

Exhibitor Registration FAQ's

- **How to Add Booth Staff:**
 - If you are an administrator on Cloud Exhibit Hub, you will be added to both KBIS Connect and IBSx Virtual as booth administrators and receive welcome emails for both sites.
 - Login to KBIS Connect or IBSx Virtual. **Important:** You will have to add staff separately to both event sites.
 - Click the "Users" tile and then add staff as a "booth administrator". Click to send them a welcome email so they can set their password.

- **Register your employees that will be attending the event but not working the booth:**
 - Go to KBISconnect.com
 - Click the "Register" button in the header and click "Attendee Registration"
 - Begin Virtual Registration
 - Membership Page: Choose appropriate membership information option (if your company is an NKBA member you will need the member number. If you do not know it, contact NKBA at (800) THE-NKBA
 - Profile Page: Apply the promo code- MFG21 to receive 100% off Virtual Expo Only
 - Profile Page: Choose Your Business Type as Manufacturer/Supplier

- **Instructions for customers to register with your Nvytes code:**
 - Go to KBISconnect.com
 - Click the "Register" button in the header and click "Attendee Registration"
 - Begin Virtual Registration ***** Your Nvytes code is for customers ONLY not employees of your company. Employees will need to use code MFG21 to receive a free virtual expo only pass**
 - Membership Page: Choose appropriate membership information option (if you are an NKBA member you will need the member number. If you do not know it, contact NKBA at (800) THE-NKBA
 - Profile Page: Apply the unique Nvytes promo code to receive 100% off Virtual Expo Only
 - **Haven't received your exhibitor Nvytes code?** [Request now](#) to get started.