

# TMC Annual Exhibitor-Only Badge Online Registration Help Guide & FAQ

## Are you an Exhibitor?

- Your company must be listed on the [Exhibit floor plan](#) to qualify as a exhibitor-only badge registration type.
- All registrations are subject to exhibit booth allotments per the [badge allocation chart](#).
- Registrations submitted by the primary exhibit booth contact supercede all other registrations.
- Before registering- check with your booth's primary contact to ensure the booth has not exceeded its allotted badge counts.
- You MUST be registered to gain access to the Exhibit Hall floor, except during I&D hours.

Exhibitor-Only Badge registrations can now be processed [online](#) or by submitting the [form](#).

- If submitting the form, payment information must be included if registering Paid Additional Exhibitor-Only Badges (\$300 each).
- Currently, our system does not support submitting registration requests via excel files.
- **Very Important!** Do not register online as a Exhibitor-Only Badge, until you confirm with your booth's primary contact that allotted badges remain.
  - ✓ Exhibitor-Only badges that exceed the booth's allotment will be cancelled and paid additional badges will be refunded. Notification will be emailed to the registrant and the booth's primary contact. If you secure your room and your registration is cancelled, you will need to register as a full meeting attendee or your room will be cancelled by ConferenceDirect. It is the Exhibiting company's responsibility to monitor their badge registrations.

In addition to being able to register for Exhibitor-Only Badges online, Multi-Person registration is also available.

Below are snapshots of registering for a Exhibitor-Only Badge online. Multi-person Exhibitor-Only badge online registration is further down.

## Registering yourself

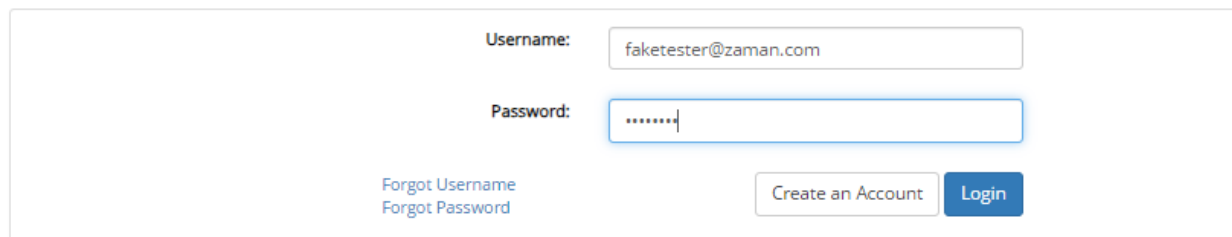
[Register online through ABS here.](#)

### Login screen

Enter your Username and Password

Select- Login

## Login



The screenshot shows a login form with the following elements:

- Username:** A text input field containing the email address "faketester@zaman.com".
- Password:** A text input field with masked characters ".....".
- Forgot Username / Forgot Password:** A link for users who have forgotten their credentials.
- Create an Account:** A button for new users to register.
- Login:** A blue button to submit the login information.

- If you have issues with your web credentials – see the FAQ below for Login, Username and/or Password assistance.

## Contact Information screen

Review and submit any profile changes to [registrations@trucking.org](mailto:registrations@trucking.org).

Emergency Contact Information is now a required field. You will not be able to continue if left blank.

Select- Register

TMC's 2024 Annual Meeting & Transportation Technology Exhibition - March 4-7, 2024 - New Orleans, LA -

3/4/2024 TO 3/7/2024

### Contact Information

Phone				
Phone Location	Phone Number	Main	Do Not Call	Actions
<a href="#">Add New Phone Number</a>				

Email			
Email Location	Email Address	Main	Actions
BUSINESS	faketester@zaman.com	<input checked="" type="checkbox"/>	<a href="#">✎</a>
<a href="#">Add New Email Address</a>			

Emergency Contact Info: Fake Profile Zaman

Name:

Relationship:

Phone Type:

Phone Number:

[Register Someone Else >](#)

[Register >](#)

## Customize Experience screen

The meeting box is automatically checked – this is correct. Do not select any other boxes on this screen.

Select – Continue

### Customize Experience

TMC's 2024 Annual Meeting & Transportation Technology Exhibition - March 4-7, 2024 -  
New Orleans, LA

Additional Meeting Products	Day and Time	Price	Select
Spouse/Family Registration	03/04/2024 7:00 AM - 03/04/2024 7:00 AM	Your Price : Non Member: \$600.00 USD	<input type="checkbox"/>

AMOUNT DUE - \$1,400.00



[Continue >](#)

## My Cart screen

TMC's 2024 Annual Meeting & Transportation Technology Exhibition should be the only Product Name shown.

Select- Continue

## My Cart

My Cart	Shipping & Billing	Review & Payment
<b>Product Name</b>	<b>Total Price</b>	<b>Edit/Remove</b>
TMC's 2024 Annual Meeting & Transportation Technology Exhibition - March 4-7, 2024 - New Orleans, LA Ship Customer: Fake Profile Zaman	\$1,400.00 USD	 
		<b>Total Amount: \$1,400.00 USD</b>
<b>Contact Information:</b>		
Fake Profile Zaman Phone: Email: faketest@zaman.com		
<a href="#">Continue</a>		

## Review & Payment screen

**Very Important!** Do not register online as a Exhibitor-Only Badge, until you confirm with your booth's primary contact that allotted badges remain.

Exhibitor-Only badges that exceed the booth's allotment will be cancelled and paid additional badges will be refunded. Notification will be emailed to the registrant and the booth's primary contact. If you secure your room and your registration is cancelled, you will need to register as a full meeting attendee or your room will be cancelled by ConferenceDirect. It is the Exhibiting company's responsibility to monitor their badge registrations.

In the Promotion Code field type in all caps and no spaces, the code below that applies to your badge.

Select- Apply

**Exhibitor-Only Badge** (member or non-member company)

Promotion Code: **EXHONFR** (all caps/no spaces)- Reduces registraton rate to \$0

## My Cart

My Cart	Shipping & Billing	Review & Payment
<b>Order Summary</b>		
<b>Product Name</b>		<b>Total Price</b>
TMC's 2024 Annual Meeting & Transportation Technology Exhibition - March 4-7, 2024 - New Orleans, LA Fake Profile Zaman .		1,400.00
	Items (1)	1,400.00
	Shipping	0.00
	Tax	0.00
	Coupon Amount:	- 1,400.00
	<b>Total:</b>	<b>0.00</b>
Promotion Code: EXHONFR <b>EXHONFR</b> Remove		
Coupon applied successfully.		
Please enter an alternate email address where meeting confirmation should be sent: <input type="text"/>		
<input type="checkbox"/> I accept ATA's Terms of Use		
<b>Back</b>		<b>Place Your Order</b>

**ALL Paid Additional Exhibitor-Only badges are \$300.** If your total due is less/more than \$300 you are not using the correct code. Email [registrations@trucking.org](mailto:registrations@trucking.org) with your name, title, company and email address and we will verify your profile to ensure the correct rates are shown.

**Member Company - Paid Additional Exhibitor-Only Badge**

Promotion Code: **EXHONAB** (all caps/no spaces)- Reduces registraton rate to \$300 (payment is required)  
 Enter credit card information, select Place Your Order

**My Cart**

My Cart		Shipping & Billing	Review & Payment
<b>Order Summary</b>			
<b>Product Name</b>			<b>Total Price</b>
TMC's 2024 Annual Meeting & Transportation Technology Exhibition - March 4-7, 2024 - New Orleans, LA Test Zaman .			850.00
		Items (1)	850.00
		Shipping	0.00
		Tax	0.00
		Coupon Amount:	- 550.00
		<b>Total:</b>	<b>300.00</b>

Promotion Code:  EXHONAB

Coupon applied successfully.

**Non-Member Company- Paid Additional Exhibitor-Only Badge**

Promotion Code: **EXHONABN** (all caps/no spaces), Reduces registraton rate to \$300 (payment is required)  
 Enter credit card information- select Place Your Order

**My Cart**

My Cart		Shipping & Billing	Review & Payment
<b>Order Summary</b>			
<b>Product Name</b>			<b>Total Price</b>
TMC's 2024 Annual Meeting & Transportation Technology Exhibition - March 4-7, 2024 - New Orleans, LA Fake Profile Zaman .			1,400.00
		Items (1)	1,400.00
		Shipping	0.00
		Tax	0.00
		Coupon Amount:	- 1,100.00
		<b>Total:</b>	<b>300.00</b>

Promotion Code:  EXHONABN

Coupon applied successfully.

## Confirmation screen

Once payment is applied, the Confirmation screen with your order number will appear. A separate registration confirmation email, with the hotel booking link, will generate and send.

### Confirmation

Thank you for your order! Your order summary is below and a confirmation will be sent to you at [faketester@zaman.com](mailto:faketester@zaman.com) within 30 minutes.

[Print](#)

Order Number: 9000933032

Order Date: 11/15/2023

Item	Quantity	Price	Total
TMC's 2024 Annual Meeting & Transportation Technology Exhibition - March 4-7, 2024 - New Orleans, LA	1	\$0.00 USD	\$0.00 USD
Item(1)			\$0.00 USD
Tax			\$0.00 USD
Total:			\$0.00 USD
Billing Info:		Shipping Info:	
Fake Profile Zaman Fake Tester IDI - Fake non-member Allied 1100 Peachtree Street Atlanta, GA 30309 USA		Fake Profile Zaman Fake Tester IDI - Fake non-member Allied 1100 Peachtree Street Atlanta, GA 30309 USA	
Payment Method:		Shipping Method:	

[Register Someone Else](#)

## Registering Someone Else (Multi-person Registration)

You can register someone else by logging in again or by selecting Register Someone Else on the Confirmation screen.

or Log in and select – Register Someone Else on the Contact Information screen

### Contact Information

**Phone**

Phone Location	Phone Number
----------------	--------------

[Add New Phone Number](#)

**Email**

Email Location	Email Address
BUSINESS	faketester@zaman.com

[Add New Email Address](#)

**Emergency Contact Info: Fake Profile Zaman**

Name:

Relationship:

Phone Type:

Phone Number:

[Register Someone Else >](#)

## Add Registrant screen

Enter their email address (email must match the email in their profile).

Select - Look up

No record found – enter a new email and select- Look up again

or select- Add a new user to create a new profile.

### Add Registrant

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User Information:

Email Address:

No record found

[Look up again](#) [Add a new user >](#)

Select – Add User

### Add Registrant

---

User Information:

Email Address:

User(s) found:

Name	Email Address	Phone	Address	Employer	Affiliate
Test Zaman	testprofile@zaman.com		160 Ridgeview Rd Danville, KY 40422 USA	Frito-Lay, Inc.	Kentucky Trucking Association;Frito-Lay, Inc.;PepsiCo, Inc.

[Look up again](#) [Add User >](#)

## Contact Information screen

The contact information shown is the users. Emergency Contact Information are required fields. You will not be able to continue if left blank.

Select- Register

TMC's 2024 Annual Meeting & Transportation Technology Exhibition - March 4-7, 2024 - New Orleans, LA -

3/4/2024 TO 3/7/2024

### Contact Information

Phone				
Phone Location	Phone Number	Main	Do Not Call	Actions
<a href="#">Add New Phone Number</a>				

Email			
Email Location	Email Address	Main	Actions
BUSINESS	genericemail@zaman.com	<input checked="" type="checkbox"/>	<a href="#">✎</a>
<a href="#">Add New Email Address</a>			

Emergency Contact Info: Mr. Generic Zaman

Name:

Relationship:

Phone Type:  ▼

Phone Number:

Emergency Contact Info: Test Zaman

Name:

Relationship:

Phone Type:  ▼

Phone Number:

Register >

## Customize Experience screen

The meeting box is automatically checked – this is correct. Do not select any other boxes on this screen.

Select – Continue

### Customize Experience

Test Zaman

TMC's 2024 Annual Meeting & Transportation Technology Exhibition - March 4-7, 2024 -  
New Orleans, LA

Additional Meeting Products	Day and Time	Price	Select
Spouse/Family Registration	03/04/2024 7:00 AM - 03/04/2024 7:00 AM	Your Price : Non Member: \$300.00 USD	<input checked="" type="checkbox"/>

AMOUNT DUE - \$850.00

Continue >





## My Cart screen

TMC's 2024 Annual Meeting & Transportation Technology Exhibition should be the only Product Name shown.

Select- Continue

## My Cart

My Cart	Shipping & Billing	Review & Payment
Product Name	Total Price	Edit/Remove
TMC's 2024 Annual Meeting & Transportation Technology Exhibition - March 4-7, 2024 - New Orleans, LA Ship Customer: Test Zaman	\$850.00 USD	 
		<b>Total Amount: \$850.00 USD</b>
<b>Contact Information:</b>		
Mr. Generic Zaman Phone: Email: genericemail@zaman.com		
<a href="#">Continue</a>		

## Review & Payment screen

See Exhibitor-Only Badge codes above – All exhibitor-only registrations are subject to booth allotments.

Confirmation emails will send to registrant's email ([testprofile@zaman.com](mailto:testprofile@zaman.com)) unless an alternate email is entered here. Confirmations can only send to one email address.

Select – Place Your Order

## My Cart

My Cart	Shipping & Billing	Review & Payment
<b>Order Summary</b>		
Product Name	Total Price	
TMC's 2024 Annual Meeting & Transportation Technology Exhibition - March 4-7, 2024 - New Orleans, LA Test Zaman	850.00	
	Items (1)	850.00
	Shipping	0.00
	Tax	0.00
	Coupon Amount:	- 850.00
	Total:	0.00
Promotion Code: EXHONFR	EXHONFR	<a href="#">Remove</a>
Coupon applied successfully.		
Please enter an alternate email address where meeting confirmation should be sent: <input type="text" value="registrations@trucking.orgAA"/>		
<input checked="" type="checkbox"/> I accept ATA's Terms of Use		
<a href="#">Back</a>	<a href="#">Place Your Order</a>	

## Confirmation screen

Once payment is applied, the Confirmation screen with your order number will appear. A separate registration confirmation email, with the hotel booking link, will generate and send.

Billing Info: User

Shipping Info: Registrant

## Confirmation

Thank you for your order! Your order summary is below and a confirmation will be sent to you at [genericemail@zaman.com](mailto:genericemail@zaman.com) within 30 minutes.

[Print](#)

Order Number: 9000933534

Order Date: 11/17/2023

Item	Quantity	Price	Total
TMC's 2024 Annual Meeting & Transportation Technology Exhibition - March 4-7, 2024 - New Orleans, LA	1	\$0.00 USD	\$0.00 USD
	Item(1)		\$0.00 USD
	Tax		\$0.00 USD
	Total:		\$0.00 USD
<b>Billing Info:</b>	<b>Shipping Info:</b>		
Mr. Generic Zaman Test Profile, MC Member FedEx Freight 8285 Tournament Drive Memphis, TN 38125 USA	Test Zaman Driver Frito-Lay, Inc. 160 Ridgeview Rd Danville, KY 40422 USA		
<b>Payment Method:</b>	<b>Shipping Method:</b>		

[Register Someone Else](#)

Repeat the process or log out.

## FAQs

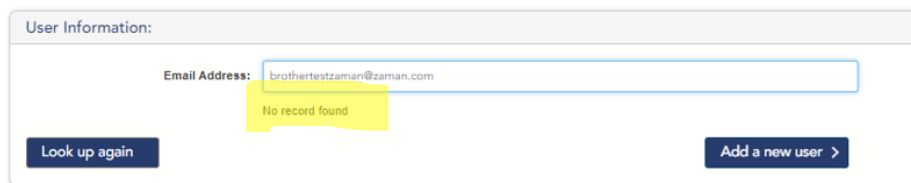
### Login, Username and/or Password assistance.

- If you do not know your login information (username and/or password) and need your web credentials, email [registrations@trucking.org](mailto:registrations@trucking.org) with the information below. Employees of ATA member companies can also email [atamembership@trucking.org](mailto:atamembership@trucking.org).
  - ✓ Full name, Nickname if applicable, Company, Title and Email address
  - ✓ All profiles must have a unique and valid email address. Our system does not support multiple profiles with the same email address.
- If you have tried retrieving your web credentials by selecting Forgot Username and/or Forgot Password and did not receive the directions, contact [registrations@trucking.org](mailto:registrations@trucking.org) with the information above and we will assist you. There might be something that needs corrected on your profile.
- If you have previously attended an event with ATA, please do not create a new profile. Email [registrations@trucking.org](mailto:registrations@trucking.org) with the information above and we will research your profile and follow-up with your web credentials. Employees of ATA member companies can email [atamembership@trucking.org](mailto:atamembership@trucking.org).
- Our system now supports registering others/multiple people with your web credentials.

When entering the Add Registrant's email address and you get a No record found notification:

- ✓ If you know this person has a profile, email [registrations@trucking.org](mailto:registrations@trucking.org) with their information above and we will verify their profile and let you know they are good to be registered now. Employees of ATA member companies can email [atamembership@trucking.org](mailto:atamembership@trucking.org).
- ✓ If this person has never had a profile – Add a new User and create a new profile.

[Add Registrant](#)



The screenshot shows a web form titled "User Information:". It contains an "Email Address:" label followed by a text input field containing "brothertestzaman@zaman.com". Below the input field is a yellow notification box with the text "No record found". At the bottom left of the form is a dark blue button labeled "Look up again". At the bottom right is a dark blue button labeled "Add a new user >".

- Common issues we get with web credentials/issues retrieving or resetting your username/password:
  - ✓ Old/inactive profiles, multiple profiles, wrong/bad/fake email address, web credentials were never created.

### Profile updates.

- Send profile update requests to to [registrations@trucking.org](mailto:registrations@trucking.org). Employees of ATA member companies can email [atamembership@trucking.org](mailto:atamembership@trucking.org).
- Requesting updates before you register ensures that you are correctly linked to your employer and receive the correct registration rate.

### Confirmation emails.

- Our system can only send confirmation emails to one email address.
- If submitting a registration form the confirmation email can be sent to the registrant's email OR an alternate email as indicated on the form. Our system is either/or and not both. Allow 3-4 business days for processing and receipt of the confirmation email with hotel booking link.
- When registering others, the confirmation email will send to the registrant's email (the same email used to Add a New User) unless an alternate email is entered on the Review & Payment screen.

#### Order Summary

Product Name	Total Price
TMC's 2024 Annual Meeting & Transportation Technology Exhibition - March 4-7, 2024 - New Orleans, LA Fake Profile Zaman .	1,400.00
Items (1)	1,400.00
Shipping	0.00
Tax	0.00
Total:	1,400.00

Promotion Code:

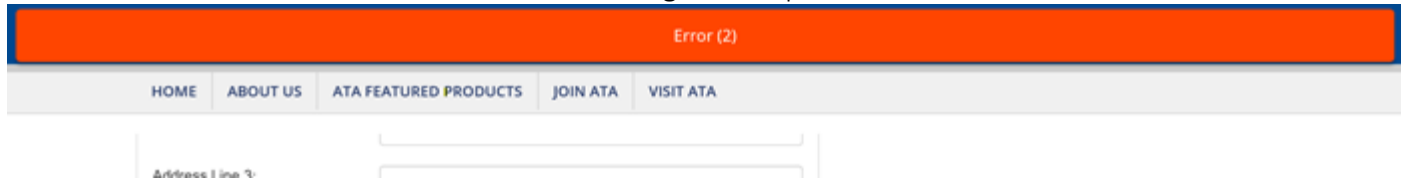
Please enter an alternate email address where meeting confirmation should be sent.

#### Payment :

- After registering online, allow 30 minutes for receipt of the confirmation email with the hotel reservation link.
- Can't locate your confirmation email?
  - ✓ If registered **by** someone else reach out to that person and ask if they have it.
  - ✓ Check your spam filter.
    - Add [meeting\\_confirmation@trucking.org](mailto:meeting_confirmation@trucking.org) and [donotreply@trucking.org](mailto:donotreply@trucking.org) to your safe senders list. Do not reply to either of these email addresses. They are not monitored and your email will not be seen.
- Email [registrations@trucking.org](mailto:registrations@trucking.org) to request a copy of your confirmation email.

#### Received an "Error (2)" message.

This error occurs when there is an issue with the registrant's profile.



Email [registrations@trucking.org](mailto:registrations@trucking.org) with the registrant's contact information. It must include all the items below.

- Full Name
- Nick Name (if applicable)
- Company
- Address, City, State, Zip
- Title
- Email address
- Any additional information like old company, old email address, etc.

Once the update is completed, we will email the registrant's new username and password.

## Received a “Coupon not found” error.

Delete the code and any spaces. Type the code with all caps and no spaces.

If you still get the error, select – Back, empty your cart by selecting the trash can on the My Cart tab, select OK, log out and log in again.

The image shows a checkout page with a yellow error message that says "Coupon not found" below a promotion code field containing "EXHONAB". Below this is a "No Address Available" message and a "Payment:" section with radio buttons for American Express and Mastercard. A "Card Holder Name" field is highlighted in yellow. A "Back" button is also highlighted in yellow. A "My Cart" modal is open, displaying a confirmation message: "www.atabusinesssolutions.com says Deleting this will delete the conference and sessions from your cart. Are you sure to delete?". The modal has "OK" and "Cancel" buttons, with "OK" highlighted in yellow. The cart item is "TMC's 2024 Annual Meeting in Transportation Technology Conference" with a "Remove" button. The total amount is "\$1,400.00 USD". Contact information for Abigail Zaman is visible at the bottom of the modal.

## Are you a sponsor?

Email [atasponsorships@trucking.org](mailto:atasponsorships@trucking.org) for information. Sponsorships can provide you with details on what is included in your sponsor contract.

## I am an Exhibitor, but my company isn't showing up on the [Floor Plan](#).

Email [ataexhibits@trucking.org](mailto:ataexhibits@trucking.org) with exhibit booth questions.