

# COAL-GEN

## ONLINE EXHIBITOR REGISTRATION

### Overview

The Online Exhibitor Registration tools are designed to allow each Exhibitor Contact to manage their booth staff and conference delegates, and purchase additional registrations.

The contact can add, replace and cancel their booth staff, as well as purchase ancillary items (i.e., tours, golf, etc.), if available. The contact also has the option to pay for their staff's registration fees, if applicable, with a credit card.

The online exhibitor link was created to be managed by the contact for each booth. The system is designed to allow for only one contact per exhibitor and only persons logged in with the contact's credentials can manage the list. Once the contact has been established, if the contact wishes not to manage the list, he/she may choose to forward his/her logon and password information to each department or individual to complete his/her own exhibitor registrations. This is solely up to each contact. The contact will receive email confirmations when an update/change has been made.

### Step 1: Establish Yourself as The Contact for the Booth

1. Follow the link provided to the Exhibitor Login Screen. Select your company name, enter the booth number and click next.
2. This is the login screen. If you have attended a prior PennWell event and know your Badge Id Number, enter it; otherwise, enter your email address and password.
3. Even if you don't believe your information would be in the registration system, your email address must be verified to ensure that it isn't already in the database.  
If your information is in the database, please verify that your contact information is correct. Click next and you will be assigned as the contact and directed to the Exhibitor Management Screen.
4. If your information is not found in the system, click 'New Attendee' and follow the steps to register. Once your registration is completed, you will be directed to the Exhibitor Management Screen.

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## **Step 2: Exhibitor Management**

1. From this screen, you may add, replace and cancel your booth staff. Next to each header, the allotment is shown as to what has been used or purchased.
2. To add or replace a staff member, you will be directed to a search screen. Please search the database to see if the staff member is already in the database. If not, click 'Create New Person' and follow the steps to register.

**Note: As a security measure, only three staff members per day may be canceled and replaced. If more than three per day need to be made, please contact the registration department for assistance at 888/299-8016 or 918/831-9160.**

## **Step 3: Exhibitor Payments**

As the Exhibitor Contact, you may choose to pay the balance due for some or all of your staff members. Click the 'Payments' button, check which balances you wish to pay, and enter your credit card information.

## **Confirmations**

A confirmation will be emailed to the Exhibitor Contact after each log in session in which changes/updates are made.

## **Need Assistance?**

Please contact PennWell registration at 918/831-9160 or 888/299-8016 for assistance or questions.