

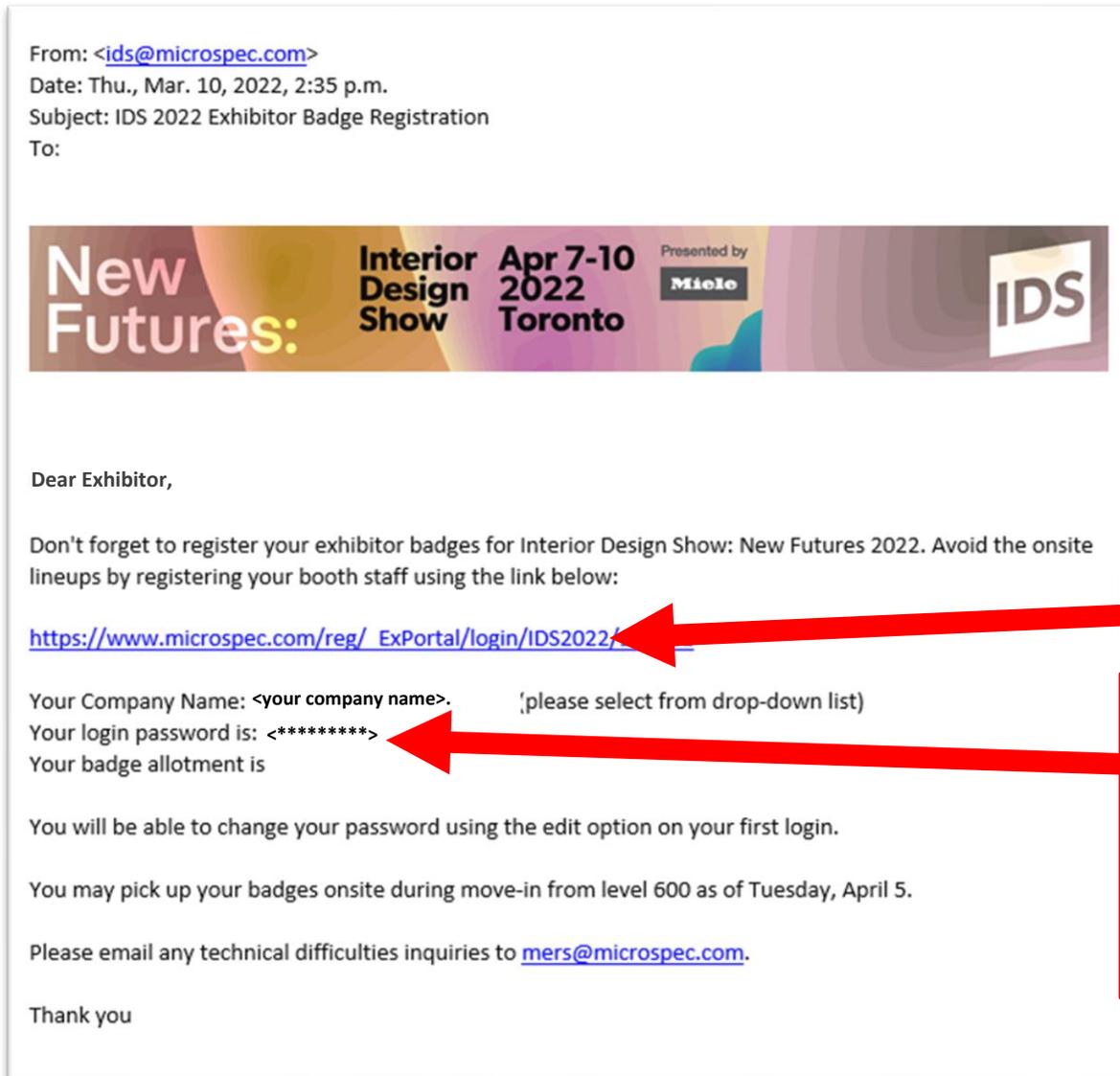
How to Use the Exhibitor Staff Badge Registration Portal

V1 – March 9, 2022

Step 1

To access the exhibitor staff registration portal, click the link in the email you received from ids@microspec.com or go here: <https://www.microspec.com/exreg/login/IDS2022>

Here is an example of what the email invitation looks like:



Click Here

Here is your password which you can reset after you've logged in the first time.

Step 2

Select your company name from the drop-down menu and enter the password that was included in your invitation email. If you don't know your password, click the "I forgot my password" under the green Login button:

Select your company name from the drop-down menu.

Enter the password that was included in your email invitation. If you can't find the email, click the blue text below the green Login button to set a new password.

Be sure to review the badge information.

New Futures: Interior Design Show 2022 Toronto Presented by **McGraw Hill Construction** **IDS**

Interior Design Show: New Futures 2022

To access your Exhibitor Resource Center choose your company and enter your password below.

Company:

Password:

[Login](#)

[I forgot my password](#)

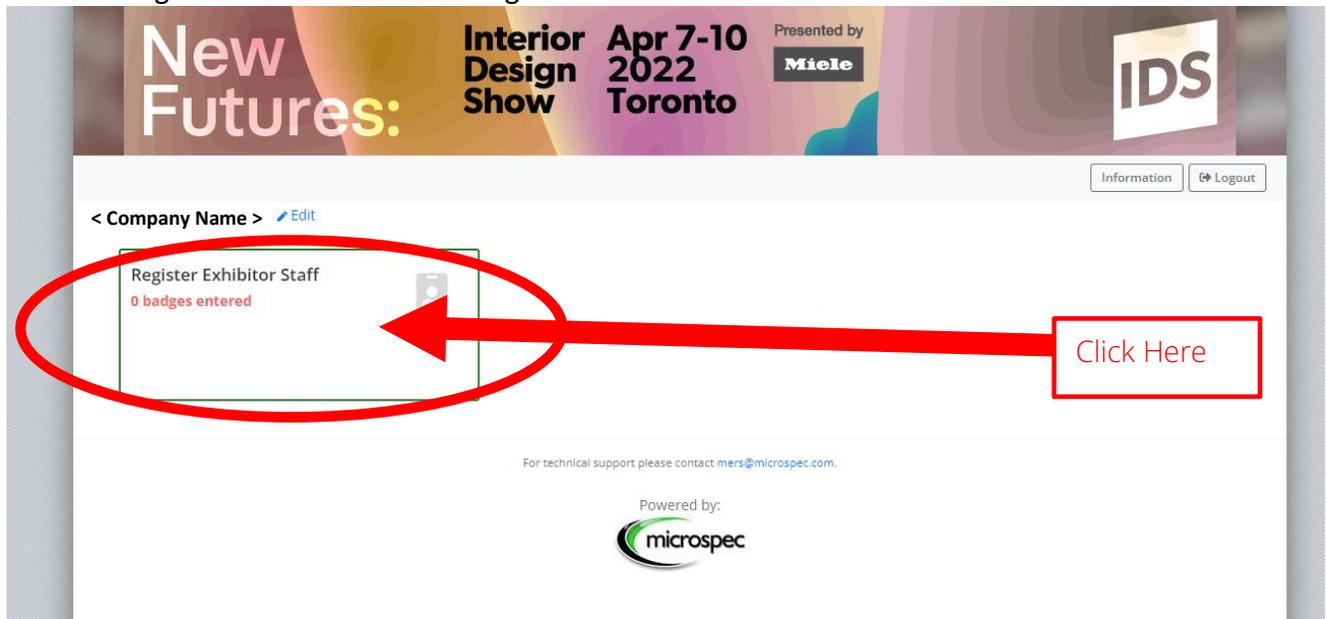
Exhibitor staff badges are exclusively for Exhibitors. If you wish to bring a family member or customer to visit the show, please use one of the complimentary admission passes provided by Show Management via the electronic ticket distribution portal.

Please note the following about Exhibitor Staff Badges:

- Exhibitor staff badges allow the bearer access to show facilities during show move-in, show days and move-out.
- Exhibitor staff badges are exclusively for staff who will be working in your booth over the course of the show.
- Each badge must have a staff name listed on it.
- Exhibitor staff badges must be worn at all times and be clearly visible to security personnel who will scan your badge each time you enter the exhibit hall.
- A maximum number of complimentary staff badges per booth will be allocated based on booth square footage.
- If you have any staff helping you during move-in and/or move-out who will NOT work in the booth during show days, they **don't** need to be registered here. They will be issued temporary badges onsite during move-in/move-out.
- Additional badges or replacement badges are \$25 each + HST. A positive proof of affiliation with the exhibiting company may be required for all NEW badges printed on-site.
- **BADGES WILL NOT BE MAILED IN ADVANCE OF THE SHOW.** Exhibitor staff badges will only be issued on-site during move-in at the registration counters located on level 600 of the Metro Toronto Convention Centre. Please have your business card on hand when picking up your badge.

Step 3

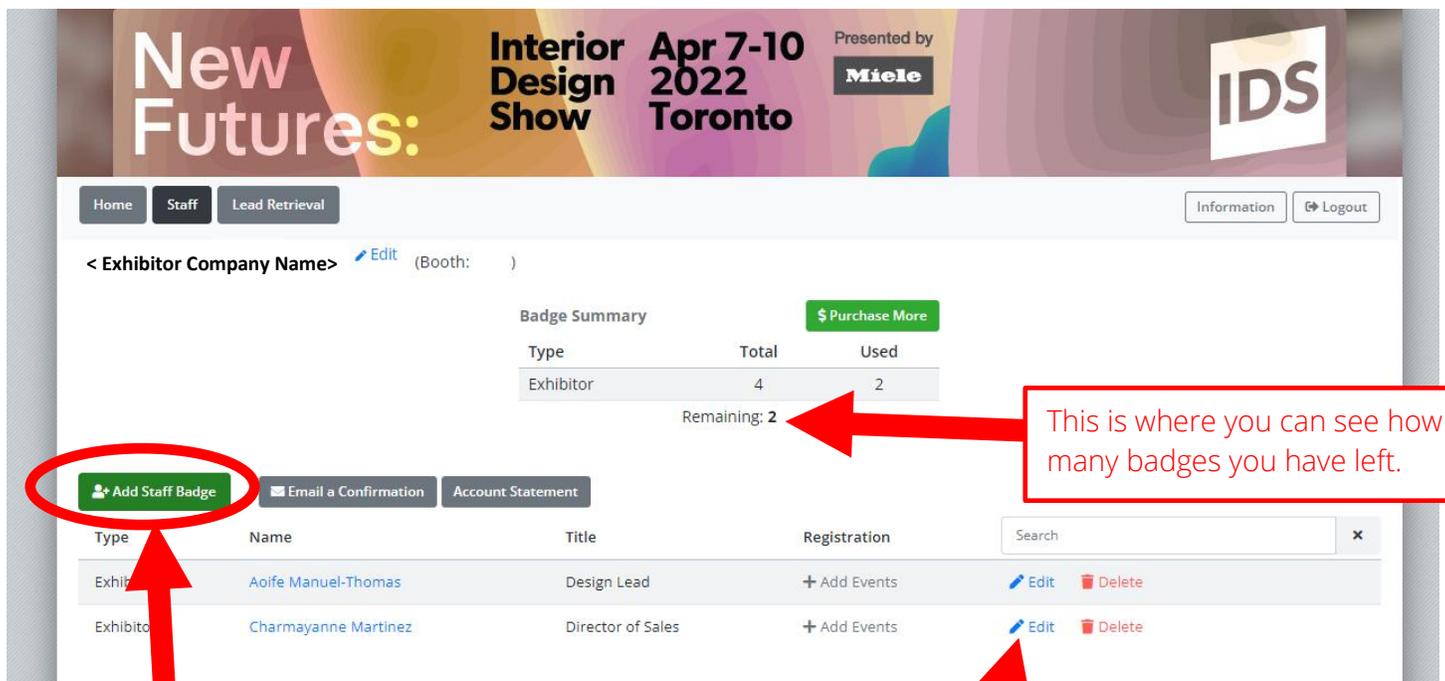
Click on "Register Exhibitor Staff" to begin:



Step 4

Click the green "Add Staff Badge" to register a name.

Reminder: contractors working on your behalf during move-in and move-out will be given a Temporary Badge to wear during these times. The Temporary badges will be available at Show floor access points upon arrival at the Show. These badges are valid only during move-in and move-out designated times. You do not need to register contractor names in advance.



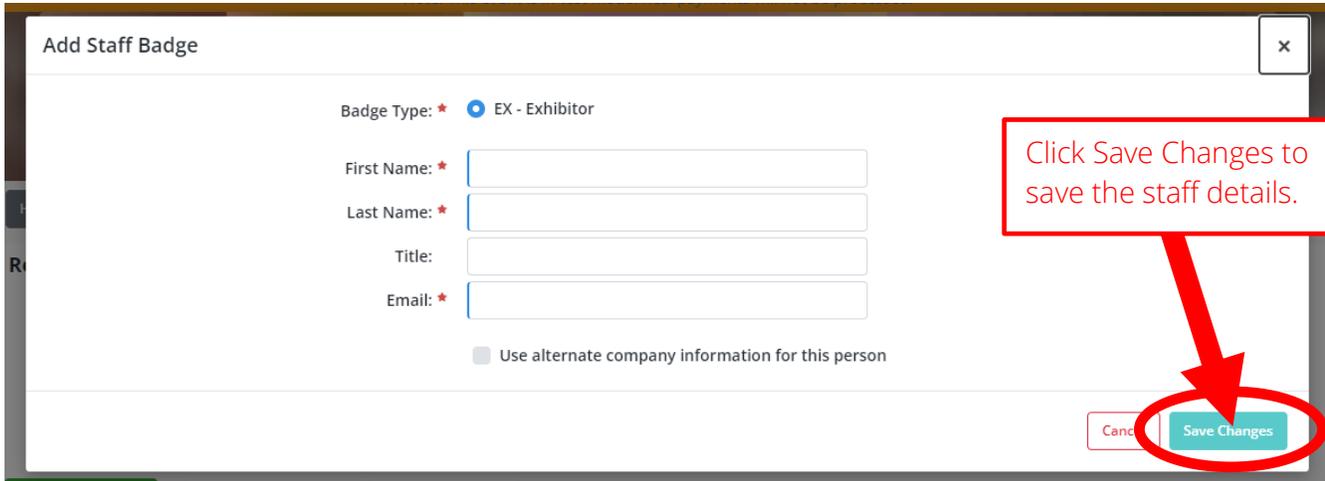
Click here to add a staff name.

You can edit or delete staff names up until the badge is printed onsite at the registration counters located on Level 600 as of Tuesday, April 5.

Step 5

Fill in the staff person's details and then click "Save Changes" when done.

If you are sharing your booth with another company, you can have the other company name listed on the badge of those specific staff. To do this, click the "Use alternate company information for this person" and fill out the fields.



The screenshot shows a web form titled "Add Staff Badge" with a close button (X) in the top right corner. The form contains the following fields and options:

- Badge Type:** * EX - Exhibitor
- First Name:** *
- Last Name:** *
- Title:**
- Email:** *
- Use alternate company information for this person

At the bottom right of the form, there are two buttons: "Cancel" and "Save Changes". The "Save Changes" button is highlighted with a red circle, and a red callout box with an arrow points to it, containing the text: "Click Save Changes to save the staff details."

Additional badges or replacement badges are \$25 each + HST. A positive proof of affiliation with the exhibiting company may be required for all NEW badges printed on-site.

Step 6

Exhibitor staff badges will be issued on-site during move-in as of Tuesday, April 5, at the registration counters located on Level 600 of the Metro Toronto Convention Centre.