

IWF 2024 Exhibitor Registration & Housing opens on Wednesday, November 1, 2023.

Exhibitors have an allotment of free exhibit booth personnel badges based on booth size. Additional badges are \$50.00 each. If you need a significant increase in your badge allotment, please email LCH@iwfatlanta.com with the number needed and reason for increase.

The Exhibitor Registration & Housing portal allows exhibiting companies to register their personnel, assign / reserve hotel rooms from within the Official IWF Hotel block, invite distributors to the Qualified Distributor program and invite VIP customers to IWF 2024 with complimentary Guest Pass registrations. Exhibitors can also order their complimentary lead retrieval unit and purchase additional unit rentals all from within the portal.

To access the Registration & housing portal, you must [log into](#) your IWF Exhibitor Resource Center (ERC) and click on the “Registration & Housing” tile.

The initial log in to the Registration & Housing portal MUST be made by the IWF primary contact for your company via the ERC. Subsequently, the Maritz Registration & Housing contact can be updated to your company’s Registration and Housing Manager.

Exhibitor Resource Center user set up instructions:

- If you are the IWF primary contact, click on the link <https://iwf24.exh.mapyourshow.com/> and enter your email address. If this is your first time logging in, you should receive an email with a link to set your password.
- You will receive a second email from noreply@mapyourshow.com – Finish Account Setup: IWF 2024. A personalized link is included in the email to take you back to the site to [finish setup](#). The email will also provide a Verification Code if your Verification Code field is not pre-populated. **Please Note: For security purposes this link expires in 1 hour from the time the request was made.**
- **To Add a new user:** Click on “Users” in the left hand menu list. Enter the name and email address of the new user. This person will now receive an email from noreply@mapyourshow.com and can finish setting up their user account in your company’s ERC.

If you are having trouble clicking on the link above, please copy and paste the link in your web browser.

PLEASE NOTE: The Registration & Housing Manager for your company must ALSO have an IWF ERC user account under the same email as entered in the Maritz Contact Profile. They must use this user account to access the registration & housing. Only one user will have access to the registration & housing portal. Once you update the Maritz Contact Profile, the primary contact will no longer have access. If the primary contact will be managing registration & housing, no changes or additional users are needed.

If you do not know who your primary contact at IWF is, please contact Debbie Hulsey at debbie@iwfatlanta.com.

Log in Instructions.

- 1. Login to your Exhibitor Resource Center here. (link “here” to login page.)**
You will access the Registration & Housing portal through the IWF Exhibitor Resource Center (ERC) home page. For the initial access, the IWF primary contact must log into the ERC.
- 2. Scroll down to the ‘Registration & Housing’ tile and click on the link.**
- 3. If you wish someone else to manage registration & housing, you may change the name and email on the “Contact Profile” to your Registration & Housing Manager, who will manage correspondence regarding registrations and hotel reservations for your company. After changing the email, the Registration & Housing Manager must have a user account with that email on the ERC and log in to the ERC using that email to access Registration & Housing.**

If you need assistance setting up your primary user account for the Exhibitor Resource Center please contact exhibitorservices@iwfatlanta.com.

Thank you and please contact us at LCH@iwfatlanta.com or call 404-693-8333 with any questions regarding registration or accessing your Registration & Housing portal. For technical questions regarding the registration site, please email jwf.exhibitor@experient-inc.com.