EXHIBITOR REGISTRATION

Badges are required for all persons entering the exhibit hall. It is the liaison's responsibility to register booth staff.

There are two different badge types:

Exhibit Staff

- Receives entry into the exhibit hall before, during, and after exhibit hall hours.
- Receives entry into the welcome reception.
- Each company is allotted 50 Exhibit Staff. You may request more by contacting exhibitions@spie.org.

Exhibit Staff with Technical Pass

- Receives entry into the exhibit hall before, during, and after exhibit hall hours.
- Receives entry into conference sessions, plenaries, panels, and poster sessions. It is not valid for Authors. All Authors must register for a Speaker/Author registration through the spie.org website.
- Each company's allotment is based on exhibit space: Islands, Booth and Peninsulas receive two; Tables receive 1; and co-exhibitors do not receive any.

The Exhibit Staff Registration link will only appear when registration is open. If you do not see the link contact exhibitions@spie.org.

If you are exhibiting at more than one event, make sure you are registering for the correct event.

Registration Notes

- If you exhibit at Photonics West and BiOS Expo, register for Photonics West only. One badge is good for both events.
- Co-exhibitors should register separately under their own Dashboard Account.

Register Past Exhibitor Staff

To add booth personnel from the previous year's event, Drag and Drop the name from the Past Exhibitor Staff list to the current roster (Exhibit Staff with Technical Pass or Exhibit Staff).

Don't forget to click **Save Roster** after adding your registrations.

Register New Exhibitor Staff

To add new booth personnel, enter the First Name, Last Name/Family Name, Email Address and click **Add Person**.

If the new staff member is in the SPIE database, edit their badge information, select the badge type, and click **Update Roster**.

![SPIE.]

If the new staff member is not in the SPIE Database, enter their contact information, badge information, select the badge type, and click **Add To Roster**.

Exhibit Staff Information   ✕

*Required Field

Contact Information

Prefix is required

*Prefix   [▼]

*First Name   John

*Last/Family Name   Smith

Title   [   ]

Company Name   SPIE Career Center

*Street Address   1000 20th St

Department/Division   [   ]

*Country   [United States ▼]   *Zip/Postal Code   98225-6705

*City   Bellingham   *State/Province   [Washington ▼]

*Email   johnsmith@company.com

Phone Number   [   ]   Extension   [   ]
                Example: 123-555-3216

Fax   [   ]
                Example: 123-555-3216

Badge Information (as will appear on the printed badge)

*Badge Type   ● Exhibit Staff (access to exhibition hall only)
                ○ Exhibit Staff with Technical Pass (access to exhibition hall and conferences)

*First Name   [   ]
                Maximum 20 characters allowed

*Last/Family Name [   ]
                Maximum 20 characters allowed

*Company Name   SPIE Career Center
                Maximum 28 characters allowed

*City   Bellingham   *State/Province   [Washington ▼]

*Country   [United States ▼]

ADD TO ROSTER ⬅

When finished registering staff, click **Save Roster** before moving to another page or tab, otherwise all edits will be lost.

NOTE:
Save roster before leaving page or all changes will be lost.   **SAVE ROSTER** ⬅

Important: Do not overwrite a badge that is already assigned to a different person. This will cause errors and not allow the badge to print onsite. The name on the left must match the name on the badge.

Good Registration
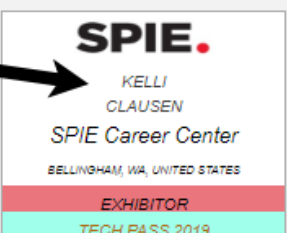
Bad Registration

Confirmation Emails
A confirmation email will be sent to staff when they are registered. You can also manually send a confirmation email.
Registered staff will also receive an email with barcode one week prior to the event.

Click the **Send Confirmation to Staff** tab.

Select all exhibit staff or choose individual staff to receive the email confirmation. Click **Send Confirmation**.