



mail@newea.org

Today at 11:44 AM



To: Janice Moran

New England Water Environment Association Annual Conference & Exhibit 2018 Invites You to Edit: NEWEA

1 event found in this email: January 21, 2018

add...

Greetings,

You have been invited to edit the "NEWEA" exhibitor profile for the following event: New England Water Environment Association Annual Conference & Exhibit 2018

Click [here](#) to get started.

**Current Booth Assignment(s): 216**

You're receiving this email because your company has signed up to exhibit at NEWEA's 2018 Annual Conference & Exhibit, January 21-24th, Boston, MA.

- As an exhibitor, you can log into our New ONLINE Exhibitor Center to:
- Add Booth Personnel
- Add Your Company Contact Information
- Create a Separate Administrative Contact to receive booth information
- Upload a company logo
- Provide a description about your company

If you have any questions, please contact Janice Moran, NEWEA at 781-939-0908 or [jmoran@newea.org](mailto:jmoran@newea.org)

**This is a copy of the email you will receive after you've registered for a booth.**

**Click the link to get started.**

## Exhibitor Plus Account Creation

Welcome to the Exhibitor Plus Account Creation wizard.

Please use the form below to create your account and begin editing your exhibitor profile.

### Step 1: Verify Your Email

To get started, please type in the email address where you received the invitation into the box below.

Enter the invitation email address in this box

Submit & Verify

**Enter the email address where you received the invitation. You can change to a different email in the settings if needed.**

## Exhibitor Plus Account Creation

Welcome to the Exhibitor Plus Account Creation wizard.

Please use the form below to create your account and begin editing your exhibitor profile.



### Step 2: Create a Password for Your New Account

Passwords must be longer than 6 characters and contain at least one number and one letter.

New Password:

Confirm Password:

Create Password

**Create a  
password  
for your  
exhibitor  
account.**

## Exhibitor Plus Account Creation

Welcome to the Exhibitor Plus Account Creation wizard.

Please use the form below to create your account and begin editing your exhibitor profile.

✓ **Success!**

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Your account has been created and you are ready to get started. Click the button below to continue to the admin editor and login.

[Continue to the Admin Login Screen](#)

Exhibitor Dashboard

Active Exhibitor Accounts (1)

Archived Exhibitor Accounts (0)

Quickstart Guide

#	Company Name	Show Name	Facility, City & State	Start Date	End Date
Search Records					
1	NEWEA	New England Water Environment Association Annual Conference & Exhibit 2018	Boston Marriott Copley Place Hotel, Boston, MA	2018-01-21	2018-01-24
#	Company Name	Show Name	Facility, City & State	Start Date	End Date

Click on the name of the show to access your account or use the links on the

Exhibitor Dashboard

- My Exhibitor Profiles
- My Orders

### Active Exhibitor Accounts (1)

### Archived Exhibitor Accounts (0)

[Quickstart Guide](#)

#	Company Name	Show Name	Facility, City & State	Start Date	End Date
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1	NEWEA	New England Water Environment Association Annual Conference & Exhibit 2018	Boston Marriott Copley Place Hotel, Boston, MA	2018-01-21	2018-01-24
#	Company Name	Show Name	Facility, City & State	Start Date	End Date

**This is what it looks like when you drop down the Exhibitor Dashboard Menu**

 Save Record

- Main Profile**
- Contact Us
- In The Booth
- Products & Services
- Videos
- Contact Form
- Administrative

Company Name

Description

Exhibitor Logo  no file selected

*Accepted formats: jpg, gif and png*

Keywords

*These are searchable keywords. Put anything here that wouldn't appear in the categories or the business description.*

Categories

*Select the applicable categories for this profile*

**Fill out the tabs as appropriate.**

**This information will be used in the exhibitor directory which is printed in the final program. Attendees will also be able to access it online during the show.**

 Save Record

[Record Edit History \(click to view\)](#)

 Save Record

Main Profile

**Contact Us**

In The Booth

Products &amp; Services

Videos

Contact Form

Administrative

**Business Contact Information (public)**

Address 1 10 Tower Office Park

Address 2 Suite 601

City Woburn

State MA

Country United States

Zip 01801

First Name Mary

Last Name Barry

Title Executive Director

Email mbarry@newea.org

Phone 781-939-0908

Fax 781-939-0907

**Website & Social Media Links**Website <http://www.newea.org>Twitter Link <https://twitter.com/NEWaterEnv>Facebook Link <https://www.facebook.com/pages/New-England-Water-Environment-Association/14462>

LinkedIn Link

Instagram Link <https://www.instagram.com/newwaterenv>

Youtube Link

Google Plus Link

Pinterest Link

 Save Record





Save Record

- Exhibitor Dashboard
- My Exhibitor Profiles
- My Orders

- Main Profile
- Contact Us
- In The Booth**
- Products & Services
- Videos
- Contact Form
- Custom Fields
- Administrative

This is a listing of who, from your organization, will be appearing at the event.

You are currently using 4 of 4 available slots. 16 more slots can be purchased up to a total of 20.

**Each booth purchase comes with four (4) complimentary badges. You can purchase more here. This can be access anytime before the show.**

Want to add more booth personnel? [You can purchase more here](#)

Item	Price	Quantity	
Additional Booth Personnel	\$ 90	<input type="text" value="-----"/>	

#	Name	Company	Title	Photo	Personnel Type	Brief Bio	Listed Order	Attended	Edit	Delete
Search Records										
1	Janice Moran		Program Coordinator		1. First Exhibit Badge w/tickets (1of4) - Full access badge includes admittance to exhibit hall and technical sessions (no fee)	Over 18 years of experience	2	Yes		
2	Linda Austin		Administrative Assistant		3. Exhibit Badge (no tickets) (3of4) - Includes admittance to exhibit hall only (no fee)	Over 20 years of experience	3	Yes		
3	Mary Barry		Executive Director		2. Second Exhibit Badge w/tickets (2of4) - Full access badge includes admittance to exhibit hall and technical sessions (no fee)	Executive Director	1	Yes		
4	Mickey Mouse	Disney	Head Mouse		4. Exhibit Badge (no tickets) (4of4) - Includes admittance to exhibit hall only (no fee)	Off site Manager for over 50 years	4	Yes		
#	Name	Company	Title	Photo	Personnel Type	Brief Bio	Listed Order	Attended	Edit	Delete

Save Record

[Record Edit History \(click to view\)](#)

**Enter Information**

**Name \*** Janice Moran

**Company**

*\*Only enter if this individual represents another organization.\**

**Title** Program Coordinator

**Photo**  no file selected

**Personnel Type** 1. First Exhibit Badge w/tickets (1of4) - Full access badge includes admittance to exhibit hall and technical sessions (no fee) ▾

**Brief Bio** Over 18 years of experience

**Email** jmoran@newea.org

**Phone** 781-939-0908

**Listed Order** 2

*Determine the order in which you'd like the personnel to be displayed.*

**Internal Memo**

*Internal use only. Displays in the admin and on the personnel export*

**Attended**  Yes  No

 Save Record

- Main Profile
- Contact Us
- In The Booth
- Products & Services**
- Videos
- Contact Form
- Administrative

 Add New

This is a listing of your products and services. We recommend including only the products or services you intend to promote at the event.

**This is optional.**

You currently have 0 products or services listed. Click the 'Add New' button to begin.

 Save Record

[Record Edit History \(click to view\)](#)

 Save Record

- Main Profile
- Contact Us
- In The Booth
- Products & Services
- Videos**
- Contact Form
- Administrative

 Add New Video

**Optional**

This is the list of YouTube videos or video links that will be displayed on your profile.

You currently have 0 videos. Click the 'Add New Video' button to begin.

 Save Record

[Record Edit History \(click to view\)](#)

 Save Record

- Main Profile
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- Videos
- Contact Form**
- Administrative

### Contact Form Settings

Contact Form  Yes  No

*Would you like to turn the contact form on?*

Contact Form Email

*What email address should all contact submissions be sent to?*

**Use this tab if you want attendees to be able to contact your company for more information.**

### Contact Submissions

These are contact submissions that came through either the desktop or mobile app and have been emailed to the above email address.

There are currently no contact submissions to display.

 Save Record

[Record Edit History \(click to view\)](#)

 Save Record

- Main Profile
- Contact Us
- In The Booth
- Products & Services
- Videos
- Contact Form
- Administrative**

### Administrative Information (internal)

Admin First Name

Admin Last Name

Admin Title

Admin Email



Admin Phone

Admin Fax

Internal Memo

*This displays only in the admin and only to show managers.*

**You can add an administrative person to receive billing invoices and receipts.**

**Invoices/Receipts will be emailed to the show contact and the administrative contact (if provided).**

**Click Save Record and you're done!  
You may log into your exhibitor account anytime to update the company information, make changes, add badges or to pay invoices.**

 Save Record



[Record Edit History \(click to view\)](#)