

BUILD 24

AWCI's Convention + Expo

Exhibitor Registration

Show Management created the online registration service to assist exhibiting companies with registering their booth personnel. The benefits of registering online are:

- All booth personnel (complimentary and additional paid) can be registered at one time
- Modify records 24/7
- Badge can be reviewed online for accuracy

Registering online is easy:

- Login to the Exhibitor Registration – [Build 24 - AWCI's Convention + Expo \(ispargo.com\)](http://ispargo.com)
- Enter your password. If you do not remember your password, use the password retrieval link on the page.
- Select Exhibitor Registration.
- If this is your first time logging in, please select “Add Exhibitor Contact Information”.
- Update exhibiting company contact information.
- Select Exhibitor Allotment Options (the allotment is based on booth size).
- Click continue.
- Answer the company demographic questions.
- Click continue.
- You will then be directed to the main exhibitor registration page. On this page you may review your allotment, add booth personnel (both full conference and trade show only), update company contact information and view/change any existing registrations.