

New England Veterinary Conference

Exhibitor Portal – Help Document

Access Exhibitor Portal: <https://exhibitors.cvent.com/login>

Only company admins have access to the portal. You can add additional admins or email us at exhibit@nevma.org to remove/add admins. There is a forgot password link on the log in page in case you don't have your password from a previous year/event.

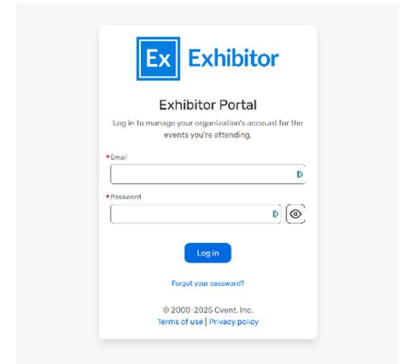
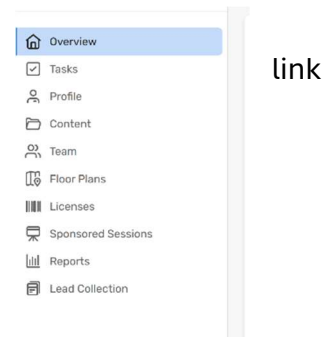
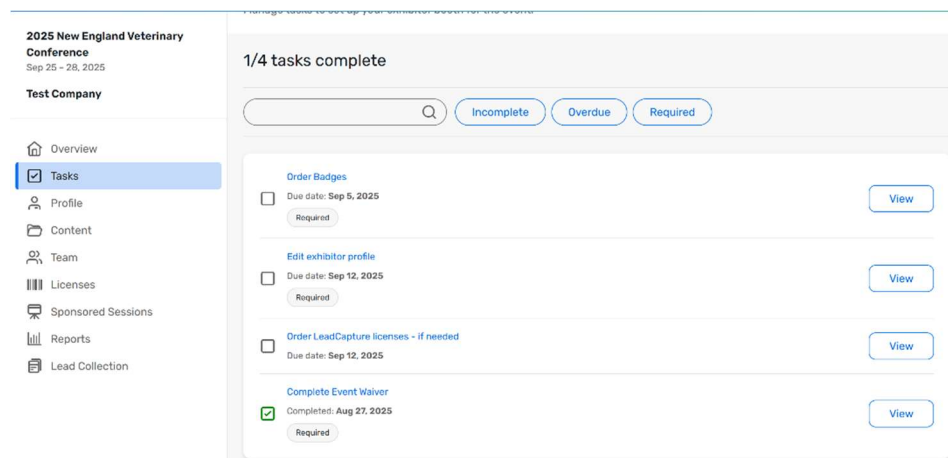


Exhibit booth placement: Once your booth placement has been assigned, you can view the map in the portal. Use the Floor Plans on the left navigation.



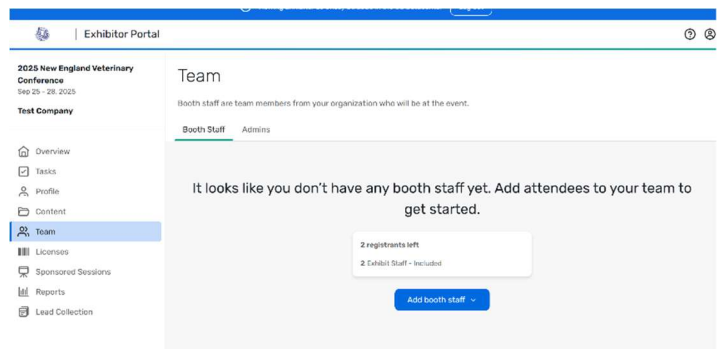
Tasks for exhibitors are listed below. In the portal, you can access the correct page for each item using the link on the task list itself or using the side navigation. The system will send task reminders until you have checked off the task. The system doesn't know that you have entered all your information unless you tell it.



1. **Badges** – Order booth staff badges. Note that **Admins do not get badges**. If you are both the admin and coming to the conference, you will need to order yourself a badge. More details on adding badges is below.
2. **Edit Profile** – Add information about your company for attendees. You can upload a logo, a banner, contact information, etc.
3. **Order lead capture** – you only need to order lead capture if you want it. If you are not ordering lead capture, make sure to check the task complete so the system doesn't send you reminders
4. **Upload hotel waivers** – these should have been uploaded with your registration.

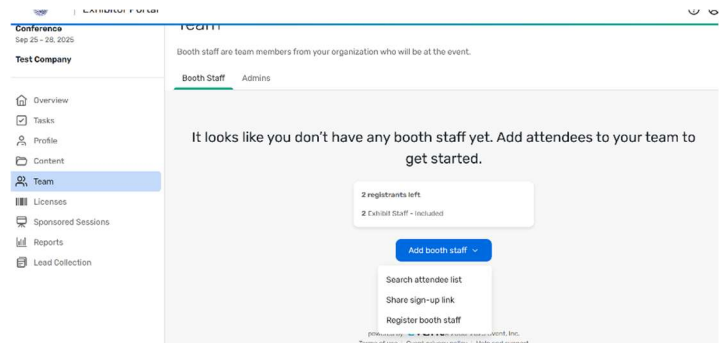
Ordering Badges for onsite staff:

1. Log into the exhibitor portal: <https://exhibitors.cvent.com/login>
2. On the left side of the welcome page, click on Team

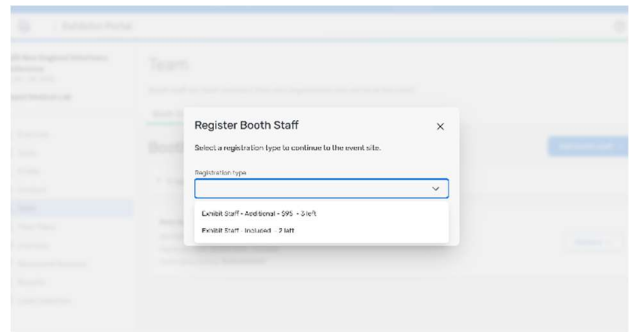


3. Click the blue button in the center - Add booth staff

4. If you are adding your staff, select Register booth staff on the dropdown list. You can also send links to your staff to complete their registration themselves from this menu.



5. Select the registration type - there are three badges included in the booth price. Additional badges are available for purchase.



6. Complete the registration for the first person. Once you have added a person, they should show up on your Teams list. (You might need to refresh your screen.)

A screenshot of a web application showing a form titled "Booth Staff Information". At the top, it says "2025 New England Veterinary Conference" and lists navigation links: Summary, Agenda, Speakers, Hotel & Travel, Fees, FAQs, Exhibitors and Sponsors. Below the title, it says "Fill out the information below, then click Next to continue." The form has several fields: "Registration Type" (a dropdown menu with "Exhibit Staff - Included" selected), "Company" (a text input field), "Prefix" (a text input field), "First name" (a text input field with a clear button), and "Last name" (a text input field with a clear button).

Additional information/FAQs:

1. To add additional people, go back to the exhibitor portal and follow the same process.
2. Badges do not print for Admin staff, only Booth Staff
3. Having trouble accessing the site? Try closing the browser, clearing the cache, and then logging in again.
4. Having trouble ordering a second badge? If the system is asking you to enter your confirmation number when you try to add an additional badge, the details of the first badge registration are still in your browser's cache on your computer. Try closing the registration window and clearing the cache. Then try and add the next person.
5. Email us at exhibit@nevma.org with questions about number of badges, event set up, booth placement, etc. You can also call 800-297-1749, but email is best as we are not always in the office.
6. Still having technical difficulties? You can call CVENT directly to ask questions about the exhibitor portal and lead capture: 866-318-4357, press 1, then press 1, then press 6 to get to the on arrival/lead capture help. *This number is only for technical help. They cannot answer event-related questions.*