



EXHIBITOR REGISTRATION

Badges are required for all persons entering the exhibit hall. It is the liaison's responsibility to register booth staff.

There are two different badge types:

Exhibit Staff

- Receives entry into the exhibit hall before, during, and after exhibit hall hours.
- Receives entry into the welcome reception.
- Each company is allotted 50 Exhibit Staff. You may request more by contacting exhibitions@spie.org.

Exhibit Staff with Technical Pass

- Receives entry into the exhibit hall before, during, and after exhibit hall hours.
- Receives entry into conference sessions, plenaries, panels, and poster sessions. It is not valid for Authors. All Authors must register for a Speaker/Author registration through the spie.org website.
- Each company's allotment is based on exhibit space: Islands, Booth and Peninsulas receive two; Tables receive 1; and co-exhibitors do not receive any.

The Exhibit Staff Registration link will only appear when registration is open. If you do not see the link contact exhibitions@spie.org.

If you are exhibiting at more than one event, make sure you are registering for the correct event.

▼ SPIE Photonics West 2020 Exhibition
Exhibition Dates: 4 - 6 Feb 2020
Location: San Francisco, California, United States
Booth Number: 3126

[Event Listing Summary](#)
[Company Information](#)
[Company Description](#)
[Assign Keywords](#)
[Select Categories](#)
[Review Exhibitor Invoice: ORD-1875342-K7H2F6](#)

[Exhibit Staff Registration](#)
[Preview Product Launch](#)
[Add Product Announcement | Manage Announcements](#)
[Submit a Product Demonstration Request | Manage Demonstrations](#)

Registration Notes

- If you exhibit at Photonics West and BIOS Expo, register for Photonics West only. One badge is good for both events.
- Co-exhibitors should register separately under their own Dashboard Account.

Register Past Exhibitor Staff

To add booth personnel from the previous year's event, Drag and Drop the name from the Past Exhibitor Staff list to the current roster (Exhibit Staff with Technical Pass or Exhibit Staff).

Don't forget to click **Save Roster** after adding your registrations.

REGISTER STAFF [SEND CONFIRMATION TO STAFF](#)

Add Person to Booth Personnel

First Name Last Name/Family Name Email Address **Add person**

or drag and drop from past exhibitor staff

Past Exhibitor Staff [?](#)

DeVries, Cathy

Fox, Buffy

Stieber, Stephen

2020 SPIE Photonics West 2020 Exhibition

EXHIBIT STAFF WITH TECHNICAL PASS 1 of 2

1 **Fox, Buffy**
SPIE
Bellingham, WA, United States
buffy@spie.org
[Update Badge Information](#)

EXHIBIT STAFF 1 of 50

1 **DeVries, Cathy**
SPIE
Bellingham, WA, United States
cathy@spie.org
[Update Badge Information](#)

Register New Exhibitor Staff

To add new booth personnel, enter the First Name, Last Name/Family Name, Email Address and click **Add Person**.

REGISTER STAFF [SEND CONFIRMATION TO STAFF](#)

Add Person to Booth Personnel

First Name Last Name/Family Name Email Address **Add person**

John Smith johnsmith@company.com

If the new staff member is in the SPIE database, edit their badge information, select the badge type, and click **Update Roster**.

Exhibit Staff Information

Badge Information (as will appear on the printed badge)

*Badge Type ☒ Exhibit Staff (access to exhibition hall only)
☐ Exhibit Staff with Technical Pass (access to exhibition hall and conferences)

*First Name Kelli
Maximum 20 characters allowed

*Last/Family Name Clausen
Maximum 20 characters allowed

*Company Name SPIE
Maximum 28 characters allowed

*City Bellingham *State/Province Washington

*Country United States

UPDATE ROSTER

If the new staff member is not in the SPIE Database, enter their contact information, badge information, select the badge type, and click **Add To Roster**.

Exhibit Staff Information

*Required Field

Contact Information

Prefix is required

*Prefix

*First Name

*Last/Family Name

Title

Company Name

*Street Address

Department/Division

*Country

*City

*Email

Phone Number

Example: 123-555-3216

Fax

Example: 123-555-3216

*Zip/Postal Code

*State/Province

Badge Information (as will appear on the printed badge)

*Badge Type

*First Name

Maximum 20 characters allowed

*Last/Family Name

Maximum 20 characters allowed

*Company Name

Maximum 28 characters allowed

*City

*State/Province

*Country

ADD TO ROSTER

When finished registering staff, click **Save Roster** before moving to another page or tab, otherwise all edits will be lost.

NOTE:

Save roster before leaving page or all changes will be lost.

SAVE ROSTER


Important: Do not overwrite a badge that is already assigned to a different person. This will cause errors and not allow the badge to print onsite. The name on the left must match the name on the badge.

Good Registration

EXHIBIT STAFF WITH TECHNICAL PASS
1 of 2

1 **Fox, Buffy**
 SPIE
 Bellingham, WA, United States
 buffyf@spie.org
[Update Badge Information](#)

✓

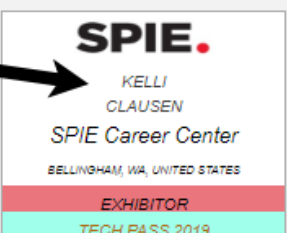


Bad Registration

EXHIBIT STAFF WITH TECHNICAL PASS
1 of 2

1 **Fox, Buffy**
 SPIE
 Bellingham, WA, United States
 buffyf@spie.org
[Update Badge Information](#)

✗



Confirmation Emails

A confirmation email will be sent to staff when they are registered. You can also manually send a confirmation email.

**Registered staff will also receive an email with barcode one week prior to the event.*

Click the **Send Confirmation to Staff** tab.

REGISTER STAFF
SEND CONFIRMATION TO STAFF

SAVE ROSTER

Select all exhibit staff or choose individual staff to receive the email confirmation. Click **Send Confirmation**.

Select	Name & Email	Contact Information	Badge Information	Confirmation Data Sent
<div style="display: flex; justify-content: space-between; align-items: center;"> Send confirmation </div>				
<input type="checkbox"/> Select All (2)				
<input type="checkbox"/>	DeVries, Cathy cathy@spie.org	SPIE 1000 20th St Bellingham WA United States	Cathy DeVries SPIE Career Center Bellingham, WA, United States	
<input checked="" type="checkbox"/>	Fox, Buffy buffyf@spie.org ✓ Technical Pass	SPIE 1000 20th St Bellingham WA United States	Buffy Fox SPIE Career Center Bellingham, WA, United States	
<input type="checkbox"/> Select All (2)				
Send confirmation				