

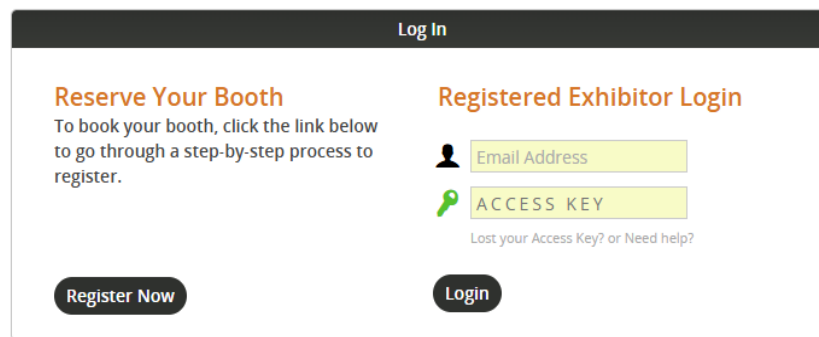
EXHIBITOR REGISTRATION INSTRUCTIONS

Steps outlined are applicable to Chapter/AMPP HQ Events & Specialty Conferences
(screenshots provided as examples and may reflect banners or references to various AMPP event(s))

STEP 1: LOGIN

Use the credentials provided in your booth confirmation email (sent when you selected your booth). If you need your credentials resent, please contact exhibitsdepartment@ampp.org.

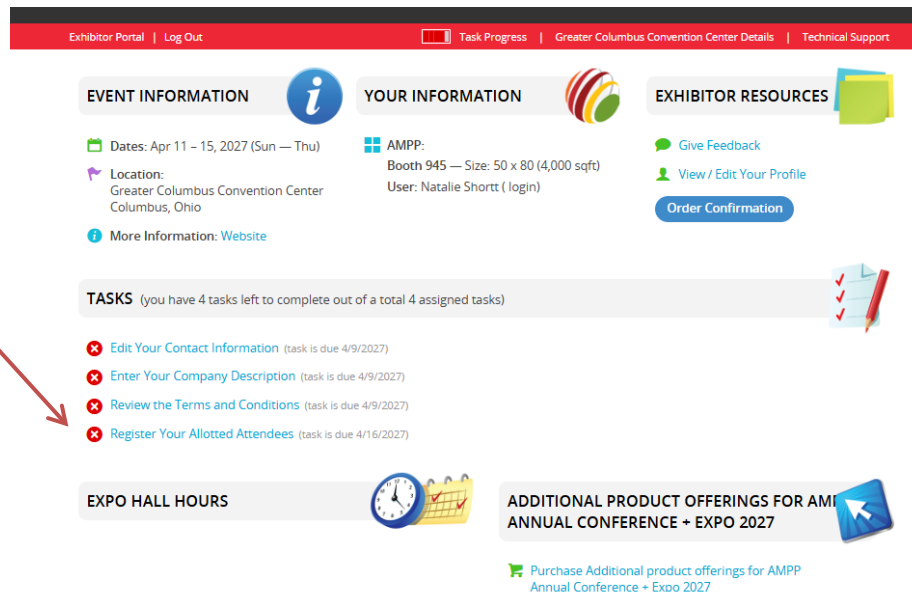
AMPP Exhibitor Portal to manage your booking or reserve your booth using the form below.



Questions? Exhibits and Sponsorship Team: - exhibitsdepartment@ampp.org / (800) 797-6223

STEP 2: REVIEW AND COMPLETE TASK(S)

- Review the Terms & Conditions
- **Register Your Allotted Attendees**
- Edit Your Contact Information
- Enter Your Company Description



STEP 3: LAUNCH REGISTRATION PORTAL

Click on *Register Your Allotted Attendees* under TASKS. Then, click the red *Registration* button to continue.

[Home](#) | [Log Out](#)
Task Progress | [Greater Columbus Convention Center Details](#) | [Technical Support](#)


REGISTER YOUR ALLOTTED ATTENDEES
Complete Task

ADMIN MODE: Check this box to disable achievements when you submit data on this page.
☐ Bypass task completion


Please click the button below to begin registering your attendees using your allotted registrations.

Registration

STEP 4: ENTER BOOTH CONTACT INFORMATION

This section should include the contact information of the person responsible for registering the booth personnel.


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Booth Contact Information

Please provide the following booth contact information and your organization's address. Required fields are marked with an asterisk *.

Given Name *		Address 1 *	
Middle Initial		Address 2	
Sur/Family Name *		City *	
	The HR Group	State/Province	
Email *		Zip	
		Country *	

Continue

STEP 5: EXHIBITOR MANAGEMENT MENU OPTIONS

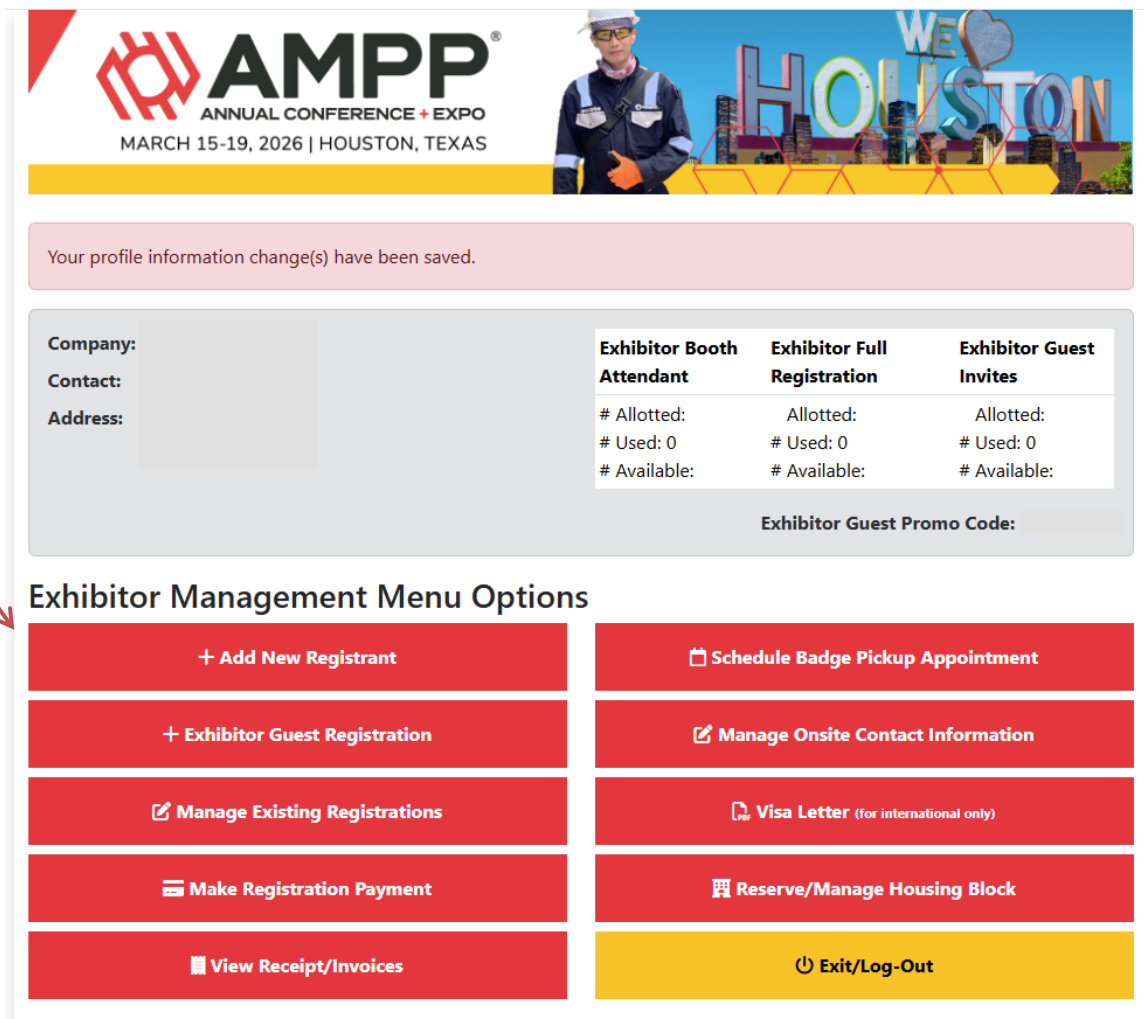
To register staff using your package allotments, select *Add New Registrant*, enter the last name and email address of the individual you are registering. *If the individual is not found in our database, click *Proceed as Non-Member*.

You will need to select the pass type for the individual (and any individual(s) thereafter) from your available allotments.

NOTES:

- Additional fees may be applicable depending upon selection(s): (ie: complimentary vs. discounted vs. add-on activities or events)
- The Exhibitor Pass types and allotments section is based on deliverables applicable to each event(s).

Once completed, you can view and manage your registrants any time via the Exhibitor Management Menu (ie: Manage Existing Registrations, Make Registration Payment, etc).



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Your profile information change(s) have been saved.

Company:
Contact:
Address:

Exhibitor Booth Attendant	Exhibitor Full Registration	Exhibitor Guest Invites
# Allotted:	Allotted:	Allotted:
# Used: 0	# Used: 0	# Used: 0
# Available:	# Available:	# Available:

Exhibitor Guest Promo Code:

Exhibitor Management Menu Options

- + Add New Registrant
- + Exhibitor Guest Registration
- Manage Existing Registrations
- Make Registration Payment
- View Receipt/Invoices
- Schedule Badge Pickup Appointment
- Manage Onsite Contact Information
- Visa Letter (for international only)
- Reserve/Manage Housing Block
- Exit/Log-Out

If you need further assistance, please contact the exhibits team at exhibitsdepartment@ampp.org.
 Some inquiries may need to be redirected to the SPARGO Customer Service Support team.