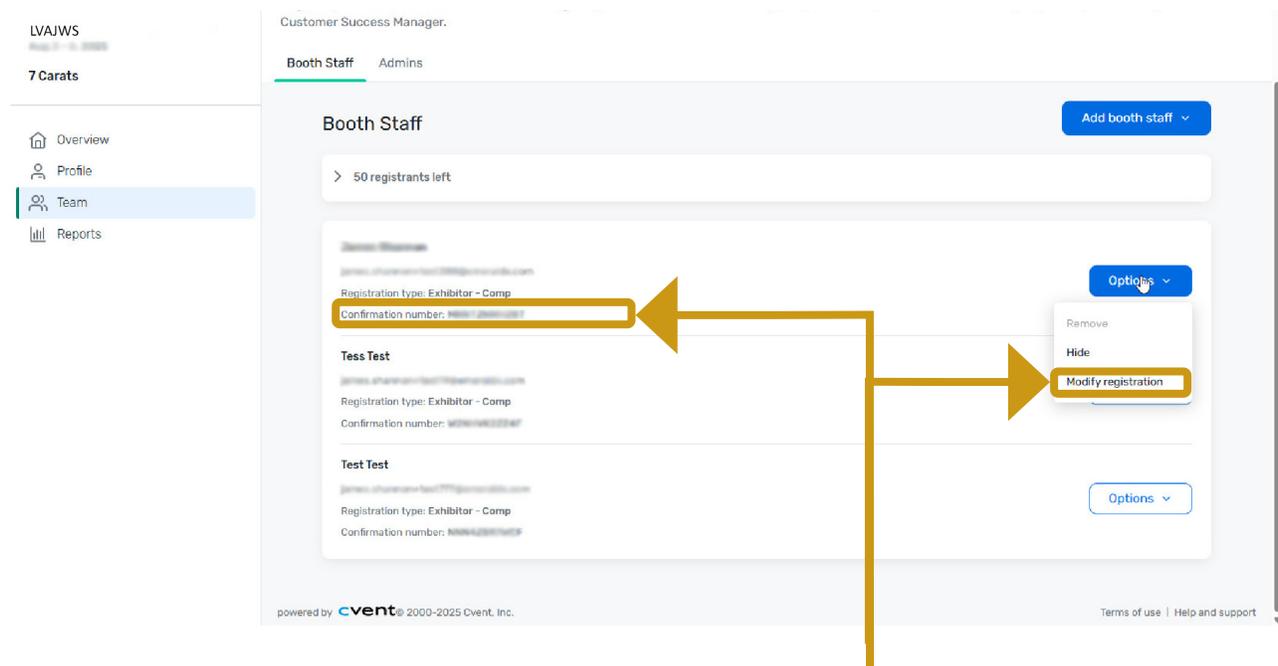
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Adjusting Existing Registrations from Exhibitor Badge Portal

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.

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Additional Support

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.)

LVAJWS Customer Support

Operations@USAntiqueshows.com