USING NYNOW'S REGISTRATION PLATFORM

For the NY NOW Winter 2026, our registration partner is Cvent.

Registering for NYNOW

Upon booking your booth for the upcoming show, the contract contact for your account will receive an automated email, pictured below, from the email address nynowshowteam@nynow.com



Hello Exhibitor Admin.

You are receiving this email because you are listed as the Contract Contact for your company exhibiting at NY NOW Winter, February 1-3, 2026.

It's time to register your team for Exhibitor Badges. We have a new registration system and wanted to outline the easy steps for getting your team registered for badges.

- is a personalized link that will only work for you and cannot be forwarded or
- Set up your Password
 The password is unique to you. 3. Register Your Team

Once you are logged in, you can register your team for badges up to your badge allotment (6 badges per 10x10 booth). Tip: Bookmark the page

Click the link below to Log In to the Exhibitor Badge Portal. Note: this

In the Exhibitor Badge Portal, you can:

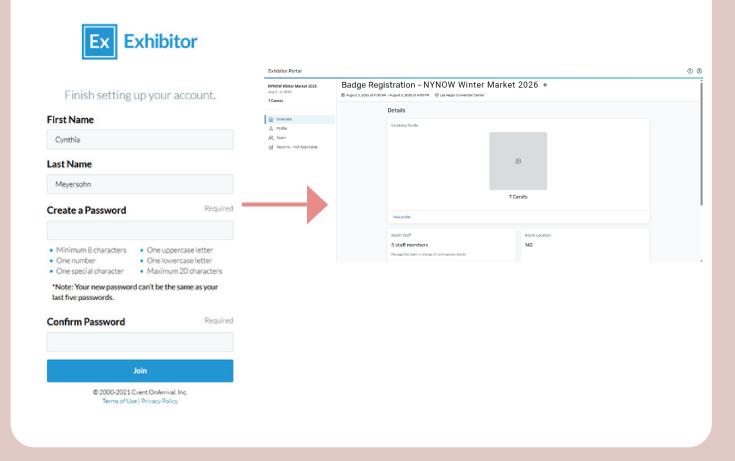
- · Register yourself for a badge

Follow the link under "Register for Exhibitor Staff Badges Now" to access registration

Only the Contract Contact will receive this automated email. To request a resend, or to adjust the recipient or recipient email address, please contact customer service at support@nynow.com.

Create a Password for your Account

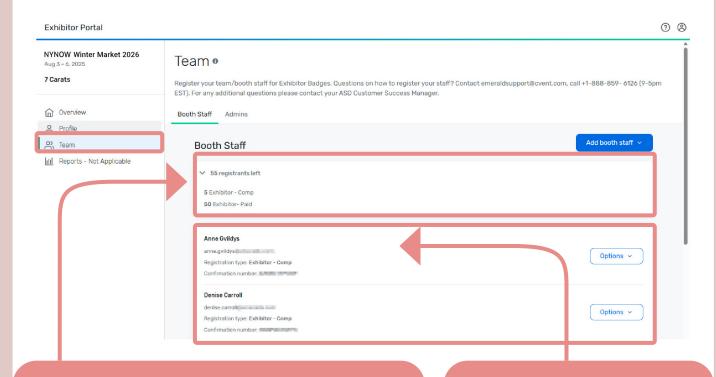
Upon following the link in the email, you will be brought to the Exhibitor Registration Portal to create your password.



There are many different facets of the Cvent Exhibitor Registration Portal that NYNOW is not utilizing. These instructions will focus solely on the areas exhibitors need to register for the upcoming show. Information you enter in any other area of the Cvent portal will not be tracked or used by NYNOW.

Accessing Your Company Registration

To access exhibitor registration, go to the Team tab on the left hand side of the Exhibitor Badge Portal.



Registrations Types

- Exhibitor Comp: your free allotment of badges.
- Exhibitor Paid: additional badges for purchase beyond your allotment.

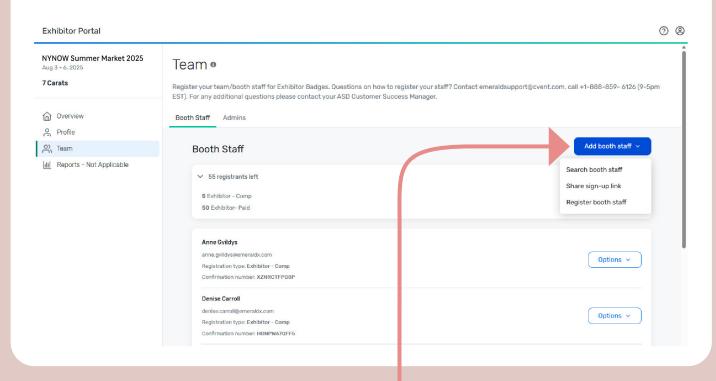
This section will show you your total available registrations remaining.

Registered Staff

Summary of your companies registered staff members

Registering Staff

To register booth staff select Add Booth Staff from the Team page on the Exhibitor Badge Portal



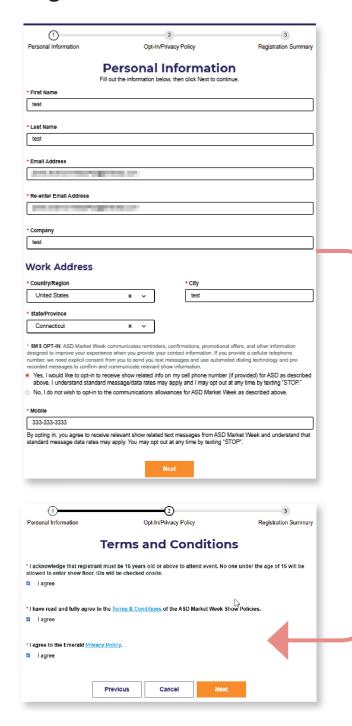
Select How You Are Registering Your Staff

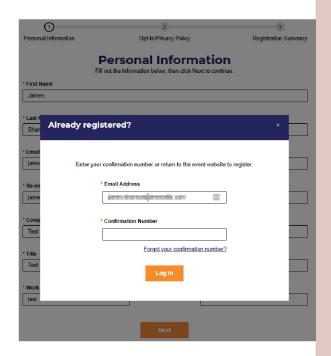
- Share sign-up link will generate a unique link that you can share with your team to register on their own.
- Register booth staff will bring you to the registration portal to register yourself or the entire team

Note: after selecting how you will register your staff, a pop up will appear asking what type of registration you would like to use, Comp or Paid. It will then open a new window with the registration form. You can not switch between Comp/Paid in the registration form, you must go back to the Team portal to do so. If using a shared link, you must generate a new link.

Registration Form

Complete all required fields throughout the registration form.



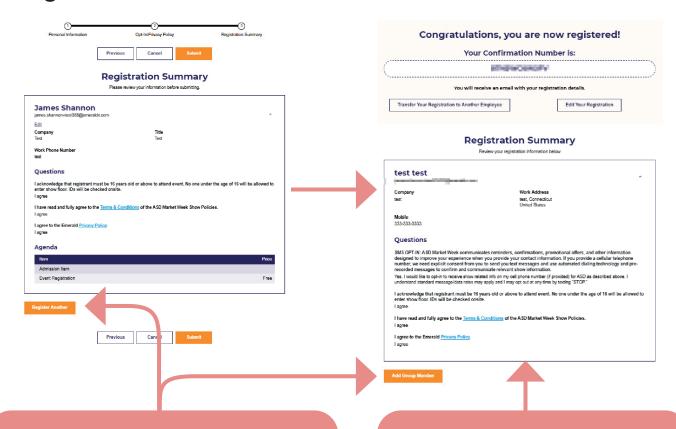


Unique Email Address Required

Unique email addresses are required for each individual registering for NYNOW. If the email address you entered has already been used, you will receive the following message. Reach out to your Customer Success Manager for assistance on how to proceed.

Registration Form

Complete all required fields throughout the registration form.



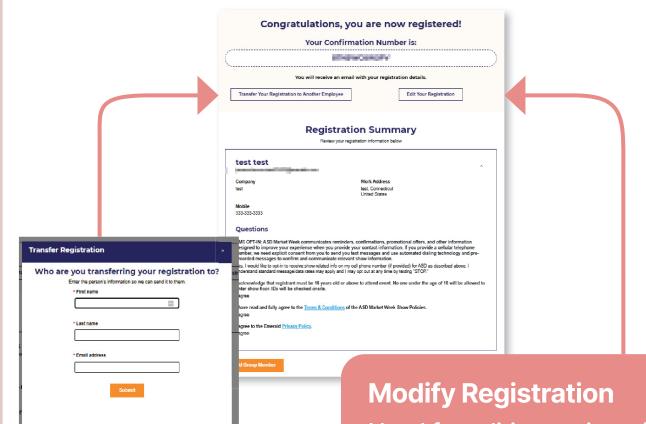
Registering Additional Staff Members

Follow either button to register additional staff members. You will then be brought to the beginning of the registration form to register additional team members.

Your Registration is not complete until you see this confirmation screen. If you exit the registration form prior to receiving this screen, none of your information will be saved.

Adjusting Registration from Confirmation Page

From the Confirmation Page you can transfer your registration to another staff member or make changes to your existing registration.



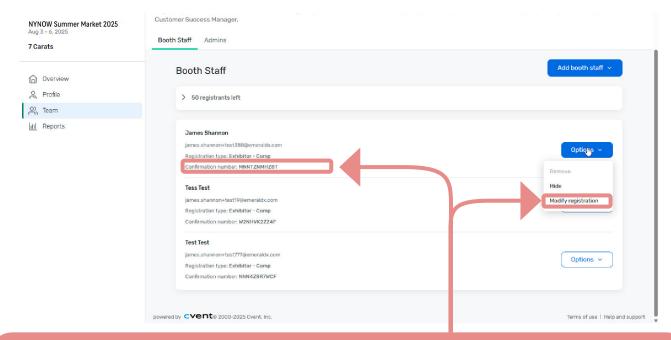
Transfer Registration

Changes the individual registered. Follow the prompt to transfer your exhibitor registration to another staff member.

Used for editing registration details, does not change the individual registered. If you are changing the person on the registration, you must use the transfer feature as this creates a new Badge ID that is needed to access the Mobile App.

Adjusting Existing Registrations from Exhibitor Badge Portal

From the Team page on the Exhibitor Badge Portal you can modify or transfer existing staff registrations.



Adjusting Registration

Copy or write down the Confirmation Number associated with the staff member you are modifying, then select Option and Modify Registration, this will open the Exhibitor Registration form in a new window. Enter the confirmation number and then follow the instructions on the previous page.

Note: Do not exit the Confirmation Number pop-up on the registration form. This will bring you to the buyer registration flow. You will not be able to access the exhibitor tools in the Mobile App or the show floor, during set-up, with a buyer registration type.

Additional Support

As we get used to this new registration program, we're here to support you and your team with any registration inquires. Below you'll find contact information for additional support.

CVent Registration Support

Email: emeraldsupport@cvent.com

Phone: 1-833-859-6126

(Available 9 AM - 5 PM EST.)

NY NOW Customer Support

support@nynow.com

