



**10-12 SEPT
2025**
3 DAYS | 3 HALLS
Miami Beach
Convention Center



Step by step guide for registering your booth staff on the exhibitor portal. Please review before you begin.

Guía paso a paso para registrar al personal de su stand en el portal de expositores. Por favor revise antes de comenzar.



Exhibitor Portal Access

Acceso al portal del expositor

Note, you should receive an email providing you the link to access your exhibitor portal within 24hrs of completing your exhibitor contract.

Tenga en cuenta que debe recibir un correo electrónico con el enlace para acceder a su portal de expositor dentro de las 24 horas posteriores a la finalización de su contrato de expositor.

Step #1 – Log in to your exhibitor portal by using the link provided in your Booth Confirmation Email.

- IF this is your first time logging in, click **“FIRST TIME PASSWORD/FORGOT PASSWORD”**. You will be emailed a temporary password which you can use to log in and reset your password.

Paso #1: Inicie sesión en su portal de expositores mediante el enlace incluido en el correo electrónico de confirmación de su stand.

- Si es la primera vez que inicia sesión, haga clic en **“FIRST TIME PASSWORD/FORGOT PASSWORD”** (*Contraseña primera vez/¿olvidó su contraseña?*). Recibirá una contraseña temporal por correo electrónico que podrá usar para iniciar sesión y establecer una nueva.

Booth Confirmation for 2025 Americas Food & Beverage Show & Conference

Tue 7/22/2025 11:08 AM



Thank you very much for your booth confirmation at the 2025 Americas Food & Beverage Show & Conference . The commercial invoice will follow shortly with your payment recorded. The information on your company is now live on the website where you can see the listing under the [2025 Exhibitor List](#) as well as on the floor plan.

Please make sure to review the [Exhibitor Manual](#) and contact Expo Convention Contractors at info@expocci.com / 1-305-751-1234 for all your exhibit rental needs. If you require graphics for your booth, please contact designanddisplay@expocci.com with your request. The Turnkey Booth Package can be seen [here](#) with specs and colors.

Also remember to book your Hotel Accommodations [here](#) as soon as possible and review the [sponsorship & branding programs](#) available to enhance your presence at the show.

IMPORTANT: **Do not** reply or answer any calls from hotels offering special room rates. ALSO, block all offerings of attendee lists. Those are unsolicited cal/emails and considered as **SPAM**. **Remove and block from your emails/phones. The hotels working with the show do not solicit to our exhibitors and we DO NOT share attendee or exhibitor information.**

As a reminder, the Certificate of Insurance - COI is already included with your booth purchase. You do not need to obtain it.

Booth Assignment: You have been assigned to booth number **2089**.

Show Directory:

Please use the **Event Portal** to update your **booth profile** listing which is a top priority to complete for buyers to learn about your products. Then select your product categories, access links/information, and complete show related tasks. Also do not forget to upload your new products in the [New Product Showcase](#) where we have granted 3 listings per booth purchased. This new and robust portal is packed with a variety of features designed to get you set up for success!

[Click here to login](#)



Note: The first time you visit the **Event Portal** you will need to use the **First Time Login/Forgot Password** link and set a password of your preference **before** you will be able to login. Once logged in, click on '**Exhibitor Profile**' in the top navigation bar to update your online profile listing.

Feel free to contact us if you have any questions and welcome to the 2025 Americas Food & Beverage Show & Conference.

Sincerely,

Americas Food & Beverage Show & Conference Team



HOME

EXHIBITOR PROFILE

EXHIBITOR LIST

PRODUCT DIRECTORY

ATTENDEE LIST

EXHIBITOR STAFF REGISTRATION



xxxxxxx



WELCOME TO THE EVENT PORTAL!

Use the portal to update your booth profile, select your product categories, access links/information, and complete additional tasks. This new and robust portal is packed with a variety of features designed to get you set up for success! To fully equip your toolkit in preparation for your next event, we've added new functionality, such as task completion tracking and page view analytics, in addition to enhancing previous functionality offered in previous years.

FEATURED LINKS

[Exhibitor Badge Registration](#)



TO-DO LIST

1. Complete the Exhibitor Contract. If payment was processed and the contract is still pending, your booth booking process is **incomplete**. Please make sure to complete this task.

2. Update your Online Listing by selecting your product categories and uploading product information.

These tasks *must* be completed in order to exhibit at America's Food & Beverage Show & Conference.

[View Task List](#)

SPONSORSHIP DIRECTORY

Review the sponsorship & branding opportunities to increase your visibility at the show.

[Go to Sponsorship Directory](#)

FINANCIAL SUMMARY

View your balance, make online payments, and view or print receipts.

[Go to My Account](#)

UPDATE EXHIBITOR LISTING

The Exhibitor Profile page serves as a one-stop shop for exhibitor online booth management. This is where you:

- Update profile details that appear on your online listing including your company logo
- Upload pictures and a description of your products
- View pertinent show tasks

[Go to Exhibitor Hub](#)

Once you are logged in to your exhibitor portal –

1. Click on the “**HOME**” tab and you will then see the link:

[Exhibitor Badge Registration](#)

2. Click that link.

Una vez que haya iniciado sesión en su portal de expositores:

1. Haga clic en la pestaña “**HOME**” (inicio) y verá el enlace:

[Exhibitor Badge Registration](#)

2. Haga clic en ese enlace



1 Welcome

Your Group:
You and 4 others

2 About You

3 Group Registration

4 Receipt

Attendee1

Attendee2

Attendee3

Attendee4

Attendee5

Please confirm if you would like to register this participant:*

Yes, I need to register this participant

Next

Click on “Attendee1” and add a name and click “**Next**” on the bottom.

Continue adding staff by repeating the same steps for Attendee2, Attendee3, etc.

NOTE – all information fields must be completed for each attendee/staff such as (phone number, state, et.) or the system will not allow you to save your additions.

Haga clic en "Attendee1", agregue un nombre y haga clic en “**Next**” (siguiente) en la parte inferior.

Continúe agregando personal repitiendo los mismos pasos para el Attendee2, el Attendee3, etc.

NOTA: Debe completar todos los campos de información para cada asistente/personal, como número de teléfono, estado, etc.; de lo contrario, el sistema no le permitirá guardar los cambios.



1 Welcome

Your Group:
You and 4 others

2 About You

3 Group Registration

4 Receipt

First Name, Last name

First Name, Last name

First Name, Last name

First Name, Last name

Attendee5



Please confirm if you would like to register this participant:*

This record is not needed



Next

IF you do not need all 5 attendee/staff

Go to EACH of the boxes that you do not need

AND click **“This record is not needed”** in the drop-down box below. Repeat this step for each attendee/staff not needed or the system will not allow you to save.

Be sure to click next after each submission.

SI NO necesita los 5 asistentes/personal,

Vaya a cada una de las casillas que no necesite

Y haga clic en **“This record is not needed”** (este registro no es necesario) en el menú desplegable a continuación. Repita este paso para cada asistente/personal que no necesite; de lo contrario, el sistema no le permitirá guardar.

Asegúrese de hacer clic en **“Next”** (siguiente) después de cada nombre.

Please confirm if you would like to register this participant:*

This record is not needed

X ▾

Next Save & Finish



If you have followed the steps correctly, you will see the **“Save & Finish”** button on the bottom.

Click it to submit your information.

If you do not see the **“Save & Finish”** button then you either did not complete all the information fields or you did not remove the attendee fields not needed. **Go back and accomplish these tasks.**

Si ha seguido los pasos correctamente, verá el botón **“Save & Finish”** (guardar y finalizar) en la parte inferior.

Haga clic para enviar su información.

Si no ve el botón **“Save & Finish”** (guardar y finalizar), significa que no completó todos los campos de información o que no eliminó los campos de asistentes innecesarios. **Vuelva atrás y complete estas tareas.**

Once you hit “**Save & Finish**” – you will then see this screen confirming your submissions. Your booth staff registration is now complete.

Una vez que haga clic en “**Save & Finish**” (guardar y finalizar), verá esta pantalla confirmando sus envíos. El registro del personal del stand está completo.



Thank you for registering! We look forward to seeing you at the show.

Your registration confirmation number is XXXX

*Please be on the lookout for your registration confirmation email from GTR Event Technology (noreply@gtrnow.com)



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Thank you for submitting your booth staff. Any questions? See contact info below.

Gracias por registrar el personal de su stand . ¿Tiene alguna pregunta? Consulte la información de contacto a continuación.

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