




## Exhibitor Registration

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## Exhibitor Registration Process

1. Visit the [Summit Events Page](#).
2. Click “Login” in the top right. If you do not have a login, clicking the login button will take you to the profile assistance page where you will walk through the account creation or forgot-password process. More detailed instructions on account creation can be found on page 6.
3. Once logged in, return to the [Summit Events Page](#) and click [Register](#) from the top right-hand corner.
4. Select ticket type “Exhibitor” and the number of registrants. Click ‘continue’.



### Exhibitor

Select this option if you are an exhibitor. Apply discount code at checkout to receive up to 3 complimentary registrations per booth. Additional exhibit hall badges can be purchased for \$275.

\$275.00

Quantity

- You can only register six people at a time. Continue through step 11. You will be able to return to this screen at a later time in order to register more.
5. Complete the registration form.
  6. Proceed to checkout.
  7. On the checkout page, under “Order Summary” enter **2024Booth\_<your booth number>** in the “Discount Code” box to access your complimentary registrations. You can find your booth number [here](#). Each 10x10 booth receives three complimentary registrations.
  8. An acknowledgement screen will come up. Click “Confirm Order”.

← Shopping Cart

Checkout

#### 1. Choose a Payment Method

There is no payment due. Click the button below to complete your order.

[Confirm Order](#)

#### Order Summary

Discount Applied [2024Booth\\_1227](#) [Remove](#)


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Items (1): Free

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**Due at Checkout: Free**

#### Shopping Cart

	2024 Louisville Legislative Summit	Free
Ticket Quantity: 1		

#### Order Summary

Discount Code  [Apply](#)

Discount Applied [2024Booth\\_1227](#) [Remove](#)

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Items (1): \$650.00

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**Due at Checkout: \$650.00**

9. Your unique hotel link will be on this page and also sent to you in a confirmation email.
10. If you need to register more than six people, return to the [Summit Events Page](#) and click “Manage Registration”. You will not have to log back in. Follow steps 4-9.



## Registering Colleagues Under Your NCSL Login

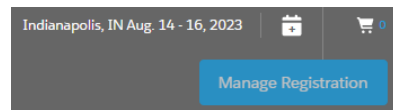
You can register your colleagues under your login, however, every attendee must have an NCSL login/profile. If they have attended any NCSL event in the past, they will have an account.

1. Pending the number of tickets you selected on the last screen, you will see that number of registrants on the left.

2. Once the registration information has been entered for attendee one, click “Continue” at the bottom of the form. This will take the user to the next registrant information.
3. Though the original wording says “Guest,” this is just a filler. Once the next registrant information is entered, that person’s name will auto populate.
  - a. If your booth staff have never attended an NCSL event, and therefore don’t pop up in the “attendee” box, you will see “+other user” pop up. Click that and fill in first name, last name and email address. That will create an attendee profile. It will then bring you back to the screen that asks for badge info.
  - b. If you want booth staff to register themselves individually, each person will login themselves and follow the steps on page 1 and only select ‘1’ attendee. They will use the same booth discount code.

## Transferring an Exhibitor Badge to a Different Name

1. Go to the [Summit Events Page](#) and click “Login” in the top right.
2. Click “Manage Registration” in the top right.



3. From here you can transfer a registration by clicking on the ellipsis along the line of the current registrant

Attendee Name	Email	Ticket Name	
Legislative Staff Test	legislativestaff@mailinator.co...	State Legislator	...
Legislative Staff Test	legislativestaff@mailinator.co...	State Legislative Staff	...
Legislative Staff Test (Attendee)	legislativestaff@mailinator.co...	State Legislative Staff	...
Legislative Staff Test	legislativestaff@mailinator.co...	State Legislative Staff	...
Legislative Staff Test (Attendee)	legislativestaff@mailinator.co...	State Legislative Staff	...

[View Ticket](#)

[Edit Order Detail](#)

[Transfer Registration](#)



4. Click “Transfer Registration”. This allows for the transfer of the same type of registration, e.g., exhibitor badge to exhibitor badge or full conference badge to full conference badge, to another Contact within the same Account (business/organization).

## Registering an Exhibitor Badge Without a Specific Staff Name

You can register badges with placeholder names, for example “Staff 1” to enable your organization to gain access to the hotel reservation link. You can update the badges with accurate names when they are finalized.

1. Follow the Exhibitor Registration Process outlined on page 2. Enter your placeholder names for each badge.
2. The confirmation email will be emailed to you as the one who is logged in. The unique housing link will be in each confirmation email.
3. When you are ready to update the badge names, follow steps under “Transferring an Exhibitor Badge to a Different Name” on page 3.

## My Organization is Exhibiting and a Foundation sponsor. Do I Need to Register My Staff Under Both Badges?

No. The full conference Foundation badge will allow access into the Exhibit Hall during show hours (Tuesday 10 a.m.-4 p.m. and Wednesday 10 a.m.-3 p.m.). However, the staff who will need access to the Exhibit Hall for booth set up during move in hours (Monday 8 a.m.-5 p.m. Tuesday 8-10 a.m. Wednesday 8-10 a.m.), will need to pick up an ‘exhibitor’ ribbon from the registration desk to attach to their full conference badge.

If you have staff who will be setting up/staffing/tearing down your booth but will not be attending sessions, that is who you can register for free using your exhibit hall discount code.


## How Do I Register Learning Hub Speakers?

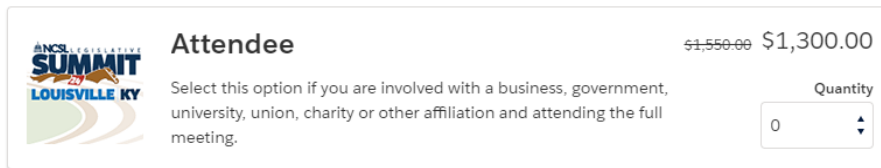
Anyone accessing the Learning Hub will need a badge—exhibits only or full conference. New this year: Learning Hub sponsors will receive an additional exhibitor badge in addition to the three that comes with each 10x10 booth. For example, if you have a 10x10 booth, your discount code will work for four complimentary exhibit hall badges. You will use the same discount code for all badges and follow the same process on page 1. If you need to purchase additional badges for exhibit hall access only, they are \$275.



## How do I access the 50% discount on a Full Conference registration?

New this year! Exhibiting organizations can register up to three full conference registrations at 50% off the attendee rate. These three full conference registrations are in addition to your three exhibit staff badges per 10x10 booth.

1. Visit the [Summit Events Page](#). Click “Login” in the top right.
2. Once logged in, return to the [Summit Events Page](#) and click  from the top right-hand corner.
3. Select ticket type “Attendee” and the number of registrants. Click ‘continue’.

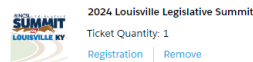


**Attendee** ~~\$1,550.00~~ \$1,300.00

Select this option if you are involved with a business, government, university, union, charity or other affiliation and attending the full meeting.

Quantity  
0

4. Complete the registration form(s).
5. Proceed to checkout.



\$1,300.00

**Order Summary**

Items (1): \$1,300.00

**Due at Checkout: \$1,300.00**

[Checkout](#)

6. On the checkout page, under “Order Summary” enter **2024Booth\_<your booth number>** in the “Discount Code” box to access your complimentary registrations. You can find your booth number [here](#). Each exhibiting organization receives three full conference registration at a 50% discount.
7. An acknowledgement screen will come up. Click “Confirm Order”.
8. Your unique hotel link will be on this page and also sent to you in a confirmation email.

**Order Summary**


Discount Code  
 [Apply](#)

Discount Applied: 2024Booth\_1227  
[Remove](#)

Items (1): \$650.00

**Due at Checkout: \$650.00**

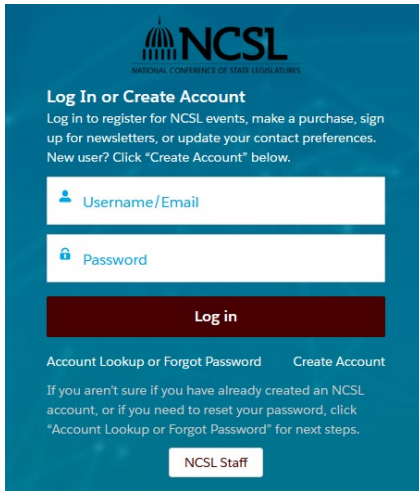
**Shopping Cart**

 2024 Louisville Legislative Summit \$650.00  
Ticket Quantity: 1



## NCSL Account Login Assistance

1. From the NCSL website, click on “Login” at the top-right of the page.
2. This will take you to the profile assistance page



3. If you are unsure if you have an account or need a password reset, click “Account Lookup or Forgot Password” to reach the Account Lookup page.
4. In the email box, enter your legislative or business email and click “Search Now.” The system will search all email addresses we have on file.

### Account Lookup

If you have forgotten your password, please enter the email address associated with your account and you will be able to reset it. [Help guide for NCSL account and login process. Click Here](#)

**To create an account for the first time:**  
Legislators and legislative staff enter your legislative email address to get started. Other users, please enter the email you have used in the past with NCSL.

If we have a record of your email address in our system, you will be able to quickly set your password. If there is no record of your email, you will be asked to create a new account with your contact information.

Need Help? [303-656-1650](#) or [Email](#)

Email\* @

We recommend that legislators and legislative staff enter their legislative email. The email entered in this step will become your username.

**If our system did find your email address:**

The following message will appear:



## We Found You

We found this record related to your email. Click the Activate Username button to complete the process. Enter your email as your username on the next screen

Need Help? [303-856-1650](#) or [Email](#)

Name	Organization/Company	Username	Action
First Last	Name		<a href="#">Activate Username</a>

[Back To Search](#)

Click the red “Activate Username” button and a link will be sent to the email you submitted to set up the account password. The email will arrive within five minutes and be from ncslnet-admin. The link will take you to a form which will allow you to set your password.

**If the system did not find the email address:**

The following message will appear:

## We Couldn't Find You

We could not find a record with the email address. Please click Create Account below to complete the process. If you believe you received this message in error, please search with another email or contact us.

Need Help? [303-856-1650](#) or [Email](#)

[Back To Search](#) [CreateAccount](#)

Click the red “Create Account” button. This leads to an Account Creation page with a form. The email used to search will become the username for the account.

\* Contact Type

\* Email Address

\* Title

\* First Name

Middle Name

\* Last Name

Enter your legislature or company name in the field Organization/Company, and the field should find it and autofill. If the organization or business is not found, please enter “Other” to complete the form.



Organization/Company

\* Address ⓘ

Country

--None--

\* Street

\* City

State

--None--

\* Postal Code

Back To Search   **Create Account**

Once the form is complete, click “Create Account.” A link will be sent to the preferred email address entered to set the password. The email should arrive within five minutes of the request and will be from **nclsnet-admin**.

## Password Reset

To reset a forgotten password:

1. From the NCSL website, click on “Create Account” at the top-right of the page.

[Create Account](#) | [Contact](#) | [Help](#)

2. This will take you to the “Account Lookup” page:

### Account Lookup

If you have forgotten your password, please enter the email address associated with your account and you will be able to reset it.  
 To create an account for the first time:  
 Legislators and legislative staff enter your legislative email address to get started. Other users, please enter the email you have used in the past with NCSL.

If we have a record of your email address in our system, you will be able to quickly set your password. If there is no record of your email, you will be asked to create a new account with your contact information.

Need Help? [303-856-1650](#) or [Email](#)

Email \* ⓘ

Cancel   **Search Now**

3. In the email box, enter your legislative or business email and click “Search Now.” The system will search all email addresses we have on file.
4. The following page will appear:





## We Found You

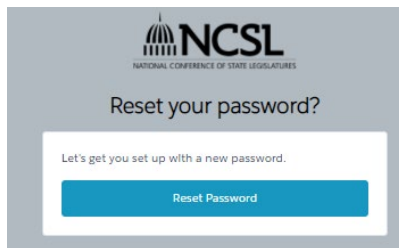
We found this record related to your email. Click the Reset Password button to complete the process. Enter your email as your username on the next screen.

Need Help? [303-856-1650](#) or [Email](#)

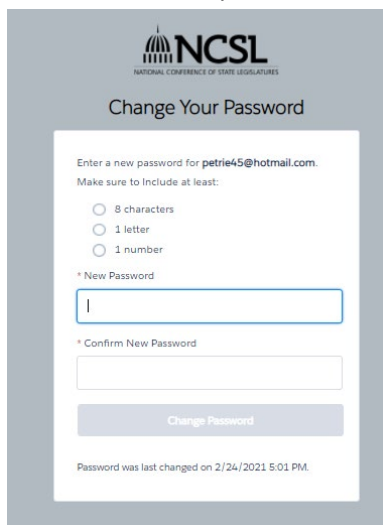
Name	Organization/Company	Username	Action
Meghan Petrie	Other	p*****@hotmail.com	<a href="#">Reset Password Here</a>

**NOTE:** If the user had not already created their account, they will receive the “We Couldn’t Find You” message. Please follow the steps in that section above to assist them with Account Creation.

- Click the red “Reset Password Here” button and an email will be sent to the listed email address within five minutes.
- The email will be from ncslnet-admin; click the link provided to reset the password:



- Create a new password and click “Change Password”.



- The password will update, and the page display will change to the user’s profile preference page.