



## EXHIBITOR BADGE REGISTRATION

### EXHIBITOR BADGE ON-LINE REGISTRATION INSTRUCTIONS

Exhibitor Registration will open **Monday June 17, 2019**.

#### If you are a RETURNING customer:

1. An email will be sent out to notify you that registration has gone live. Once you receive the email you will be able to log in via the registration page **directly - [click here](#) to begin registering yourself and your staff. You will use the same log-in information created last season to register (which will be your e-mail and your chosen password). If you cannot remember your password, please select "forgot password" below the log-in information.**

#### If you are a NEW customer:

1. A welcome email will be sent with your username (e-mail address) and a link to create a password. This will be your username and password going forward to register your staff for all UBM Fashion Events. If you did not receive this email, please contact [exhibitor\\_reg@ubmfashion.com](mailto:exhibitor_reg@ubmfashion.com)
2. In addition to the welcome email, a second email will be sent to notify you that registration for your event is now live and you can begin registering your staff at [www.ubmexhibitor.com](http://www.ubmexhibitor.com). *Please note: You must complete create your password (step 1) before you can login to your portal to begin registering.*

In the UBM Exhibitor Community you will be able to register staff, make edits/cancellations, and print/send confirmations.

Badges will NOT be mailed. Please bring your confirmation with you on show site to print your badge.

For any registration questions or assistance logging into your account, please contact [exhibitor\\_reg@ubmfashion.com](mailto:exhibitor_reg@ubmfashion.com).

*\*If you do not receive either of the mentioned emails, please check your spam/junk folder or contact customer service to confirm your email address.*

## LEAD RETRIEVAL

Lead retrieval is available through ITN at [www.bcard.net](http://www.bcard.net) (Show Code: **MAG192**) or via order forms included in the Lead Retrieval section of Expresso. Questions regarding Lead Retrieval can be directed to 1-801-676-7933 or [exhibitors@itnint.com](mailto:exhibitors@itnint.com)