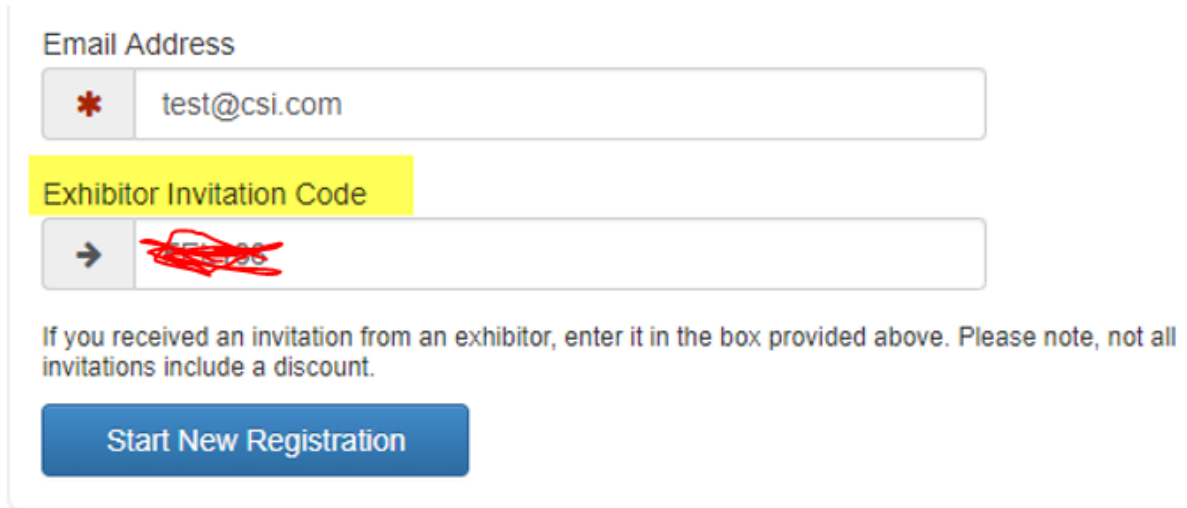


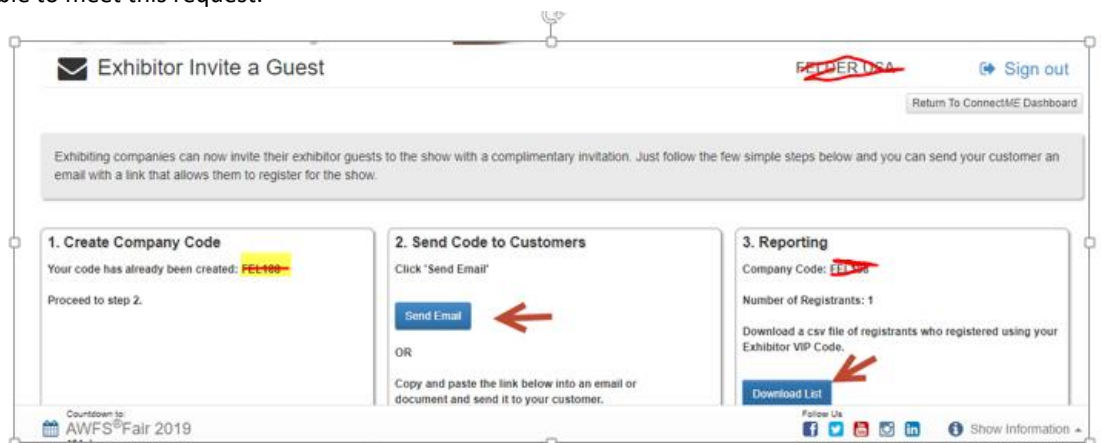
We've made some changes to how the exhibitor guest program works for 2019. The registrants will be registered via the attendee site and they will receive a complimentary show badge as long as they have your company invitation code in the Exhibitor Invitation Code field found at the bottom of the registration Welcome page of the attendee site: [https://www.compusystems.com/servlet/ar?evt\\_uid=117](https://www.compusystems.com/servlet/ar?evt_uid=117)



The image shows a registration form with two input fields. The first field is labeled "Email Address" and contains the text "test@csi.com" with a red asterisk icon to its left. The second field is labeled "Exhibitor Invitation Code" and contains a red scribble. Below the fields is a blue button labeled "Start New Registration". A note below the fields reads: "If you received an invitation from an exhibitor, enter it in the box provided above. Please note, not all invitations include a discount."

You can either send or give the unique code to your guests or you can use the email system provided in the Booth Promotions tab of your exhibitor dashboard to send a template email. It is not recommended to not send more than 5 emails at one time.

We know you're interested in getting the contact information for the people who use your code and that is available to you as an excel file through your exhibitor dashboard, booth promotions tab. Sending your customers your company's invitation code really is the best way to allow them to register themselves with quality contact and demographic information that is valuable to both you and show management. And the best part is, this year their badge registration is free so you no longer have to pay \$5 per person. We are no longer allowing exhibitor guests to use the company name of the exhibitor who invited them. This was a direct result of the guests wanting their own company name represented on their badge and since the badge is no longer being paid for them, we were able to meet this request.



The image shows a dashboard titled "Exhibitor Invite a Guest" with a "Sign out" button and a "Return To ConnectME Dashboard" link. A message states: "Exhibiting companies can now invite their exhibitor guests to the show with a complimentary invitation. Just follow the few simple steps below and you can send your customer an email with a link that allows them to register for the show." The dashboard is divided into three sections: 1. Create Company Code (code: FET109), 2. Send Code to Customers (Send Email button with a red arrow pointing to it), and 3. Reporting (Company Code: FET109, Number of Registrants: 1, Download List button with a red arrow pointing to it). The footer includes "Countdown to AWFS Fair 2019" and social media icons.

I hope you find this information useful. Please let me know if you have additional questions.