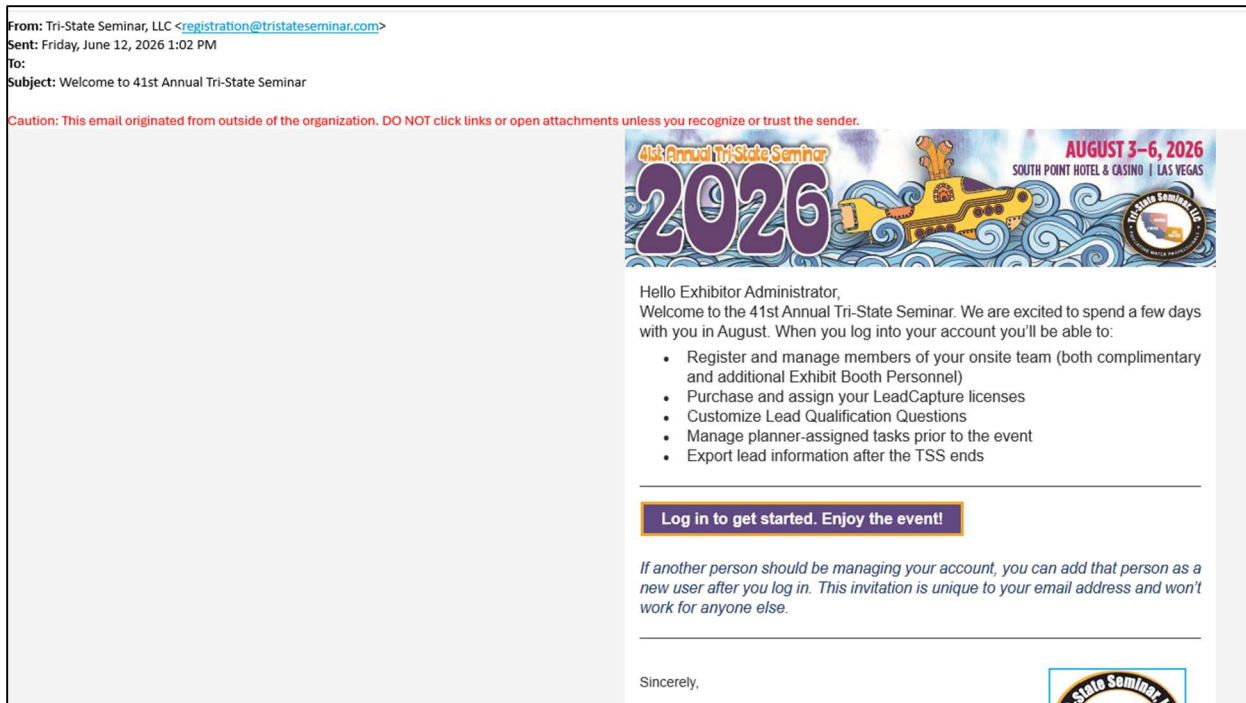


Adding BOOTH PERSONNEL in the EXHIBITOR PORTAL

An email was sent to your company's "Administrator" on June 12th from "Tri-State Seminar, LLC registration@tristateseminar.com"

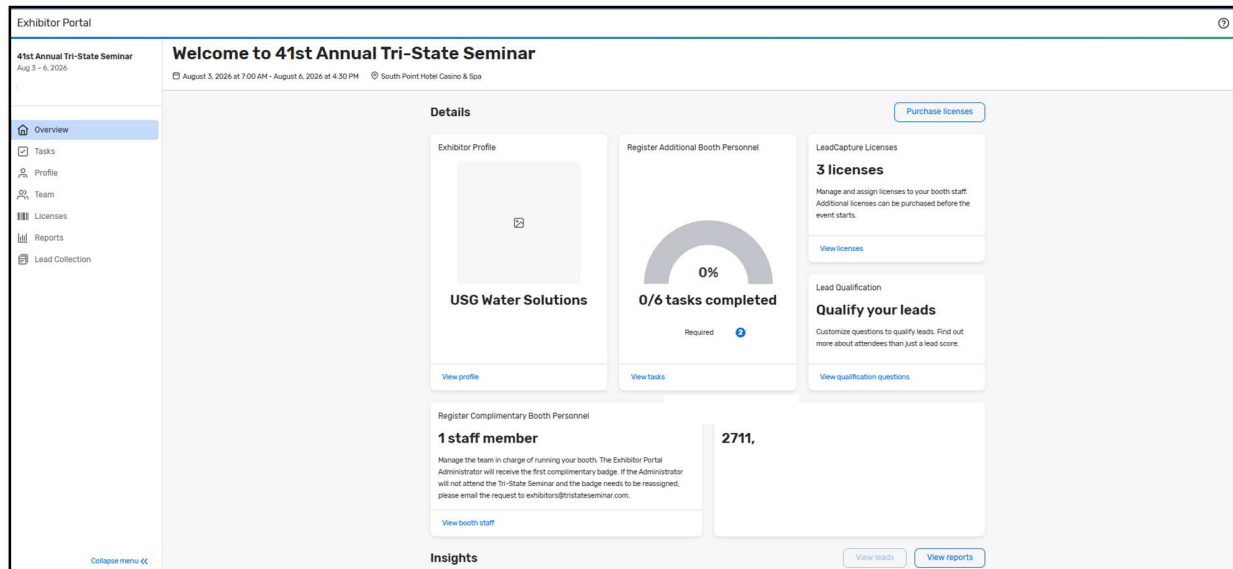
From this email, you will click the words "Log in to get started. Enjoy the event!" Note that the link is unique to your email address, so it will not work for anyone else.

See below screen for example:



This will open up a window to create log in and password details for your account.

Once you are logged in, your dashboard will look like this.



Registering Complimentary Booth Personnel

You will register Complimentary Booth Personnel by going to the **Register Complimentary Booth Personnel** Tile on the Dashboard and selecting “View booth staff”. It will open up the “Team” page.

NOTE: ** Some exhibitors are having trouble getting to the registration path, so it helps to clear cache/cookies before starting this process. You may also avoid challenges with accessing the path by adding the personnel using an Incognito or InPrivate window.

If using Google Chrome, right-click the words “View booth staff” and select “Open link in incognito window”

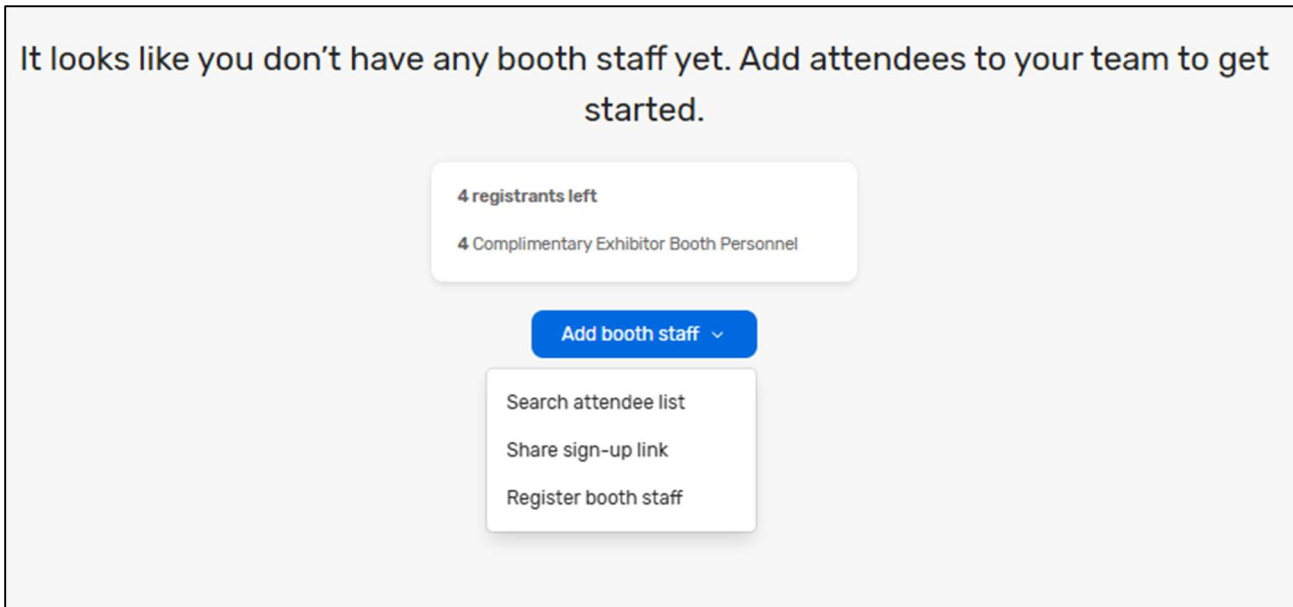
If using Microsoft Edge, right-click the words “View booth staff” and select “Open link in InPrivate window”

The screenshot shows the Exhibitor Portal for the 41st Annual Tri-State Seminar. The left sidebar contains navigation links: Overview, Tasks, Profile, Team, Licenses, Reports, and Lead Collection. The main content area is titled 'Welcome to 41st Annual Tri-State Seminar' and includes event dates and location. The 'Details' section features several tiles: 'Exhibitor Profile' for USG Water Solutions, 'Register Additional Booth Personnel' showing 0% completion, 'LeadCapture Licenses' with 3 licenses, and 'Lead Qualification' with a 'Qualify your leads' section. A green box highlights the 'Register Complimentary Booth Personnel' tile, which indicates 1 staff member and provides instructions on how to manage the team and register personnel. Below this, the 'Insights' section is partially visible.

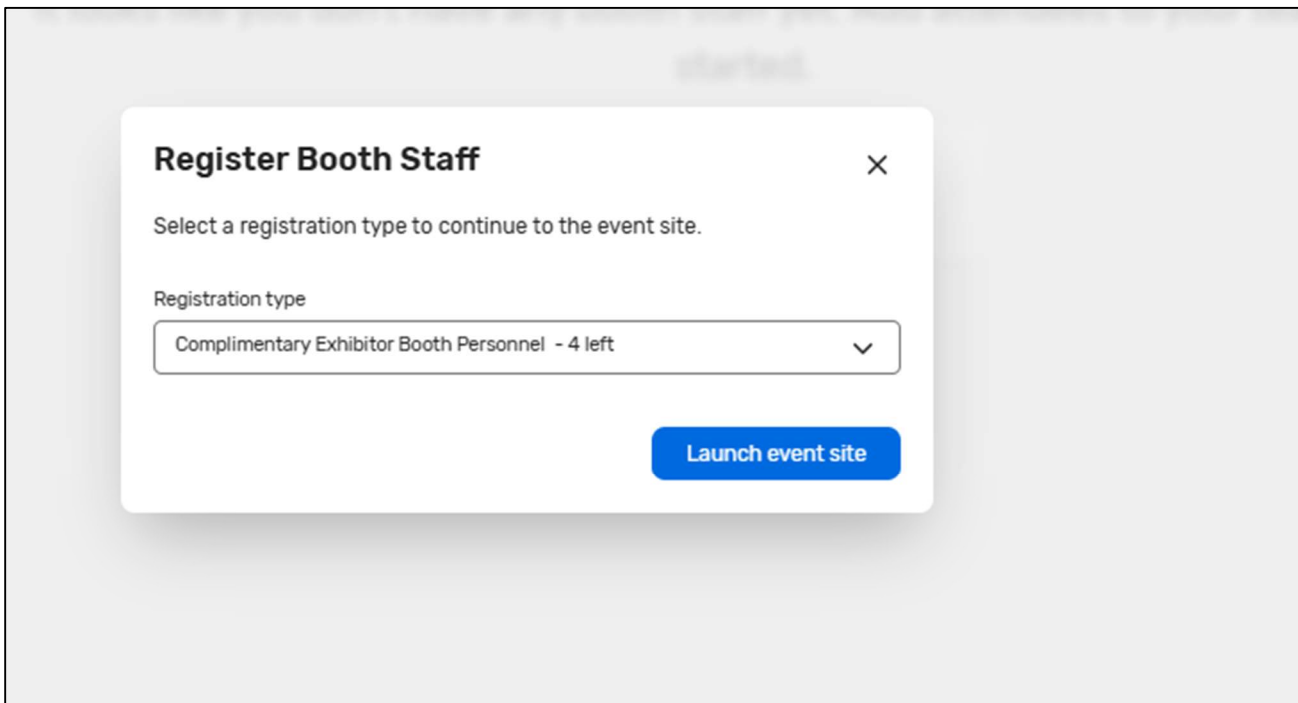
Once in the TEAM tab, your screen will look like this, depending on how many complimentary booth personnel your company is allotted, there will be a number noted. In the example below, there are 4 complimentary registrations available.

The screenshot shows the 'Team' page in the Exhibitor Portal. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Team' and includes a sub-header 'Booth Staff' and 'Admins'. A message states: 'It looks like you don't have any booth staff yet. Add attendees to your team to get started.' Below this message, there is a summary showing '4 registrants left' and '4 Complimentary Exhibitor Booth Personnel'. A blue button labeled 'Add booth staff' is prominently displayed.

Select the “Add booth staff” dropdown and click “Register booth staff”



When you click “Register booth staff”, a pop-up window will appear. Click the drop down and select Complimentary Exhibitor Booth Personnel and then click “Launch event site”.



This will take you to the Complimentary Exhibit Booth Personnel registration path. Enter the information on each page of the registration (click the “Next” button to move through the registration path). Once submitted, the registrant will receive a confirmation email.

NOTE **If you want to receive a copy of the registration confirmation, you MUST enter your email address in the field on the first page of the registration path that says “Please send a courtesy email to this email” - - it is not a required field and is often overlooked.

41st Annual Tri-State Seminar

2026

Peace, Love & Tri-State

AUGUST 3-6, 2026

SOUTH POINT HOTEL & CASINO | LAS VEGAS

Tri-State Seminar LLC

NWEA

CWEA

AZ WATER

EDUCATING WATER PROFESSIONALS

1

2

3

Attendee Registration Information

Registration Items

Registration Summary

NOTE **If you want to receive a copy of the registration confirmation, you MUST enter your email address in the field on the first page of the registration path that says “Please send a courtesy email to this email” - - it is not a required field and is often overlooked.

COMPLIMENTARY EXHIBIT BOOTH PERSONNEL INFORMATION

Fill out the information below for your Complimentary Exhibit Booth Personnel.

When complete click **Next** to continue.

Registration Type

Complimentary Exhibitor Booth Personnel

* First Name

* Last Name

* Email Address

Please send a courtesy email to this email

* Your Company Name

Mobile Phone

+1

☐ I'm registering on behalf of this person

* What company registered for the Booth that you'll be exhibiting in?

Cancel

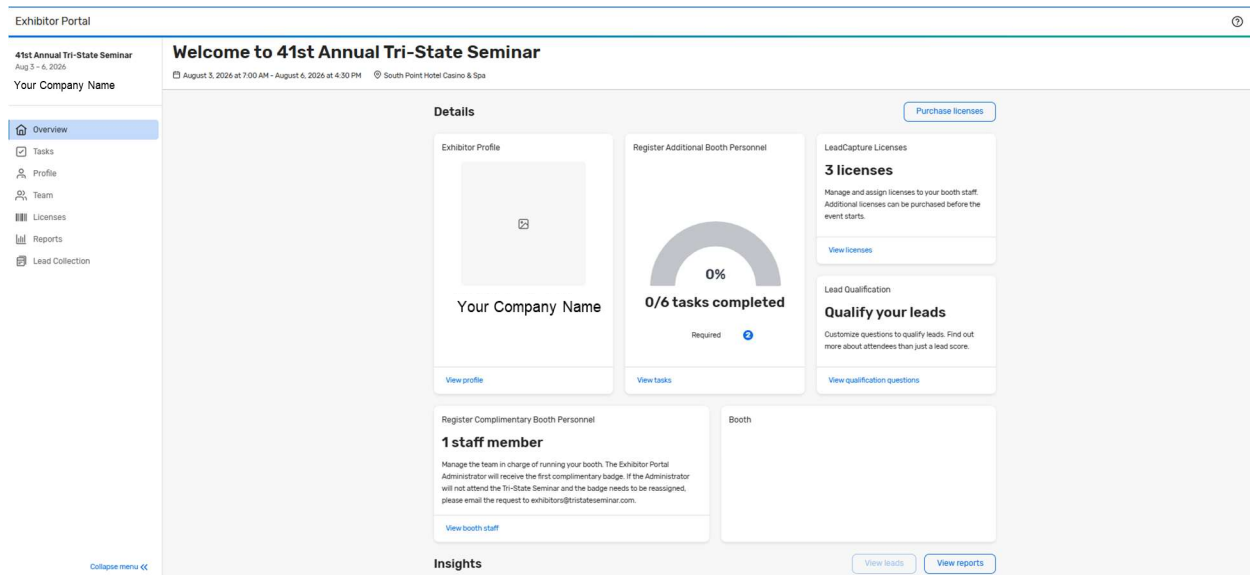
Next

You will repeat these instructions for each complimentary personnel that you want to register. Go back to the Team page, access the Add booth staff drop down, select Register booth staff, select registration type, launch event site, fill in the information.

You will see the personnel that you registered for your complimentary badges in the Team Tab. Your complimentary personnel are registered.

Adding ADDITIONAL BOOTH PERSONNEL to your team in the Exhibitor Portal is a Two-Part Process.

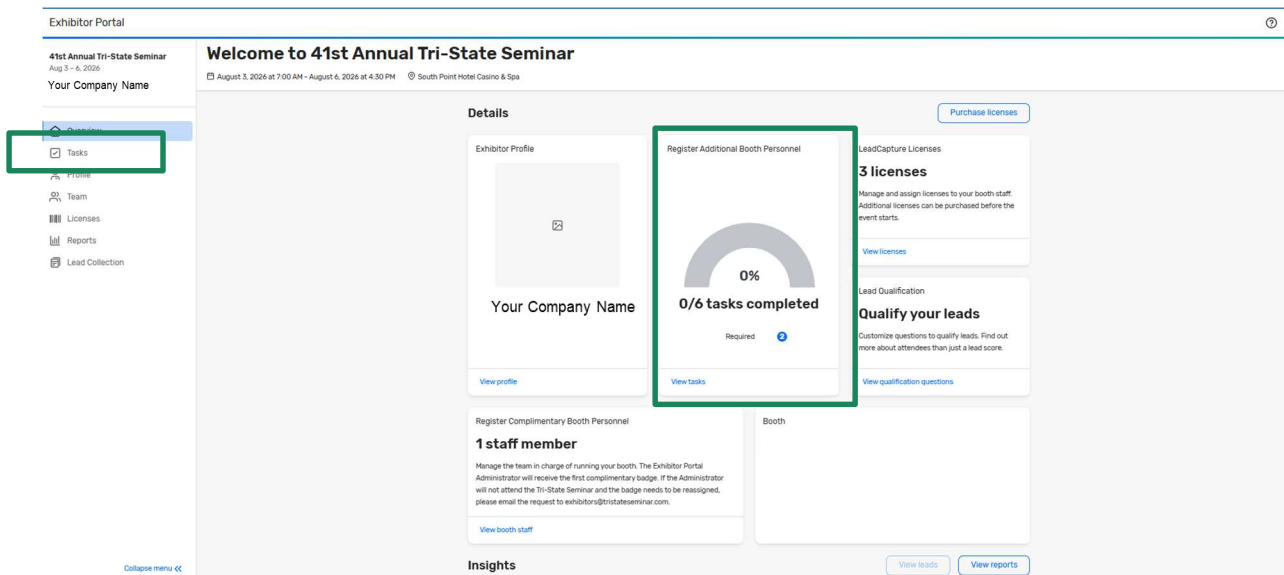
Your Dashboard will look like this when you log in.



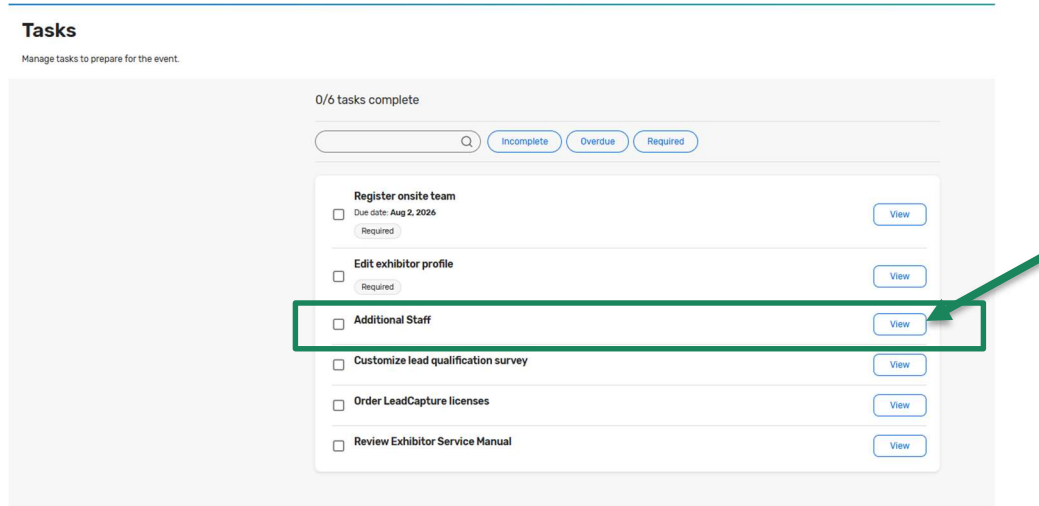
PART 1 – Registering Additional Booth Personnel

You will register Additional Booth Staff by going to:

1. The **Register Additional Booth Personnel** Tile on the Dashboard and hitting “View tasks”
2. **Tasks** Tab on lefthand side of the Dashboard



If you select either of the options above, you'll see this screen. Find the Task called "Additional Staff", select the View button on right side.



When you click View – the below will show up with a link for your company. Follow the link to register Additional Booth Personnel.

Additional Staff



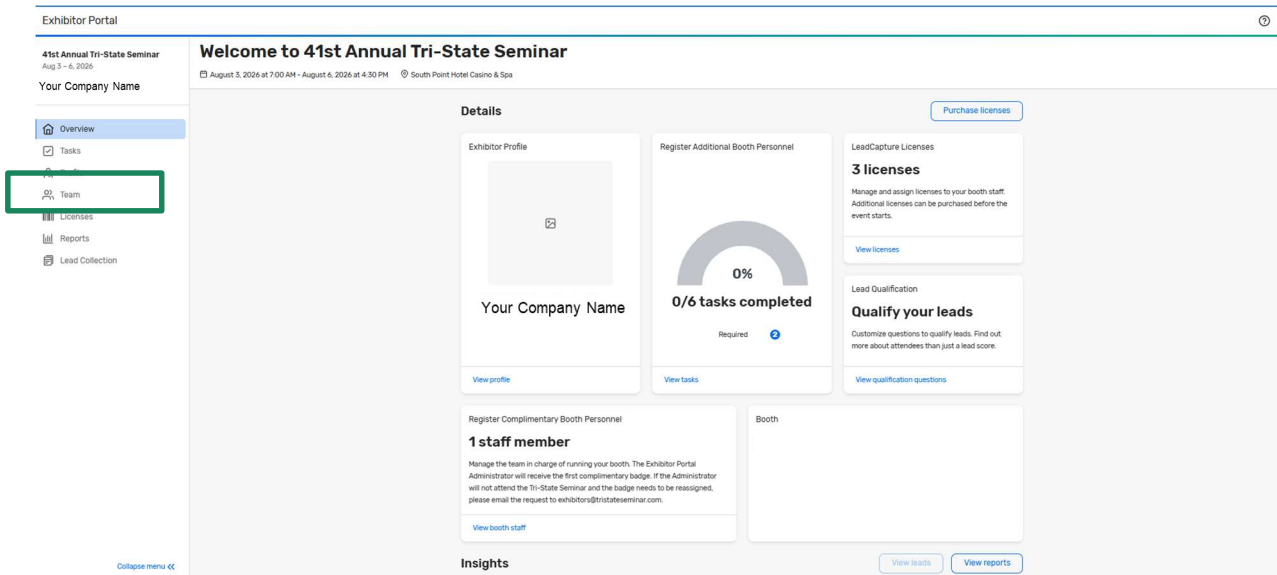
Additional exhibit booth personnel registrations are \$98 per person/badge if purchased before August 2, 2026. Badges purchased on or after August 3, 2026 will be charged \$248 per person/badge.

Links

 <https://cvent.me/0z4bg1>

PART 2 – Add Additional Booth Personnel to your Team

Once you add and pay for the additional personnel, you will go to the Team tab and add them to your team. The instructions are below:



1. Go to the "Team" Page
2. Click the "Add booth staff" drop down
3. Select "Search attendee list"
4. Enter the email address of the additional staff that you added and click the magnifying glass to search. Their name should pop up with a blue checkbox. Click the Add button on lower right corner
5. The staff are now added to your Team

Other Important Information About Booth Personnel Registration

All Exhibit Booth Personnel must be registered and are required to register through the exhibitor portal. Booth registrants will receive a separate email to register all booth personnel before the deadline of August 2, 2026 (this email was sent on June 12, 2026).

Additional exhibit booth personnel registrations are \$98 per person/ badge if purchased before August 2, 2026. Badges purchased on or after August 3, 2026 will be charged \$248 per person/badge. Additionally, if a badge needs to be reprinted at the event because it is lost or forgotten, a charge of \$248 per badge will be assessed even if it is a complimentary badge. Lastly, if badge requests are emailed, mailed, hand delivered, faxed, or phoned in to TSS Exhibit Hall Committee members, the cost for registration will be \$248 per badge.

All exhibitor badges will be available for pickup onsite at the Exhibitor Registration area, which is located outside that the South Point Exhibit Hall, near the Arena. Exhibitors will use the available kiosks in the exhibit hall registration area for printing badges and making simple modifications to existing registrations. Guest badges for exhibitors are not permitted. Note: Exhibitor Registration closes at 6:00pm on August 4th and 4:30pm on August 5th!***