Exhibitor Portal Name Badge Instructions
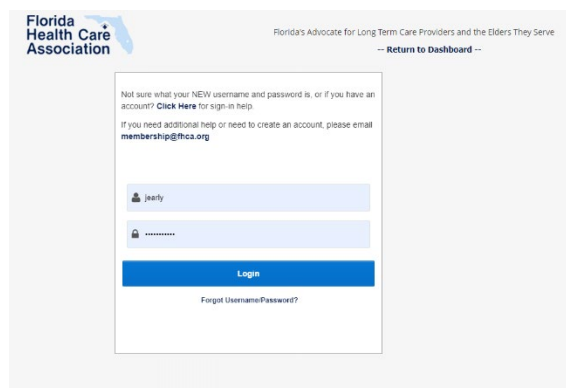
NAME BADGES POLICIES

Each booth is allotted with 8 name badges. If you have more than one booth, your allotted amount will adjust accordingly. Exhibiting companies must request and obtain name badges for distribution only to the exhibiting company's employees who will staff their booth during show hours. Name badges will include the name of the employee along with the name of the exhibiting company. **No credentials or titles will be displayed.**

Exhibitor Badge Policy: Only current employees of the exhibiting company may acquire a badge! All employees of an exhibiting company must be prepared during show hours to show proof of employment with a business card. The failure of an employee to demonstrate proof of employment with a business card will result in confiscation of the unauthorized name badge and immediate escorting of the non-employee individual from the trade show floor. In addition, should it be discovered that a nonemployee of an exhibiting company is wearing a name badge or that the exhibiting company obtained a name badge for a nonemployee or participated in a scheme to obtain a name badge for a nonemployee, the exhibiting company will be prohibited from exhibiting at the following year's FHCA Annual Conference Trade Show.

STEP 1

- **Log into your account Dashboard.**
- When prompted, enter your membership credentials. *As a reminder, email addresses are no longer being used as usernames.
- If you have not already done so, you can reestablish your credentials or request a password reset **here**.

If you have trouble logging into your account, please contact Robin Erb with the membership department who will be able to assist you.

IMPORTANT: Only the company administrator will have access to add exhibitor booth personnel as the booth and Exhibitor Portal will only appear on the company's Dashboard. The company administrator is who we, FHCA, have listed as the primary contact for the company. If you need temporary access to the portal to register the names and do not know who the company administrator is, please contact Robin Erb with the membership department or Jenny Early who will be able to assist you.

STEP 2

- Select the '**Exhibitor Portal Entry**' on the top dropdown menu under the 'My Company' Header of the Dashboard.

Florida Health Care Association

Florida's Advocate for Long Term Care Providers and the Elders They Serve

| My Account | My Company | Membership | FHCA Store | Submissions | Reviewers | Log Off |

Employee Management
Invoice History
Pay Open Invoices
Exhibitor Portal Entry

My Profile

Joe Smith
123 ABC Lane
Nowhere, FL
(222) 333-4444
joesmith@abccompany.com

...berships

...ian - Associate

Committees

No Committees found.

FHCA Events

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STEP 3

My Expo Events

123456
Joe Smith

My Available Companies

⦿ ABC Company

Events

▼ ☑ ☰ Events ✕

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Events : Current

Description	Expo Date	Location	Action
FHCA 2024 Trade Show	7/22/24	Rosen Shingle Creek in Orlando, FL	✎ 👥

- Once inside the Exhibitor Portal, your trade show registration will be present with two icons next to it.
- Select the people icon.

- Select the 'Add Personnel' button. You will also see how many name badges you have available. This is based on the number of booths you have as well as once you start entering your names, your available name badge options will adjust accordingly.

Florida Health Care Association

Florida's Advocate for Long Term Care Providers and the Elders They Serve

-- Return to Dashboard --

Expo Booth Personnel

No Personnel Setup

Add Personnel   Purchase Additional Badges   You have 8 of 8 available personnel remaining.

- The window that pops up will ask you if you would like to add an existing employee or create a new employee record. Select 'Add Existing" first to see if the employee records already exist.
- Under the 'Add Existing Personnel', you will see a drop-down menu for the Employee Name which will list all employees on record with your company at this moment. *Please note, this is a new system. During the conversion from our previous system, all data was carried over and included old employees that may no longer be with your company. Do not be alarmed by this. You can always go to your main company dashboard and adjust your employees there to erase them from showing up.*

Add Existing Personnel   ×

Employee Name   Title   Company

                                                      ABC Company

Type   Primary Contact
                    ○ Yes ● No

If updates need to be made to the personnel name or title, please contact customer service.

Cancel   Save

- Select the employee's name you want. Then in the next drop-down box, select the booth personnel option.
- You will be given the opportunity to select them as the primary contact or not. Only one person can be designated as the primary contact for this event. When finished hit, Save.

Add Existing Personnel   ×

Employee Name   Title   Company

Joe Smith   **Senior Vice President**   ABC Company

Type   Primary Contact

Booth Personnel   ● Yes ○ No

If updates need to be made to the personnel name or title, please contact customer service.

Cancel   Save

STEP 5

- Repeat this step for all your name badge requests.
- If one of your employees is not listed in the drop-down box, select the 'Add New' option, and complete the information.

Add Personnel   ✕

Would you like to add an existing employee or create a new employee record?

Add Existing   **Add New**

Add/Edit Record   ✕

First Name   **Last Name**

Email   **Title**   **Company**

ABC Company

Type   **Primary Contact**

○ Yes ● No

Cancel   Save

PURCHASING ADDITIONAL BADGES

- If you need to purchase additional badges past your allotted amount, you may do this for $75 per badge.

Purchase Additional Badges   You have 0 available personnel remaining.

- Select the Purchase Additional Badges option.
- On the new window, select the 'Additional Personnel Badges $75 Available' so it is highlighted and click the 'Add' button to move it into your cart.

FHCA 2024 Trade Show

Additional Items   **My Cart**

Additional Personnel Badges $75 Available(999)   Add>>

<<Remove

- Additional Items: $0
- Order Total: $0
- Additional Booth Personnel: 0

Checkout

- Check out as normal by completing the payment information.
- Once the additional name badge is paid for, return to your Exhibitor Portal and select the people icon again. You will see that the additional name badge option is now available, and you can complete the same process of selecting the existing employee or creating a new one for what is printed for the name badge.

EDITING NAME BADGES/PERSONNEL

- Should your personnel change and you need to remove one of your originally submitted name badges, simply go back into your Exhibitor Portal.
- Select the people icon once again.
- You will see the booth personnel that are currently registered for a name badge.

Expo Booth Personnel

Name on Badge	Title	Company	Type	Primary Contact	Action
Jenny Early	Senior Vice President	ABC Company	Booth Personnel	Yes	✏ 🗑
Joe Smith	Sales Executive	ABC Company	Booth Personnel	No	✏ 🗑
Jane Smith		ABC Company	Booth Personnel	No	✏ 🗑
Bob Jones	Senior Vice President	ABC Company	Booth Personnel	No	✏ 🗑
Dan Brown	Executive Vice President - Sales	ABC Company	Booth Personnel	No	✏ 🗑
Glen Jones	Vice President Healthcare	ABC Company	Booth Personnel	No	✏ 🗑

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- Select either the trashcan icon next to the name badge you want to remove or the pencil icon to edit the name if needed under the Action column.

NAME BADGE DEADLINE

All name badge requests must be made by June 21 for printing purposes. After June 21, all name badges and edits will need to be made onsite at the Exhibitor Registration Desk.

EXHIBITOR PORTAL COMPANY INFORMATION

- If you select the pencil icon under the action column on your Exhibitor Portal main screen, you will see your reservation which includes your booth number and any sponsorships you may have.

Events

Events

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Events : Current

Description	Expo Date	Location	Action
FHCA 2024 Trade Show	7/22/24	Rosen Shingle Creek in Orlando, FL	✎ 👥

- In addition to seeing your booth number under this screen, you can get to the booth personnel screen or print a receipt if needed.
- If you select the 'Exhibitor Information' tab on the right, you can update the information that you want listed on the Exhibitor website. If you click the 'Company Details' tab, you can enter your 25-word description. Please keep it at 25 words or less, or your description will be shortened for you in order to meet guidelines.

FHCA 2024 Trade Show			Return to Exhibitor Portal Return to Exhibit Details

My Purchases

QTY	Item	Price	
1	Booth 123	$1,100.00	• Exhibitor Information **Edit**
1	OS Sponsorship	$1,500	• Company Details **Edit**
Total Order Amount		$2,600	• Booth Personnel **Edit**
			• Receipt **Print**