

COUTURE

Using Our New Registration Platform

INTRODUCING COUTURE'S NEW REGISTRATION PARTNER - CVENT

This guide provides step-by-step instructions for our 2026 brands to register their staff for the show this May.

REGISTERING FOR COUTURE

Upon booking your space for the upcoming show, the contract contact for your account will receive an automated email, pictured below.

From the email address

COUTUREShowTeam@TheCOUTUREShow.com



Hello Exhibitor Admin,

You are receiving this email because you are listed as the Contract Contact for your company, **Exhibitor Name**, exhibiting at COUTURE on May 27 (6 pm) - May 31, 2026.

It's time to register your team for Exhibitor Badges. We have a new registration system (CVENT) and wanted to outline the easy steps for getting your team registered for badges.

- 1. Log In**
Click the link below to Log In to the Exhibitor Badge Portal. *Note: this is a personalized link that will only work for you and cannot be forwarded or shared.*
- 2. Set up your Password**
The password is unique to you. If you previously set up your account in Cvent, use your existing password to login. If you forgot your password, click "Forgot password" to reset it.
- 3. Register Your Team**
Once you are logged in, you can register your team for badges up to your badge allotment (see contract for badge allotment). *Tip: Bookmark the page for easy access.*

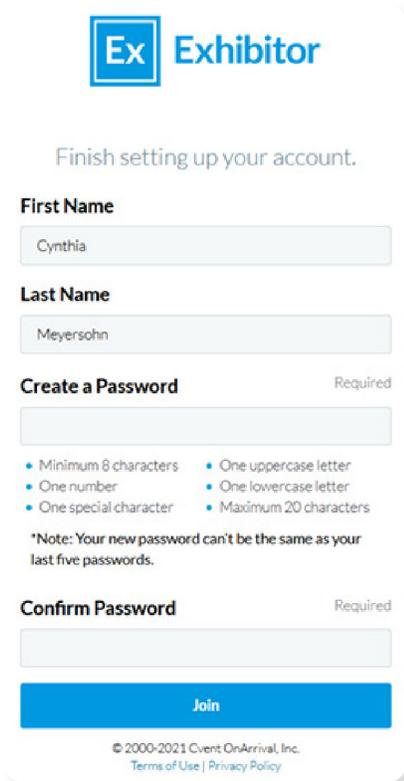
Follow the **LOG IN** call to action button to access registration.

Only the contract contact will receive this email. To resend or adjust the recipient of this automated email, please contact Allysa.Harris@EmeraldX.com.

COUTURE

CREATE A PASSWORD FOR YOUR ACCOUNT

Upon following the link in the email, you will be brought to the **Exhibitor Registration Portal** to create your password.



Ex Exhibitor

Finish setting up your account.

First Name

Last Name

Create a Password Required

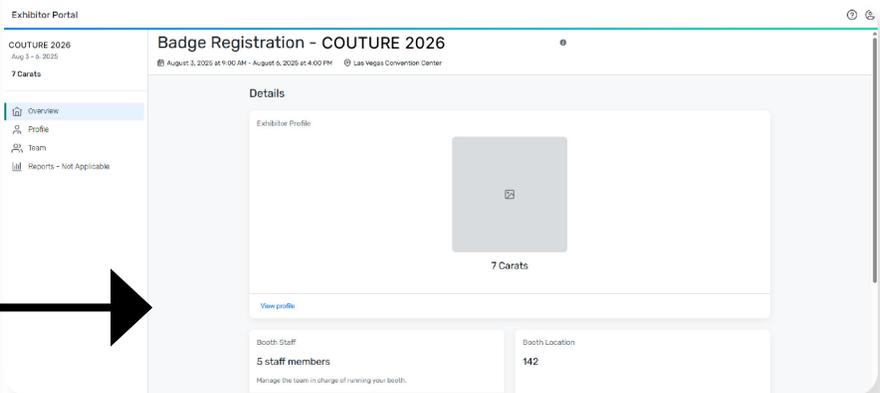
- Minimum 8 characters
- One uppercase letter
- One number
- One lowercase letter
- One special character
- Maximum 20 characters

*Note: Your new password can't be the same as your last five passwords.

Confirm Password Required

[Join](#)

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Note: There are many different facets of the Cvent Exhibitor Registration Portal that COUTURE is not utilizing.

These instructions will focus solely on the areas exhibitors need to register for the upcoming show.

Any information you enter in other areas of the Cvent Exhibitor Registration Portal will not be tracked or used by COUTURE.

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ACCESSING YOUR COMPANY REGISTRATION

To access exhibitor registration, go to the Team tab on the left hand side of the Exhibitor Badge Portal.

Exhibitor Portal

COUTURE 2026
May 27 - 31, 2026

Emerald Reserved

Overview
Profile
Team
Reports - Not Applicable

Team

**Register your team/booth staff for Exhibitor Badges. **This portal is for registering your team/booth staff only, do not register your customers here. **Using the "Add booth staff" button below you can register your team directly or send them a link to register themselves. **Questions on how to register your staff? Contact emeraldsupport@cvent.com or call +1-833-859-6126 (9am-9pm EST) Monday through Friday.

Booth Staff Admins

It looks like you don't have any booth staff yet. Add exhibiting personnel to your team to get started.

8 registrants left

- 4 Exhibitor Comp - FC
- 4 Exhibitor Comp - SO

Add booth staff

REGISTRATIONS TYPES

Exhibitor - Comp:

- This is your included allotment of Show badges, plus the opportunity to purchase discounted badges.

Exhibitor - Paid:

- Additional Expo badges for purchase beyond your included allotment.

This section will show your total allotted registrations remaining.

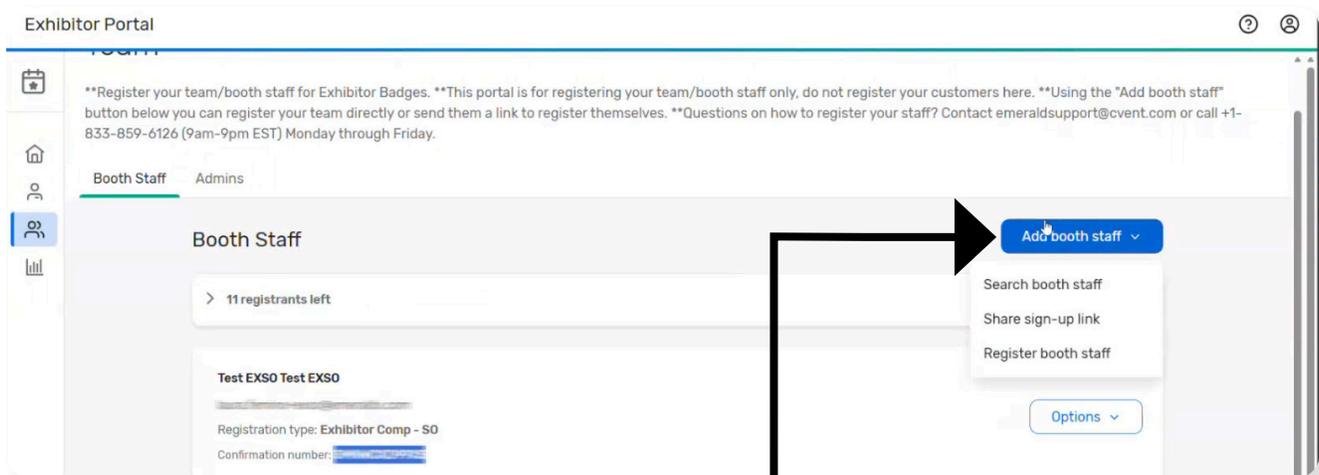
BOOTH STAFF

Summary of your company's registered staff members

COUTURE

REGISTERING STAFF

To register booth staff select Add Booth Staff from the Team page on the Exhibitor Badge Portal



SELECT HOW YOU ARE REGISTERING YOUR STAFF

- Share sign-up link generates a unique link to share with your team members to register on their own device.
- Register booth staff routes to the registration portal for registering individual booth staff or the entire team.
- After selecting how you will register your staff, a pop up will appear asking what type of registration you would like to use — Comp or Paid.
- Once selected, a new window with the registration form will open.

Note: You cannot switch between Comp/Paid in the registration form, you must go back to the Team portal to do so. If using a shared link, you must generate a new link.

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REGISTRATION FORM

Complete all required fields throughout the registration form.

Personal Information Admission Items Registration Summary

Registration Type
Exhibitor Comp - SO

Personal Information

Fill out the information below, then click Next to continue.

* First name

* Last name

* Email address

* Confirm Email Address

CC Email Address

* Job Title

* Do you have a Hotel Booking Code?
 Yes
 No

* Hotel Booking Code
If you have received a code to book your COUTURE Hosted Room, please enter it here.

If you have received a code to book your COUTURE Hosted Room, please enter it here.

Work Address

* Country

* City

State/Province

* Work Phone

* COUTURE communicates reminders, confirmations, promotional offers and other information of interest

Note: Unique email addresses are required for each individual registering for COUTURE.

If the email address you entered has already been used, you will receive the message:

Already registered?

If this occurs in error, please reach out for assistance on how to proceed.

Contact:
Marketing@TheCOUTUREShow.com

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REGISTRATION FORM — CONTINUED

I have read and fully agree to the Terms and Conditions of the COUTURE Show Contract and wish to continue with my registration.

I agree to the [Emerald Privacy Policy](#).

I agree.

Agenda

Item	Price
Admission Items	Free

Show Only

[Add a Member](#)

[Previous](#) [Cancel](#) [Submit](#)

[Contact Us](#)

[Show Hours](#) | [Show Policy](#) | [Emerald Privacy Policy](#) | [Hotel Info](#) | [FAQ](#) | [Exhibitor Resource Center](#)

[Do Not Sell or Share My Personal Information](#) | [Manage My Preferences](#)

Personal Information | Admission Items | Registration Summary

Registration Summary

Take a moment to review your registration before continuing.

Test EXSO Test EXSO

Edit

Test EXSO3 Test EXSO3

Edit

Company Name Job Title

PM

Work Address Work Phone

Congratulations, you are now registered!

You will receive an email with your registration details.

NEXT STEP:
[Book your hotel](#)

The COUTURE Show 2026 offers rooms at discounted rates. Book today as rooms are limited.

[View hotels](#)

Hotel Booking Code: _____

[Modify Registration](#) [Add to Calendar](#) [Submit Payment](#)

[Transfer Registration](#)

REGISTER ADDITIONAL STAFF:

Click Add Group Member here or Register booth staff in the Exhibitor Registration Portal to register additional staff members.

Both paths will route to the beginning of a new registration form to complete.

A new form must be completed for each additional team member.

REGISTRATION COMPLETE

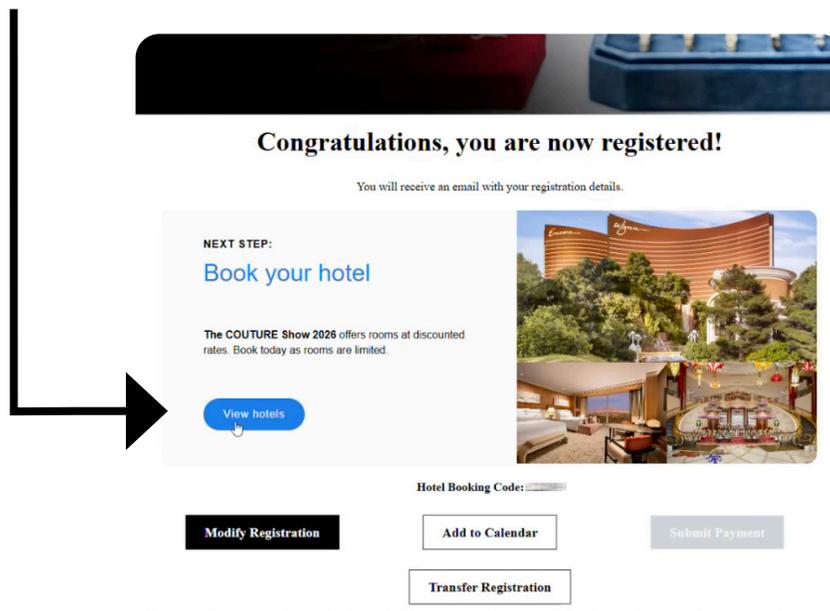
Each registration is not complete until you see the above confirmation screen with the text — Congratulations, you are now registered!

Important Note: If you exit the registration form prior to receiving the confirmation screen — you must complete a new form as no information will be captured or saved.

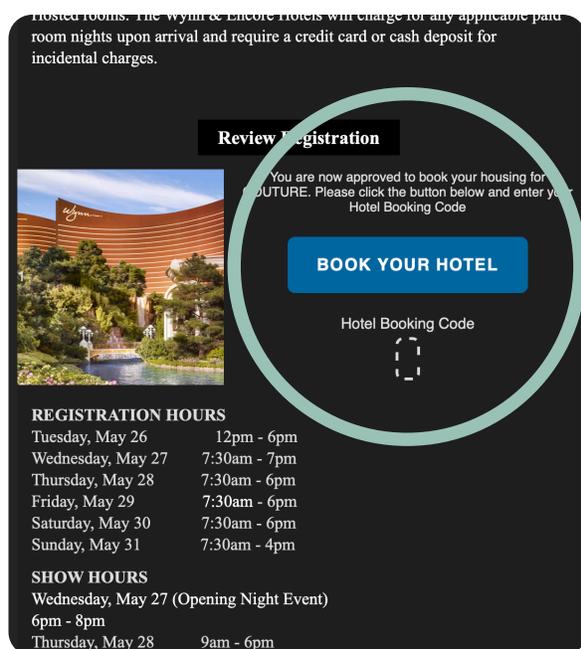
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BOOK YOUR HOTEL

On the registration confirmation page, click 'View Hotels' to be directed to HotelMap.



Note: If you are not booking your hotel immediately after registration, you can access the booking portal via the hotel widget in your registration confirmation email.



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CONFIRM YOUR BOOKING DATES

In the hotel booking portal, select the days of your stay and select 'CONFIRM BOOKING'. Additional nights outside of your comp nights are available to book at a discounted rate.

ACTION REQUIRED TODAY

Please review your booking dates.

Below, please find details of your hotel booking for the **The COUTURE Show 2026**.

- Please select **CONFIRM BOOKING** to proceed with booking.
- For any queries, please contact COUTURE@HotelMap.com

Your booking dates

Book extra nights either side of your reservation as necessary

EVENT DATES					
Tuesday May 26 \$279.00	Wednesday May 27 Paid	Thursday May 28 Paid	Friday May 29 Paid	Saturday May 30 Paid	Sunday May 31 \$279.00

Wynn Resort Guestroom

Check in: Wed, May 27, 2026
Check out: Sun, May 31, 2026
Rooms: 1
Nights: 4 nights
Adults: 1

27 May: Paid
28 May: Paid
29 May: Paid
30 May: Paid

Cancellation terms

Please be aware, any reservation charges or cancellations at Wynn or Encore must be completed no later than April 15, 2026. If you cancel your reservation or reduce the length of your stay after April 15 or no-show, your credit card will be charged in full for the

Confirm booking

I would like to confirm my booking as detailed above

CONFIRM BOOKING

Insert your information, credit card details, any additional requests, and agree to HotelMap's policies, then select 'COMPLETE BOOKING.'

Once your stay is confirmed, you can review your booking and download the receipt.

Preferred bed type? (e.g. one king bed, two queen bed)

Special requests cannot be guaranteed but the accommodation will do its best to meet your needs.

By continuing with your reservation you agree to HotelMap's [Terms of Use](#), [Privacy Notice](#) and [Cookie Policy](#).

COMPLETE BOOKING

Data protection compliance
My data is correct and I consent to my information being sent to the hotel for the purpose of completing this hotel booking.

Additional nights or special requests
Submit your request for the team to review

Wynn Las Vegas    

RATES AND AVAILABILITY **HOTEL SUMMARY**

Hotel reservation for Test Test
HOTEL BOOKING CONFIRMED
Below, please find details of your hotel booking for the **The COUTURE Show 2026**

Your selection

Wynn Resort Guestroom

Check in: Wed, May 27, 2026
Check out: Sun, May 31, 2026
Rooms: 1
Nights: 4 nights
Adults: 1

27 May: Paid

VIEW BOOKING RECEIPT

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CHANGES TO REGISTRATION

From the Registration Confirmation Page you can transfer your registration to another staff member or make changes to your existing registration.



Congratulations, you are now registered!

You will receive an email with your registration details.

NEXT STEP:
[Book your hotel](#)

The COUTURE Show 2026 offers rooms at discounted rates. Book today as rooms are limited.

[View hotels](#)

Hotel Booking Code: _____

[Modify Registration](#) [Add to Calendar](#) [Submit Payment](#)
[Transfer Registration](#)

MODIFY REGISTRATION

Select Edit Your Registration to navigate to the first page of the registration form to edit your details.

Note:

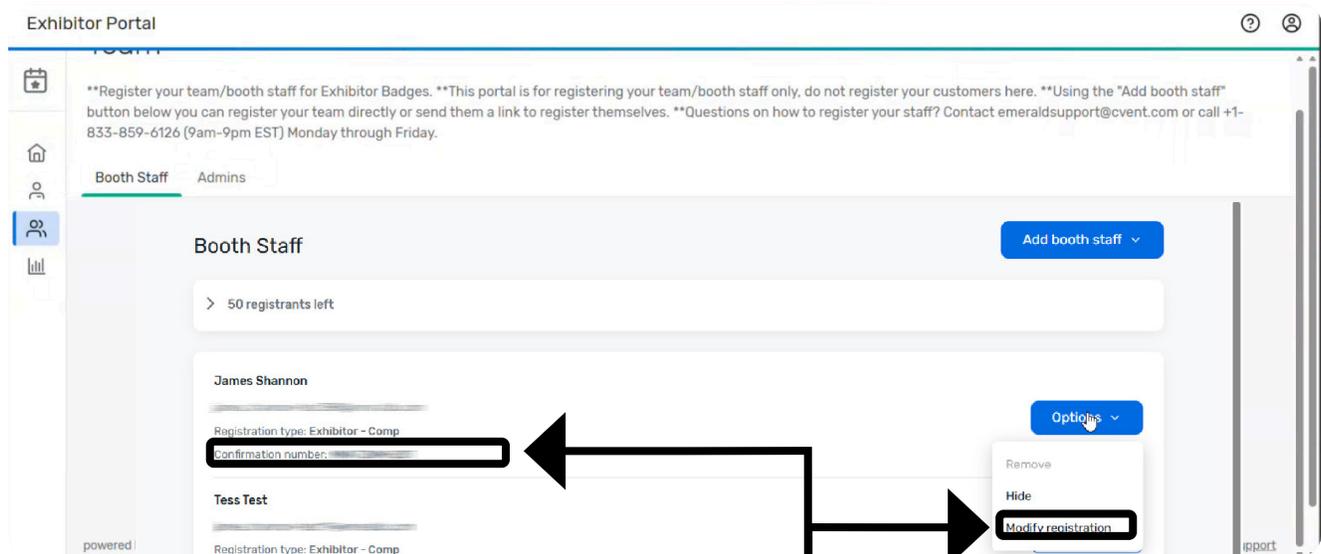
DO NOT USE this feature if you are entering another person's info — as this will impact your teams ability to access to the COUTURE Mobile App.

If you need to transfer to another team member — use the Transfer Registration feature.

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MODIFYING EXISTING REGISTRATIONS

From the Team page on the Cvent Exhibitor Registration Portal you have the ability to modify existing staff registrations.



TO MODIFY REGISTRATION

- Copy or write down the Confirmation Number Associated with the staff member you are modifying.
- Under Options select Modify Registration – this will open the Exhibitor Registration form in a new window, where you will be prompted to enter the Confirmation Number to proceed.

Note: DO NOT exit the Confirmation Number pop-up on the registration form. This will bring you to the attendee registration flow. You will not be able to access the exhibitor tools in the Mobile App or the show floor, during set-up, with a attendee registration type.

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ADDITIONAL SUPPORT

As we acclimate to this new registration process, we're here to support you and your team with any registration inquiries. Below you'll find contact information for additional support.

CVENT REGISTRATION SUPPORT

Email: emeraldsupport@cvent.com

Phone: 1-833-859-6126
(Available 9 AM - 5 PM EST.)

COUTURE REGISTRATION SUPPORT

Marketing@TheCOUTUREShow.com