2027 MITA ANNUAL CONFERENCE · EXHIBITOR HOW-TO

ADD YOUR BOOTH STAFF

Everyone working your booth needs their own ticket. Here's how to add your people and get each of them one, in your Exhibitor Resource Center.

ONE TICKET PER PERSON

Your 2 complimentary registrations are tickets too — you still have to **"buy" them at checkout** ($0) and assign one to each person. **Example:** bringing 3 people? Get 3 tickets: 2 free + 1 at $250.

1 OPEN YOUR PORTAL

Find the email from Accelevents inviting you to your booth and click **Access Booth**. Then click the **Team** tab.

Can't find the email? Check spam, or email Danielle to resend it.

2 ADD EACH PERSON

Click **Add People**. Enter one person's name and their own email, choose a role, and click **Add**. Repeat for every representative.

Exhibitor Admin = can manage your booth and tickets. Lead Retriever = collects leads only.

3 BUY ONE TICKET EACH

Click **Get Tickets**. Select **the same number of tickets as people you added**, including your 2 free ones, and complete checkout.

Your first 2 tickets are $0. Each one after that is $250. Then click **Back to team**.

4 ASSIGN EACH TICKET

Click **Assign** next to each person's name and give them a ticket. Every person on your list should have one.

Don't skip this — anyone without an assigned ticket won't get a badge.

GOOD TO KNOW

- **Exhibitor tickets are only in your portal.** You won't find them on the public registration site — buy them with **Get Tickets** on your Team tab. Tickets bought on the public site won't count toward your booth or use your 2 free tickets.
- **Staff change?** Click the three dots next to a name and choose **Unassign ticket**, then assign that ticket to the new person.

QUESTIONS OR STUCK?

Danielle Coppersmith · daniellecoppersmith@thinkmita.org

Show floor open Jan 27–28, 2027
DeVos Place & Amway Grand Plaza