

environments for aging

Conference + Expo

March 16-18, 2026 ♦ Phoenix Convention Center ♦ Phoenix

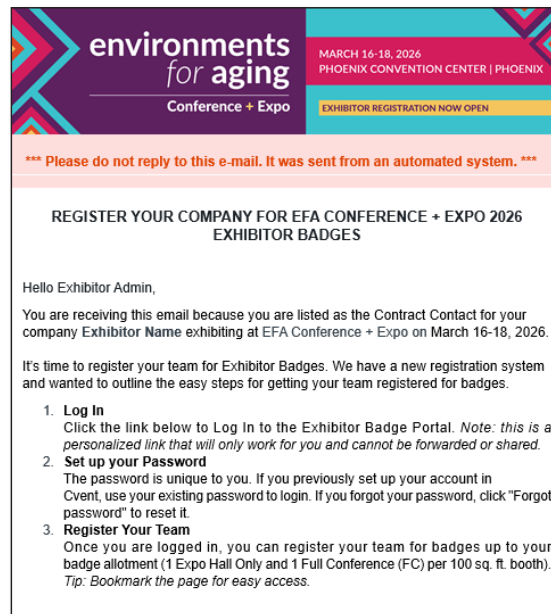
How to use EFA's New Registration Platform

Introducing EFA's new registration partner – Cvent. This guide provides step-by-step instructions for our 2026 exhibitors to register their staff for the show.

Registering for EFA Conference + Expo

Upon booking your booth for the upcoming show, the contract contact for your account will receive an automated email, pictured below.

The email will come from: EFAShowTeam@environmentsforaging.com



Follow the LOG IN call-to-action button to access registration.

Only the contract contact will receive this email. To resend or adjust the recipient of this automated email, please contact Elana Ben-Tor — elana.ben-tor@emeraldx.com.

Create a Password for your Account

Following the link in the email will take you to the Exhibitor Registration Portal to create your password.



Finish setting up your account.

First Name

Cynthia

Last Name

Meysohn

Create a Password

Required

- Minimum 8 characters
- One number
- One special character
- One uppercase letter
- One lowercase letter
- Maximum 20 characters

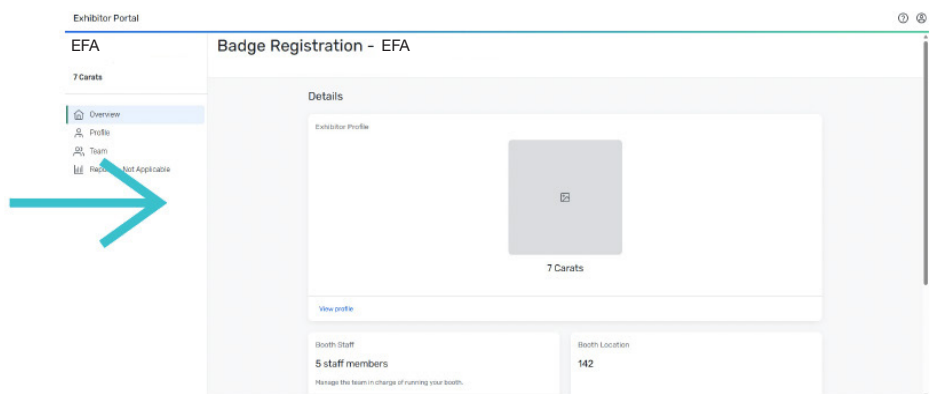
*Note: Your new password can't be the same as your last five passwords.

Confirm Password

Required

Join

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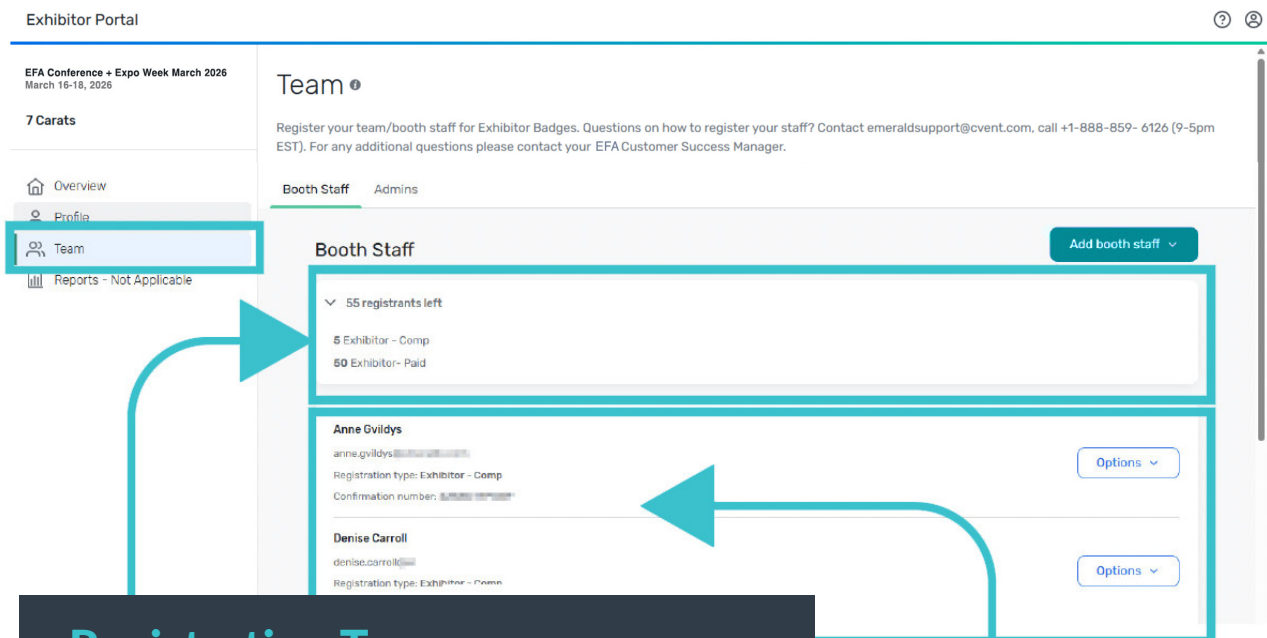
Note: There are many different facets of the Cvent Exhibitor Registration Portal that the EFA Conference + Expo is not utilizing.

These instructions will focus solely on the areas exhibitors will use to register for the upcoming show.

Any information you enter in other areas of the Cvent Exhibitor Registration Portal will not be tracked or used by the EFA Conference + Expo.

Accessing Your Company Registration

To access exhibitor registration, go to the Team tab on the left-hand side of the Exhibitor Registration Portal.



Registration Types

Exhibitor — Comp

- 1 Exhibitor Expo Only (Exhibitor-Comp) and 1 Exhibitor Full Conference (Exhibitor Comp-FC) badge are allocated per 100 square feet of booth space purchased. This shows how many badges are included in your allotment.
- Registered Staff refers to the summary of your company's registered staff members.

Exhibitor — Paid

- After you've used your allotted complimentary Expo Only and Full Conference badges, you may purchase additional Expo Only and Full Conference badges for your company staff using the Exhibitor Paid badge types.

This section will show your total allotted registrations remaining.

Note: Registered Staff refers to the summary of your company's registered staff members.

Registering Staff

To register booth staff, select Add Booth Staff from the Team tab of the Exhibitor Registration Portal.

The screenshot shows the 'Exhibitor Portal' interface. On the left, a sidebar contains navigation links: Overview, Profile, Team (highlighted with a red box), and Reports - Not Applicable. The main content area is titled 'Team' and includes a sub-header 'Booth Staff' and 'Admins'. A red arrow points from the 'Add booth staff' button in the top right corner of the main content area to a dropdown menu. The dropdown menu contains three options: 'Search booth staff', 'Share sign-up link', and 'Register booth staff'. Below the dropdown, a list of staff members is shown, including Anne Gvildys and Denise Carroll, each with an 'Options' button.

Select How You Are Registering Your Staff

- Share Sign-Up Link generates a unique link to share with your team members to register on their own device.
- Register Booth Staff routes to the registration portal for registering individual booth staff or the entire team.
- After selecting how you will register your staff, a pop-up will appear asking what type of registration you would like to use — Comp or Paid.
- Once selected, a new window with the registration form will open.

Note: You cannot switch between Comp/Paid in the registration form, you must go back to the Team portal to do so. If you use a shared link, you must generate a new link.

Registration Form

Complete all required fields in the registration form.

1 Personal Information 2 Opt-In/Privacy Policy 3 Registration Summary

Personal Information

Fill out the information below, then click Next to continue.

* First Name
test

* Last Name
test

* Email Address
[redacted]

* Re-enter Email Address
[redacted]

* Company
test

Work Address

* Country/Region
United States X

* City
test

* State/Province
Connecticut X

* SMS OPT-IN: ASD Market Week communicates reminders, confirmations, promotional offers, and other information designed to improve your experience when you provide your contact information. If you provide a cellular telephone number, we need explicit consent from you to send you text messages and use automated dialing technology and pre-recorded messages to confirm and communicate relevant show information.

☒ Yes, I would like to opt-in to receive show related info on my cell phone number (if provided) for ASD as described above. I understand standard message/data rates may apply and I may opt out at any time by texting "STOP".

☐ No, I do not wish to opt-in to the communications allowances for ASD Market Week as described above.

* Mobile
333-333-3333

By opting in, you agree to receive relevant show related text messages from ASD Market Week and understand that standard message data rates may apply. You may opt out at any time by texting "STOP".

Next

1 Personal Information 2 Opt-In/Privacy Policy 3 Registration Summary

Terms and Conditions

* I acknowledge that registrant must be 16 years old or above to attend event. No one under the age of 16 will be allowed to enter show floor. IDs will be checked onsite.

☒ I agree

* I have read and fully agree to the [Terms & Conditions](#) of the ASD Market Week Show Policies.

☒ I agree

* I agree to the Emerald [Privacy Policy](#).

☒ I agree

Previous Cancel Next

Note: Unique email addresses are required for each individual registering for the EFA Conference + Expo.

If the email address you entered has already been used, you will receive the message:

"Already registered?"

If this occurs in error, please reach out for assistance on how to proceed.

Contact: Elana Ben-Tor — elana.ben-tor@emeraldtx.com

1 Personal Information 2 Opt-In/Privacy Policy 3 Registration Summary

Personal Information

Fill out the information below, then click Next to continue.

* First Name
James

* Last Name
Shaw

* Email Address
jame

* Re-enter Email Address
jame

* Company
Test

* Title
Test

* Work Address
test

Already registered?

Enter your confirmation number or return to the event website to register.

* Email Address
[redacted]

* Confirmation Number
[redacted]

[Forgot your confirmation number?](#)

Log in

Next

Registration Form – Continued

Complete all required fields in the registration form.

1 Personal Information 2 Opt-In/Privacy Policy 3 Registration Summary

Previous Cancel Submit

Registration Summary

Please review your information before submitting.

James Shannon
james.shannon

[Edit](#)

Company Test Title Test

Work Phone Number test

Questions

I acknowledge that registrant must be 16 years old or above to attend event. No one under the age of 16 will be allowed to enter show floor. IDs will be checked onsite.
I agree

I have read and fully agree to the [Terms & Conditions](#) of the EFA Show Policies.
I agree

I agree to the Emerald [Privacy Policy](#).
I agree

Agenda

Item	Price
Admission Item	
Event Registration	Free

[Register Another](#) Previous Cancel Submit

Congratulations, you are now registered!

Your Confirmation Number is:
888-888-8888

You will receive an email with your registration details.

[Transfer Your Registration to Another Employee](#) [Edit Your Registration](#)

Registration Summary

Review your registration information below

test test

Company test Work Address test, Connecticut United States

Mobile 333-333-3333

Questions

SMS OPT-IN: A 3rd Market Week communicates reminders, confirmations, promotional offers, and other information designed to improve your experience when you provide your contact information. If you provide a cellular telephone number, we need explicit consent from you to send you text messages and use automated dialing technology and pre-recorded messages to confirm and communicate relevant show information.
Yes, I would like to opt-in to receive show related info on my cell phone number (if provided) for A333 as described above. I understand standard message/data rates may apply and I may opt out at any time by texting "STOP."

I acknowledge that registrant must be 16 years old or above to attend event. No one under the age of 16 will be allowed to enter show floor. IDs will be checked onsite.
I agree

I have read and fully agree to the [Terms & Conditions](#) of the EFA Show Policies.
I agree

I agree to the Emerald [Privacy Policy](#).
I agree

[Add Group Member](#)

Register Additional Staff:

Follow either button **Register Attendee** or **Add Group Member** or to register additional staff members.

Each button will route to the beginning of a new registration form to complete.

A new form must be completed for each additional team member.

Registration Completion:

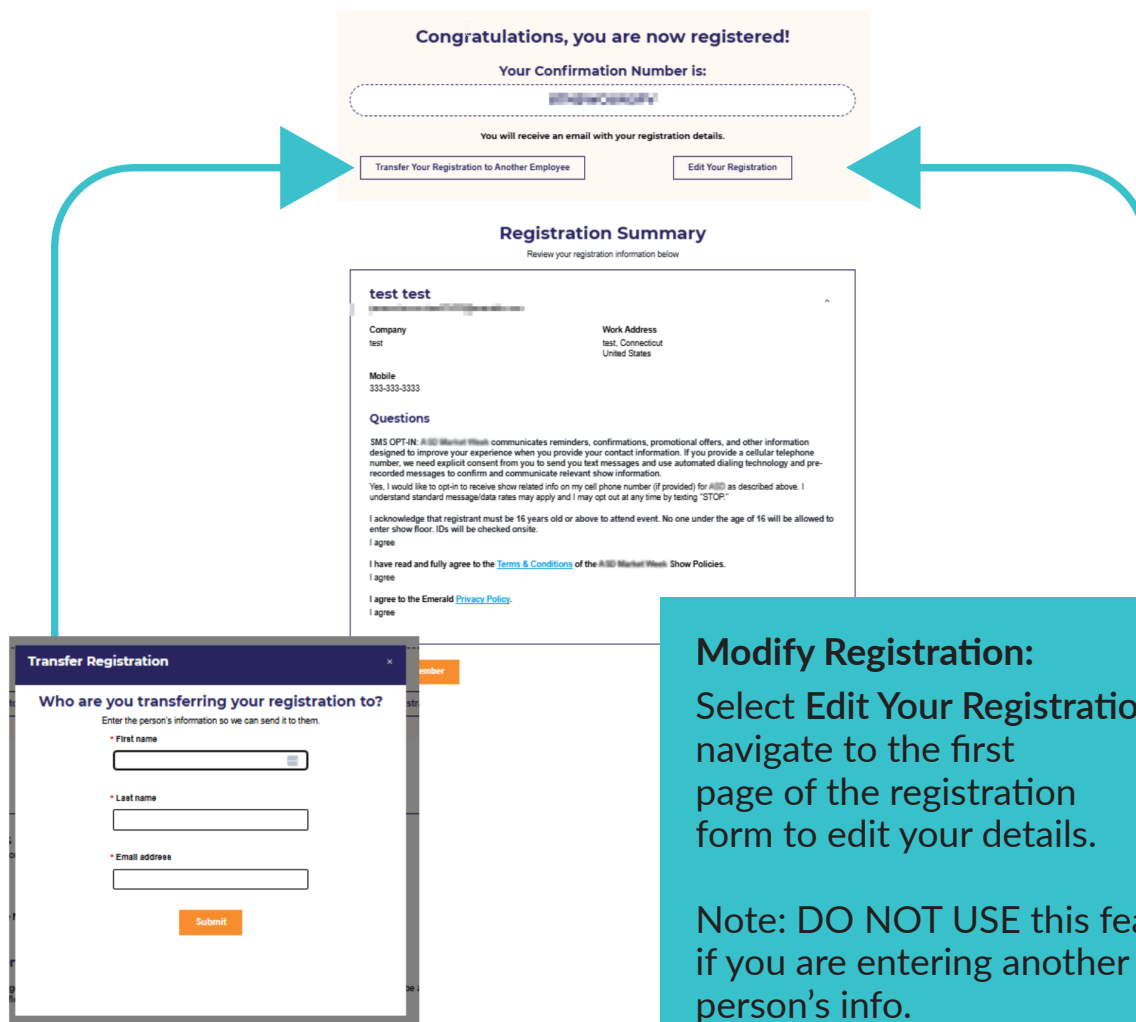
Registration is not complete until a confirmation screen appears with the text "Congratulations, you are now registered!"

Important Note:

If you exit the registration form prior to receiving the confirmation screen, you must complete a new form as no information will be captured or saved.

Changes to Registration

From the Registration Confirmation Page, you can transfer your registration to another staff member or make changes to your existing registration.



Modifying Existing Registrations

From the Team page on the Cvent Exhibitor Registration Portal, you can modify existing staff registrations.

Exhibitor Portal

EFA Conference + Expo Week March 2026
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7 Carats

- Overview
- Profile
- Team
- Reports

Team

Register your team/booth staff for Exhibitor Badges. Questions on how to register your staff? Contact emeraldsupport@cvent.com, call +1-888-859- 6126 (9-5pm EST). For any additional questions please contact your EFA Customer Success Manager.

Booth Staff Admins

Booth Staff

> 50 registrants left

James Shann james.shannon+te Registration type: Exhibitor - Comp Confirmation number:	Options Remove Hide Modify registration
Tess Test james.shannon Registration type: Exhibitor - Comp Confirmation number:	
Test Test james.shannr Registration type: Exhibitor - Comp Confirmation number:	Options

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To Modify Registration

- Copy or write down the Confirmation Number Associated with the staff member you are modifying.
- Under Options, select Modify Registration. This will open the Exhibitor Registration form in a new window, where you will be prompted to enter the Confirmation Number to proceed.

Note: DO NOT exit the Confirmation Number pop-up on the registration form. This will bring you to the attendee registration flow. You will not be able to access the exhibitor tools with an attendee registration type.