Exhibit Booth Personnel Registration Information & Help Guide

Welcome to our Exhibitor Personnel Registration process! To continually improve the exhibitor registration experience, NEW this year, the free exhibitor-only badges are automatically slotted, and you must manually choose to register/purchase your paid additional exhibitor-only badges. We hope this is an improvement and look forward to your feedback. Before you proceed, please read the information below. This help guide is meant to add additional support for what is found on the web page.

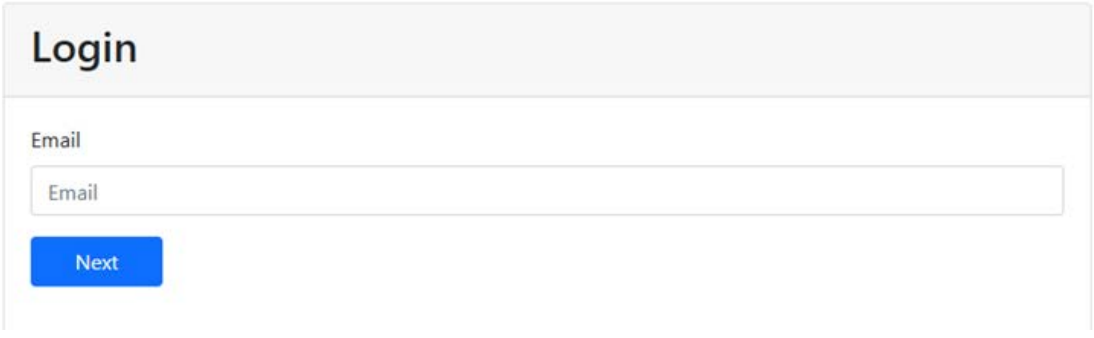
LOGGING INTO THE REGISTRATION PORTAL

Your booth's **primary contact** must log into your booth's portal using the link below. If you have not logged in yet, you will need to select "Forgot Password/First Time Logging in" and create a password. If you need to change your booth's primary contact, please reach out to Exhibits at ATAExhibits@trucking.org **before** logging into the booth.

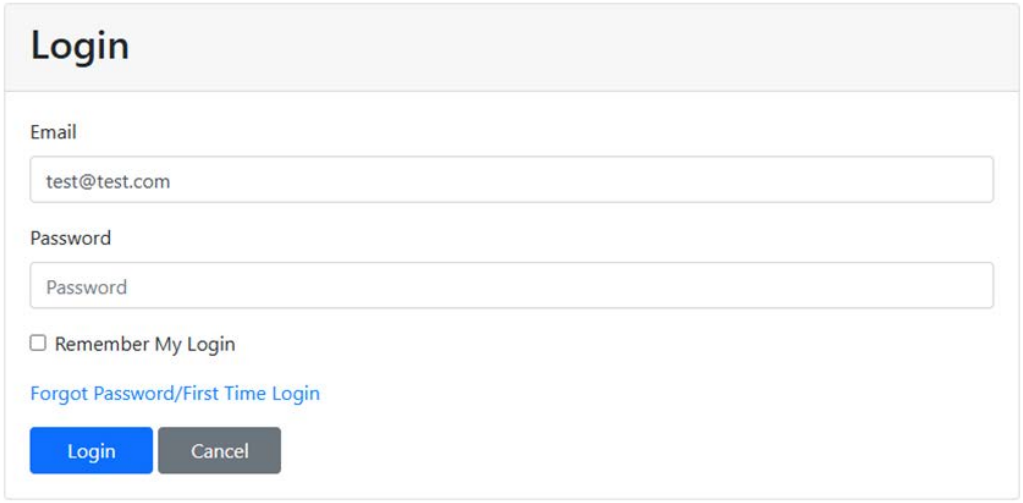
NOTE: only the booth's primary contact should be registering booth personnel.

You will click on the red button on the right-hand side for "Exhibitor Login" or use this link: https://tmc2026.smallworldlabs.com/home.

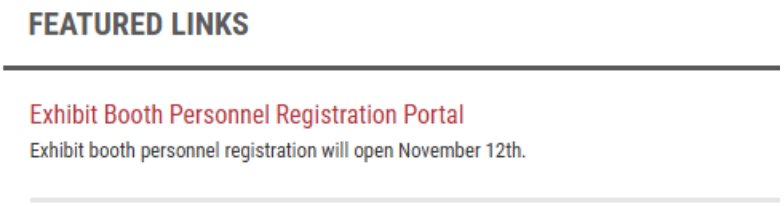
You will need to add your email and hit next



You, the booth's primary contact, will then be asked for your password. If you do not have one set up or forgot the password, click on "Forgot Password/First Time Login" to create or change a password. If you need to change your booth's primary contact, please reach out to Exhibits at ATAExhibits@trucking.org **before** logging into the booth.



Once logged in, navigate to Featured Links and click on the Exhibit Booth Personnel Registration Portal.



After selecting the Exhibit Booth Personnel Registration Portal, you will see directions for registering your booth.

On the next page, you will see several badge slots based on your exhibit booth square footage (e.g., Attendee 2, Attendee 3, etc.). These slots are allotted with your booth order based on the booth's square footage. See the chart below.

EXHIBITOR-ONLY BADGE REGISTRATION

Exhibitor-Only Badge Allocation Chart

Booth Square Feet	Max. Free	Max. Paid Additional	Booth Square Feet	Max. Free	Max. Paid Additional
100-300	3	3	900-1200	8	8
400-600	4	4	1300 & Up	12	12
700-800	6	6	Trailer Only	4	4

Exhibit personnel in excess of the maximum allotment indicated above, MUST register as a Full Meeting Attendee.

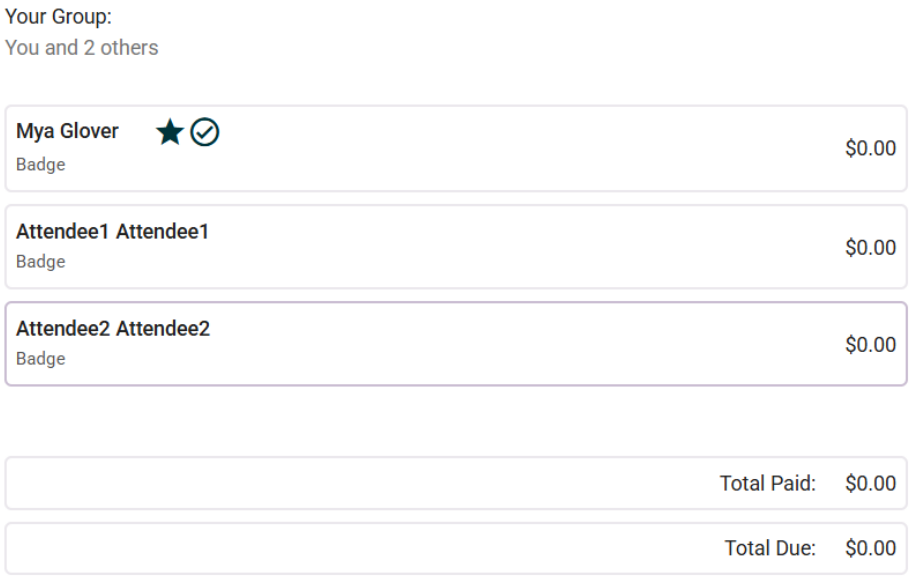
Install & Dismantle (I&D) Wrist bands will be available onsite with security.
- I&D wrist bands will ONLY allow access to the Exhibit Hall during designated Installation & Dismantle times.

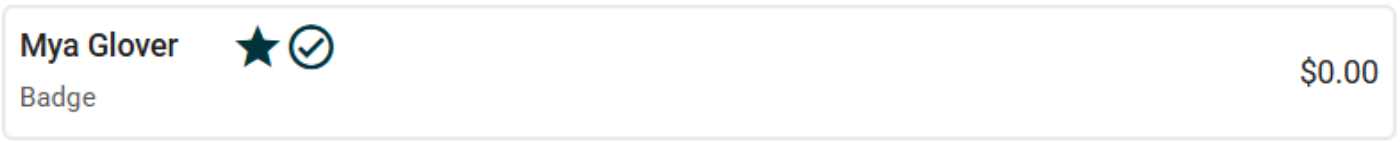
Exhibit Booth related questions can be directed to ataexhibits@trucking.org.

Exhibitor-Only Badge Includes:	Exhibitor-Only Badge Does Not Include:
• Access to Exhibit Hall. • All applicable Exhibit Hall social/food functions. • The General Associates Meeting on Monday. • Social/food event tickets will be available for purchase onsite.	• Access to any TMC task forces, study groups, educational sessions except those listed to the left. • Social/food functions OUTSIDE the exhibit hall.

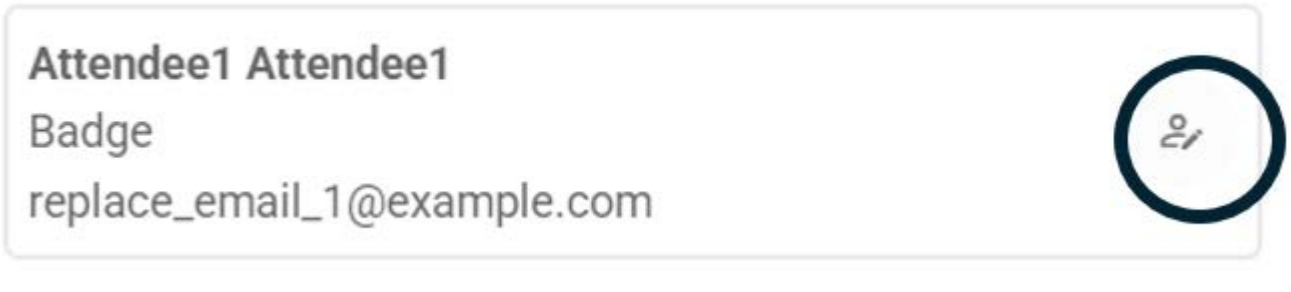
COMPLETING FREE SLOTS

Select a slot and hit the edit icon in the pop-up box. A star ★ represents the current primary booth contact which is auto populated. The checkmark ✓ represents the record on which you are currently working on. You may need to scroll down the page to see all the slots that need to be completed. **The first slot MUST have a valid registration**. You cannot use the same email for more than one slot. If **you** will not be registering yourself as an exhibitor attendee, edit this slot and replace it with another individual. If you are attending, please indicate that "Yes, I need to register this participant".





The first slot in your exhibitor list MUST have a valid registration. Do not select this record as "This record is not needed" for the first slot. After selecting the edit button, you will need to scroll down the page to see all the fields



Select a registration option. Choose "**This record is not needed**" (except the first slot) for any currently unfilled slots. You will be able to update this option to add/register a participant later if

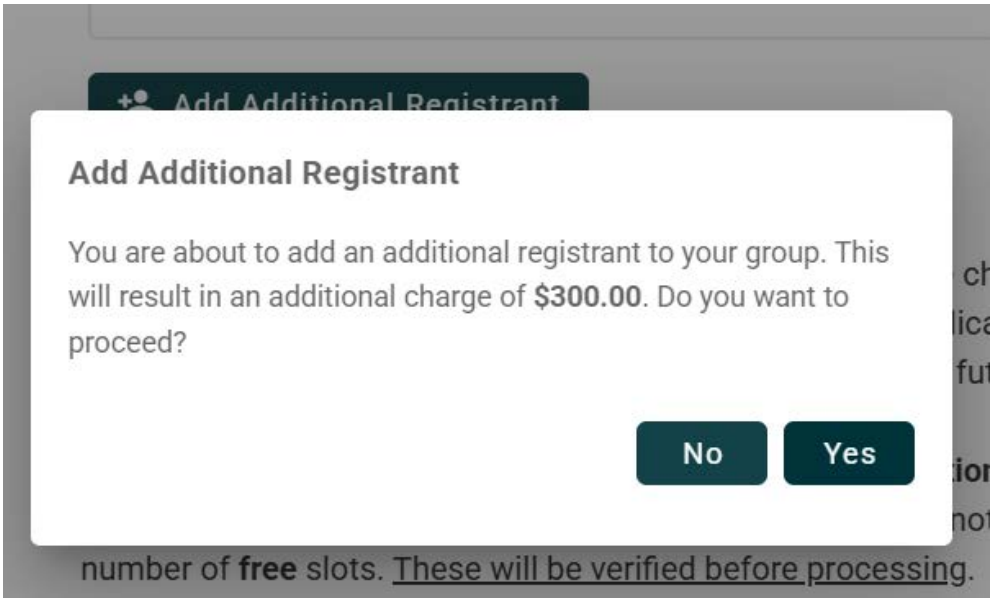
needed. (**Note: You will not be able to submit your registrations and complete the process unless the slots are completed, and any currently empty slots have the "This record is not needed" option assigned. Once complete, the registration confirmation emails with the hotel link will generate and send.

While registering a participant, fill out ALL fields.

Click Next and repeat for all slots. *If there are any empty fields, you will not be able to submit the group registration.* Once verified, Free exhibitor badge confirmations will generate and send.

TO ADD ADDITIONAL PAID EXHIBITOR-ONLY BADGES

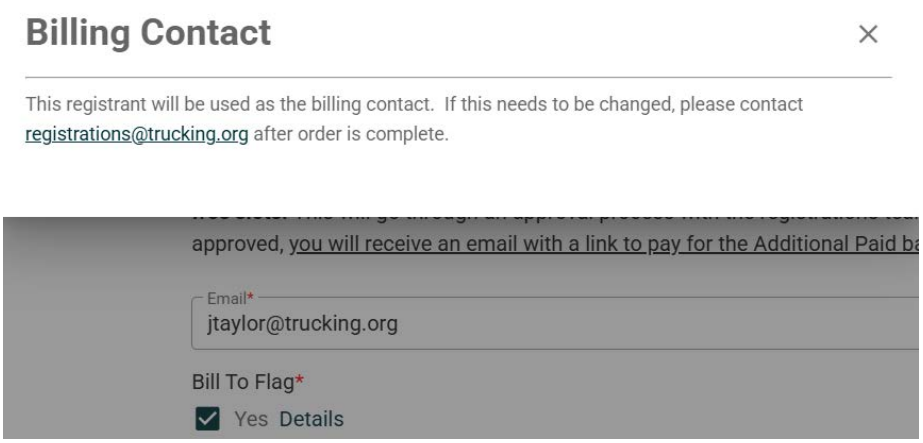
To add Additional Paid Badges, click on the Add Paid Registrant button ($300) and fill out all the information. Additional paid badges cannot exceed the free badges.



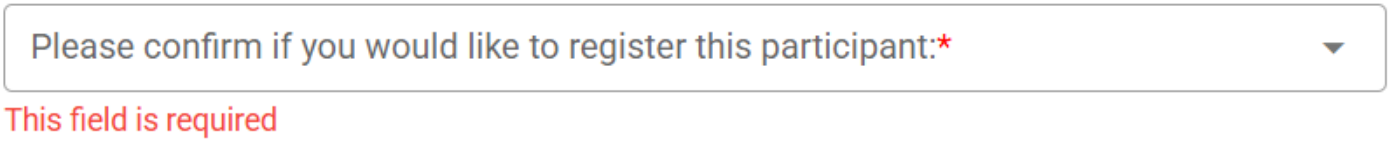
Billing information is required for free and additional paid badges.

For additional paid badges, after verification, you will receive an email to pay for the badges. Confirmations will be generated and sent to the primary booth contact. Once payment has been processed on ATA Business Solutions "Pay Open Balances". If adding paid slots, do not exceed your allotted number of free slots. These will be verified before approving completion. If the booth has exceeded the allotted paid slots, you will be notified to remove the excess badges. Any badges in excess of the allotment, must be

removed and processed as full meeting registrations by clicking here. Once verified you will receive an email with payment instructions. If you do not receive your invoice to pay for the additional paid registrations within three business days, please contact registrations@trucking.org. When removing slots, please select this slot is not needed.



The Bill To Flag* is required and invoices will automatically be sent to the primary booth contact.



Bill To Flag

◉ Yes Details

Enter billing information for **Exhibitor-Only Additional Paid Badges** below. Billing contact will receive an email with instructions to log into their ATA Business Solutions account to pay after you finish submission. Registration confirmation will not be sent until payment is processed. Contact registrations@trucking.org if you need help paying or billing needs to be reassigned. Click **Next** below when done.

Billing First Name*

Billing Last Name*

Billing Email (ATA Business Solutions)*

Billing Address*

Billing City*

Billing State*

BIlling Zip*

If you need to change or transfer any personnel, go back into your registration portal and edit one or more of the slots by changing the information to the new person which will update the registration on the order. Remember the first slot must have a valid registration. Or by marking the unused slot as not needed. All slots including unused can be changed at any time. If you need any assistance or run into any issues, please contact registrations@trucking.org. Please send screen shots so we can help trouble shoot.

Exhibitor-Only additional badges will receive an email with instructions to login to their ATA Business Solutions account to pay after your submission is verified and you have completed finishing your submissions. Additional paid exhibitor-badge Registration confirmation will not be sent until verified by Registrations and payment is processed. Contact registrations@trucking.org if you need help paying or billing needs to be reassigned. Click **Next** to register the next person or **Save & Finish** until you reach the thank you page if you are done adding people.

The Registration portal will shut down on February 26. After February 26 any new registrations, changes or transfers will need to be made onsite at the registration desk. The registration desk opens on Sunday, March 15 at 8 am.

Please reach out to registrations@trucking.org with any questions or concerns?