

Exhibitor Registration Instructions

- [Click here](#)
- Enter your access key for the Cadmium site
 - For assistance in retrieving your access key [click here](#)
- Under Step 2: Manage your booth select your booth number and click log in
- Scroll down to tasks
- Click on Access Exhibitor Registration Portal
- Click Launch Exhibitor Registration Portal at the bottom
- Click register booth staff
- There will be a list of registration options and allotments if applicable
- Click Register to the right of the registration option you would like to select
 - **Please be certain to use all the complimentary registrations before registering for the purchased registrations**
- We can provide a custom access link to your portal if you would like to provide this to your team members to complete their own registrations. If you would like to receive the custom access link, please email support@utc.org.
- **Please note this task within Cadmium site is only to access the registration portal. Once you click the link the task will show as completed within Cadmium. This does not mean that you have registered any of your team. A list of your registered attendees will appear in the portal once they have been registered.**
- For assistance, please email support@utc.org.