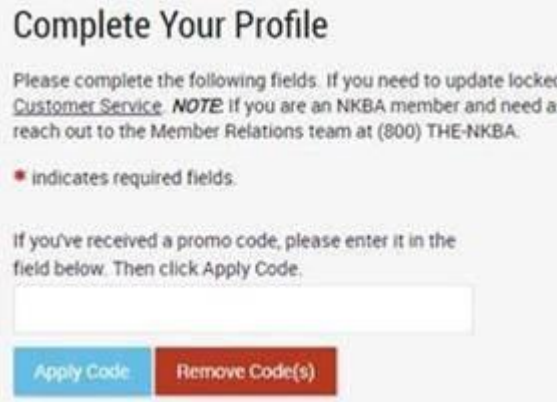**Exhibitor Registration FAQ's**

- **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 *****Please note this code is case sensitive.*****
  - 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. Please note the MFG21 code is case sensitive.******
  - 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.

- **Instructions for using your VFTI passes**
  - Start the registration process
  - **You must register under a different email than your booth staff email you are using within Convey**. Please note: You can place your work email in the cc field within registration so your confirmation email will also be sent to your work email for easier tracking.

o Apply your assigned VFTI code on the Profile page and proceed with registration

Complete Your Profile

Please complete the following fields. If you need to update locked
Customer Service. *NOTE*: If you are an NKBA member and need a~
reach out to the Member Relations team at (800) THE-NKBA.

* indicates required fields.

If you've received a promo code, please enter it in the
field below. Then click Apply Code.

[   ]

[Apply Code] [Remove Code(s)]

o When you get to the confirmation page, click "add another" to register another team member for a free VFTI pass until you reach your allotted amount of passes. *Please note: You can always log back into your initial registration and click 'Add Another' at a later date.*

o You will receive a confirmation email prompting you to create a login for kbisconnect.com where you can browse the agenda and save your seat