

Already Registered but Want to Purchase Tickets? Great! See Below for Instructions

Adding Tickets for Exhibitors

Proceed to Page 5.

Adding Tickets for Attendees or Exhibitor Guests

Open your Registration Confirmation e-mail (pictured below).

If you cannot locate your Registration Confirmation e-mail, request it from IAAPA@experient-inc.com

Scroll the e-mail and click 'Adding More Tickets (pink arrow).

This will automatically log you back into your registration.



*** Please do not reply to this e-mail. It was sent from an automated system. ***

Confirmation Invoice & Receipt

Thank you for registering for the IAAPA Attractions Expo 2017 Conference and Trade Show in Orlando, Florida, USA. This is your official confirmation invoice and receipt. Please take a few moments to review the accuracy of your contact information, event tickets and registration fees.

[Profile](#)

[Registration Detail](#)

[Financial Summary](#)

[Cancellation Policy](#)

[Adding More Tickets](#)

[Click HERE to return to your registration to add tickets or change your information.](#)



GROUPS:

- a. If you registered as part of a group, you will now be on the “Booking Summary” page (below).
- b. Click “Review” next to the name of each person you would like to add tickets to (blue arrow).
- c. Go to Page 3.

INDIVIDUALS:

- d. If you registered as an individual, go to Page 3.

Booking Summary

My Registrations

[Register Another Person](#)

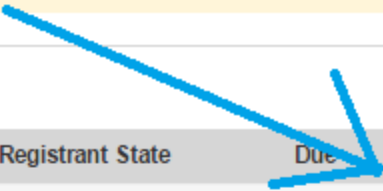
To view or edit a person's registration, click **Review**.

To add registration to a person listed below who does not have it, click **Register**.

To remove a pending registrant, click **Remove**. *Note: The first person in the group and any paid registrants may not be removed from below.*

Personnel


| Registrant ID | Name | Registration Type | Registrant State | Due | |
|---------------|------|-------------------|------------------|--------|------------------------|
| names | | Buyer | Complete | \$0.00 | Review |
| names | | Buyer | Complete | \$0.00 | Review |
| names | | Buyer | Complete | \$0.00 | Review |
| names | | Buyer | Complete | \$0.00 | Review |
| names | | Buyer | Complete | \$0.00 | Review |



You will now be on the “Registration Summary” page. Click “Tickets” in the gray tab (red arrow) and then the tickets field will expand as pictured below. Any purchased tickets will be listed. To add more, click “Add Ticketed Events” (green arrow).

Registration Summary

Please click boxes below to review registration details. Once finished, agree to the refund


- ▶ Profile & Badge
- ▶ Demographics
- ▼ Tickets 

Completed Purchases

| Qty | Description | Status | Unit | Total |
|-----|-------------|--------|----------|----------|
| 1 | Buyer | SAVED | \$124.00 | \$124.00 |

Total Payments (\$124.00)

Pending Purchases

[Add Ticketed Events](#) 

On the Ticketed Events page, items can be sorted by day or type as well as viewing all events. Make your selection than click “Update Cart”.

Your Ticketed Events

IAAPA name badge and tickets are required for admittance at all ticketed events. All ticketed events are non-refundable. Must be 18 years or older to participate in ticketed events.

Each event has a maximum number of tickets which can be purchased by one registrant. To purchase more than the displayed maximum for an event, contact IAAPA@experient-inc.com.


Select Search Criteria


DATE


KEYWORD


All Ticketed Events by Date: [Click Here](#)


[Search](#) [Reset Filter](#)


 [Breakfast](#)

 [Lunch](#)

 [Reception](#)

 [Institute](#)

 [Education](#)

 [EDUTours](#)

[« Back](#) [Next »](#)

Follow payment prompts and complete purchases.

A revised e-mail confirmation will be e-mailed.

Questions? Email us at IAAPA@experient-inc.com

Adding Tickets for Exhibitors

Step 1: Go to the Exhibitor Registration site:

<https://registration3.experientevent.com/show/IAA171/?flowcode=exhibitor>

Enter a few letters of your exhibiting company name (Exhibiting As from your contract) (**green arrow**). Your company name will either auto-populate or you will need to click the “Next” button at the bottom of the page (**blue arrow**).

IAAPA Attractions Expo 2017 CONFERENCE: NOV. 13-17 TRADE SHOW: NOV. 14-17 ORLANDO, FL, US

CREATION nation

Exhibiting Company

SEARCH | VALIDATE |

Enter only the first several letters of your company name and click Next.

YOUR COMPANY:

Important Information

- Please read the registration instructions located in the [Exhibitor Services Guide](#).
- Do not register non-exhibitors as booth staff. Companies providing staff badges to non-exhibiting personnel may be liable. IAAPA will charge a US\$150 penalty for every exhibitor staff badge used by a buyer.
- All ticketed events have a “No Refund” policy. Any tickets lost or misplaced must be repurchased and, if found, submitted for a refund in writing to IAAPA offices. IAAPA will evaluate each refund request on a case-by-case basis.
- Exhibiting companies receive (5) staff badges for the first 100 square feet of exhibit space and (2) staff badges for each additional 100 square feet of exhibit space. There will be a maximum of 50 staff badges per exhibiting company. Additional staff badges registered beyond the allotment will be charged at US\$124 per badge.
- No one under the age of 18 can be registered as an exhibitor.

Step-by-Step Instructions (coming soon)

Next »

After you click “Next”, the page will reload with the results above the “Next” button. Click your company name.

Select your company by clicking it from the list below:

[IAAPA Central](#)

Next »

Step 2: Enter your password (**red arrow**) which is your IAAPA Company ID. Click the “Next” button (**orange arrow**). If you cannot remember your IAAPA Company ID, e-mail Exhibitors@IAAPA.org

Exhibiting Company

SEARCH | VALIDATE |

Enter your password and click Next.

Password

COMPANY NAME: IAAPA Central

PASSWORD:

(IAAPA Company ID)

Remember Password

« Back Next »

Step 3: Once logged in, click on the tab “Exhibitor Summary” which shows your current registrants and allows you to add new ones registrants or to add tickets to an existing registrant. Click “Add Events” button (**green arrow**) next to the individual who you would like to have the tickets.

The screenshot shows the 'Exhibitor Summary' page with a navigation bar at the top containing: Home, Exhibitor Summary, Exhibitor Registration Contact, View Completed, EAC Management, Exhibitor Guest, Lead Retrieval™, and Hotel. Below the navigation bar is the title 'Exhibitor Summary' and the text 'Exhibitor Registration Contact: [Stacey Mills](#)'. A grey bar contains the text 'Add New Person (click to open/close)'. Below this is a pagination control showing 'Page: 1 of 1', 'Total Records: 2', and 'Results Per Page: 25'. A table lists registrants with columns: ID, LastName, FirstName, Company, Reg Type, and Due. The first row is for Amy Pepin (IAAPA Central, EX, Add Events button) and the second is for Stacey Mills (IAAPA Central, Add Registration button). Below the table is another pagination control. At the bottom left is a 'Complete All Registrations' button, which is pointed to by an orange arrow.

Your Ticketed Events

IAAPA name badge and tickets are required for admittance at all ticketed events. All ticketed events are non-refundable. Must be 18 years or older to participate in ticketed events.

Each event has a maximum number of tickets which can be purchased by one registrant. To purchase more than the displayed maximum for an event, contact IAAPA@experient-inc.com.

The screenshot shows the 'Your Ticketed Events' page. It features a search section with 'Select Search Criteria' containing a 'DATE' dropdown (set to '-- Select Date --'), a 'KEYWORD' input field, and a 'Search' button. To the right is a 'Click Here' button. Below the search section are six event categories: Breakfast, Lunch, Reception, Institute, Education, and EDUTours, each with a corresponding icon. At the bottom are '« Back' and 'Next »' buttons.

Step 4: To add tickets, you can search for events by type (breakfast, lunch, etc.) or click the button under “All Ticketed Events by Date”. Add any events and click the “Next” button at the bottom of the page. Non-members may purchase the education program for US\$329. Exhibitor members receive education complimentary and save 40% off special event tickets.

Step 5: If you added tickets, you will see a red dollar sign (green arrow) which signifies you have a balance due. After you have registered all your staff and added all the events you wish to attend, click the “Complete All Registrations” button (orange arrow). Follow payment prompts and registrations with ticket purchases will be completed. All tickets will print with registration badges on-site.

The screenshot shows a registration management interface. At the top, it displays 'Page: 1 of 1', 'Total Records: 2', and 'Results Per Page: 25'. Below this is a table with the following columns: ID, LastName, FirstName, Company, Reg Type, and Due. The table contains two rows of data:

| ID | LastName | FirstName | Company | Reg Type | Due |
|------|----------|-----------|---------------|----------|---------------|
| 3192 | Pepin | Amy | IAAPA Central | EX | Add Events \$ |
| 2720 | Mills | Stacey | IAAPA Central | EX | Add Events \$ |

Below the table, it again shows 'Page: 1 of 1', 'Total Records: 2', and 'Results Per Page: 25'. At the bottom of the interface is a large purple button labeled 'Complete All Registrations'. Annotations include a blue arrow pointing to the 'Mills' entry in the table, a green arrow pointing to the red dollar sign in the 'Due' column of the first row, and an orange arrow pointing to the 'Complete All Registrations' button.