

DESIGNCON[®] 2024

WHERE THE CHIP MEETS THE BOARD

Santa Clara Convention Center
January 30 – February 1, 2024

Exhibitor Registration Manual

Your Step-By-Step Guide to Registering



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EXHIBITOR REGISTRATION MANUAL

The following manual will overview pass types and explain the processes for registering exhibitor booth staff, tracking exhibitor allotments, inviting customers to register, and more.

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EXHIBITOR PASS TYPES OVERVIEW

Exhibitor All Access Pass	Exhibitor 2-Day Pass	Exhibitor Booth Staff
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DesignCon Bootcamps and Tutorials	✓		
DesignCon 2024 Technical Papers eBook	✓		
VIP All-Access Education Throughout 2024	✓		
All-Access Lounge & Workspace	✓		
VIP Discount for Additional Select Events Managed by Informa Markets Engineering	✓		
Access to Recordings of Select DesignCon 2024 Technical Sessions	✓	✓	
DesignCon Technical Sessions	✓	Wed. – Thurs. Only	
Daily Conference Networking Lunches	✓	Wed. – Thurs. Only	
DesignCon 2024 Conference Presentations Slides	✓	Wed. – Thurs. Only	
DesignCon 2024 Technical Papers	✓	✓	
Drive World 2024 Conference Track	✓	✓	
IEEE Spectrum Conference Track	✓	✓	
Tuesday Conference Networking Breakfast	✓	✓	
Daily Keynotes & Chiphead Theater Sessions	✓	✓	✓
Expo Hall, Panels, & Sponsored Sessions	✓	✓	✓
Tuesday Welcome Reception & Booth Bar Crawls	✓	✓	✓



HOW TO ACCESS EXHIBITOR REGISTRATION

ACCESSING YOUR EXHIBITOR REGISTRATION HOMEPAGE

The link to access your exhibitor registration can be found on the homepage of your Exhibitor Portal under “Register Your Staff.”

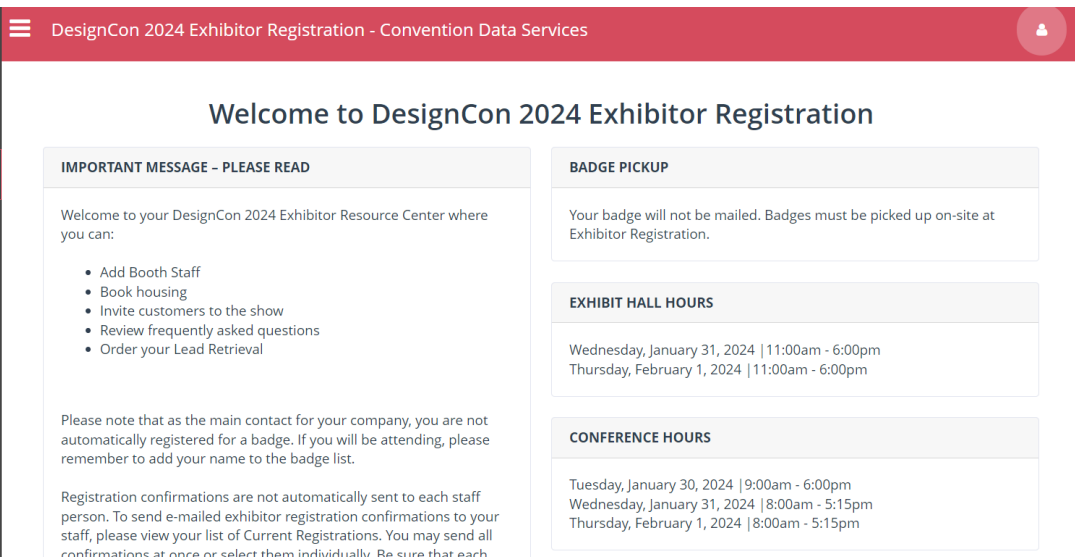
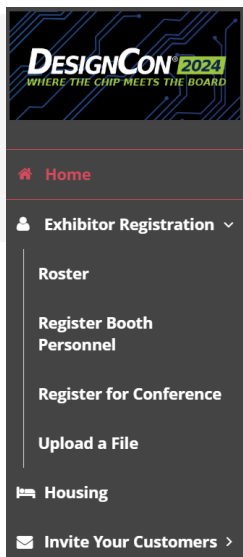
Register Your Staff

Visit registration to register your team

Register Your Booth Staff →



Before you can reach the homepage (pictured right), you will need to confirm if you will be joining us for DesignCon 2024.



HOW TO COMPLETE GROUP REGISTRATION

Once logged in, you will see the exhibitor registration homepage (as seen below). To register your booth staff, use the menu on the lefthand side of the screen to select either “Register Booth Staff” or “Upload a File.” The first option will allow you to manually type in the required fields and the second option will allow you to fill out a template and upload the completed CSV file.

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WHERE THE CHIP MEETS THE BOARD

DesignCon 2024 Exhibitor Registration - Convention Data Services

Welcome to DesignCon 2024 Exhibitor Registration

IMPORTANT MESSAGE - PLEASE READ

Welcome to your DesignCon 2024 Exhibitor Resource Center where you can:

- Add Booth Staff
- Book housing
- Invite customers to the show
- Review frequently asked questions
- Order your Lead Retrieval

Please note that as the main contact for your company, you are not automatically registered for a badge. If you will be attending, please remember to add your name to the badge list.

Registration confirmations are not automatically sent to each staff person. To send e-mailed exhibitor registration confirmations to your staff, please view your list of Current Registrations. You may send all confirmations at once or select them individually. Be sure that each

BADGE PICKUP

Your badge will not be mailed. Badges must be picked up on-site at Exhibitor Registration.

EXHIBIT HALL HOURS

Wednesday, January 31, 2024 | 11:00am - 6:00pm
Thursday, February 1, 2024 | 11:00am - 6:00pm

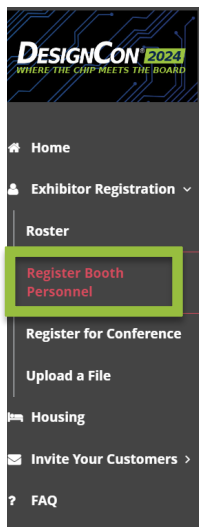
CONFERENCE HOURS

Tuesday, January 30, 2024 | 9:00am - 6:00pm
Wednesday, January 31, 2024 | 8:00am - 5:15pm
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HOW TO COMPLETE GROUP REGISTRATION

Pictured below is what you will see when you select the first option of “Register Your Booth Staff.” To add another staff member to your roster, click the “Add More Staff” button before continuing the registration process. Once all staff members have been listed, select “Continue Registration.”



BADGE ALLOTMENT	
Badges Allotted:	5
Currently Registered:	0
Badges Purchased:	0

Add Booth Staff

- Each registrant's company information will match the main contact's record. This can be easily updated from the Roster.



This is a good place to find and confirm your badge allotments.

Booth Staff Badge/Name Information

All fields are required.*

First Name 1

Last Name 1

Title 1

Email 1



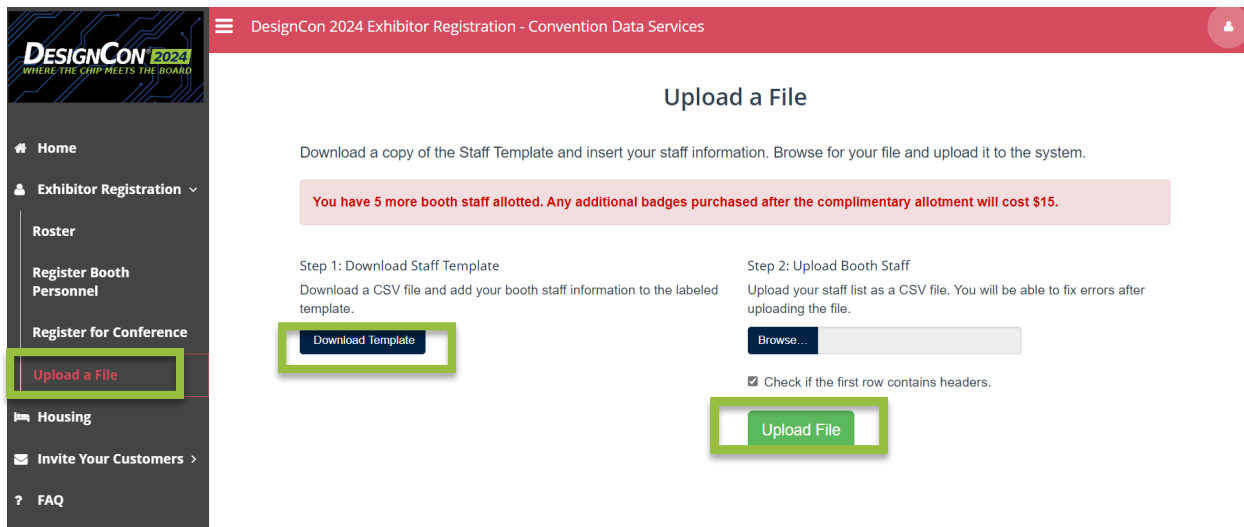
Add More Staff

Continue Registration



HOW TO COMPLETE GROUP REGISTRATION

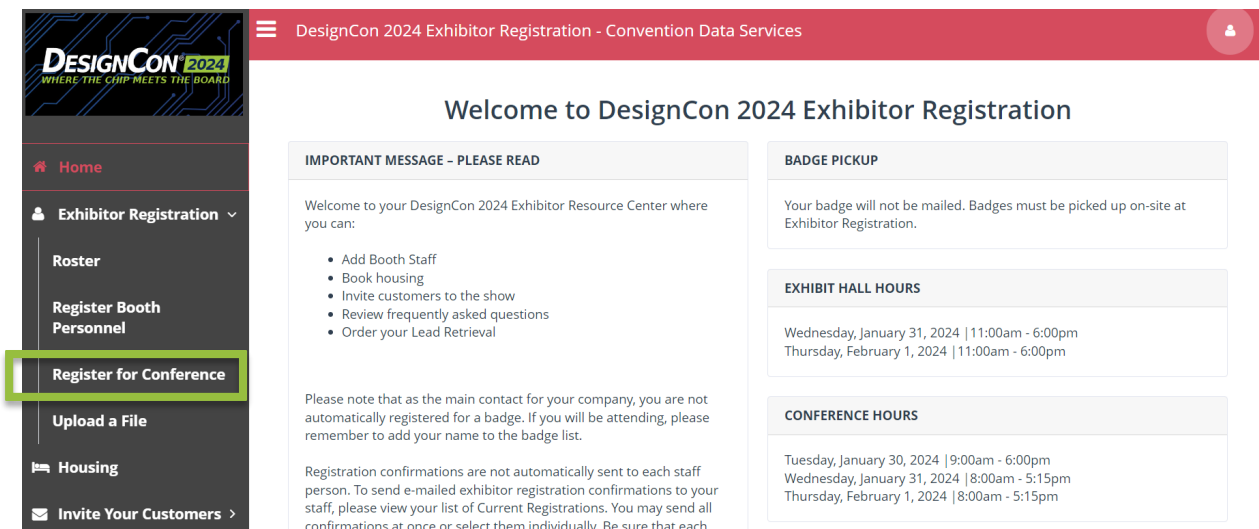
Pictured below is what you will see when you select the second option of “Upload a File.” To register your booth staff using this method, download the template by clicking the black “Download Template” button, fill out with all requested fields for each of your team members being registered, save the file on your computer, then click the green “Upload File” button to upload your Exhibitor Booth Staff list.



UPGRADE PASSES

PURCHASE EXHIBITOR PASSES WITH MORE ACCESS

If you have team members who will need access to the show floor before and after expo hall is open and still want to have access to all or two days of the conference, then select “Register for Conference” in the left-hand menu of exhibitor registration.



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Left-hand menu:

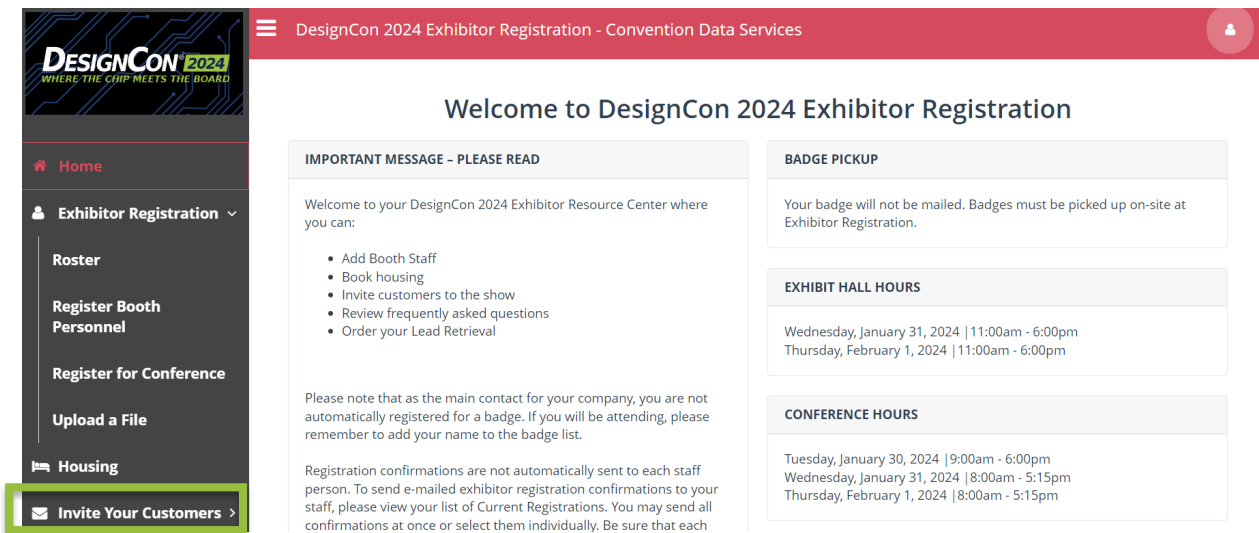
- Home
- Exhibitor Registration
 - Roster
 - Register Booth Personnel
 - Register for Conference**
 - Upload a File
- Housing
- Invite Your Customers



HOW TO INVITE CUSTOMERS

TWO OPTIONS

To invite your customers, you can (1) use the Feathr program that we had for DesignCon 2023 by looking for the “Marketing Your Booth” in the main menu of the Exhibitor Portal or (2) select “Invite Your Customers” in the left menu of your Exhibitor Registration hub.



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Home

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- Housing
- Invite Your Customers**





CONTACT INFORMATION

REGISTRATION INQUIRIES

1.866.267.7339

Registration.ime@informa.com

MORE FROM OUR EVENTS PORTFOLIO

THE **BAI+TERRY** SHOW
NORTH AMERICA

 **electric
& hybrid**
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Drive
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