



Thank you for exhibiting at NACE24 Phoenix!

You asked and we listened! We've streamlined the booth staff registration so you can use one link to register your complimentary and paid booth personnel. **The new system is self-serve.**

Each exhibit booth receives:

- (1) One complimentary, full-conference registration
- (2) Two complimentary, booth personnel registrations

You can pay to:

- Upgrade your complimentary booth personnel to full-conference registration.
- Add additional booth personnel to your booth roster.

All complementary and paid booth registrations are due by May 15, 2024. All invoices, including exhibit staff registrations, must be paid in full by May 24, 2024.

To Register

1. Login to your NACEWeb.org account (Forgot [username](#) or [password?](#))
2. To get to the main NACE24 Exhibitor Registration page, go to:
 - a. **MyNACE:** naceweb.org/MyNACE > Purchase History > NACE24 Exhibitor Registration > I'd Like To > Register Personnel
 - b. **Direct Link:** naceweb.org/ConferenceExpo/ExhibitorRegistrationInformation.aspx?ID=2566

A screenshot of the NACE24 Exhibitor Registration page. The title is 'NACE24 Exhibitor Registration'. Below it is the section 'Registration Information'. A note states: 'Please note, exhibitor registrations must be a part of your organization.' There are two columns of registration data. The first column is for 'Full-conference Registrations' with 1 allotted, 0 used, and 1 remaining. The second column is for 'Booth Personnel Registrations' with 2 allotted, 0 used, and 2 remaining. Below each column is a button: 'ASSIGN CONFERENCE PERSONNEL' and 'ASSIGN BOOTH PERSONNEL'. At the bottom, a note says: 'If you would like to purchase additional booth personnel or full conference registrations, please click [here](#).'

3. On the first screen, you can see how many complementary full-conference and booth personnel registrations you are eligible for and how many are already allocated.

Need to change your complementary staff registrations? You can return to [this link](#) at any time **before May 15, 2024**, to make your changes.

NACE24 Exhibitor Registration

Registration Information

Please note, exhibitor registrations must be a part of your organization.

Full-conference Registrations		Booth Personnel Registrations	
Quantity Allotted:	1	Quantity Allotted:	2
Quantity Used:	0	Quantity Used:	0
Quantity Remaining:	1	Quantity Remaining:	2

[ASSIGN CONFERENCE PERSONNEL](#) [ASSIGN BOOTH PERSONNEL](#)

If you would like to purchase additional booth personnel or full conference registrations, please click [here](#).

4. Click “Assign Conference Personnel” to register your full-conference registrations. Click “Assign Booth Personnel” to register your booth personnel registrations.

NACE24 Exhibitor Registration

Registration Information

Please note, exhibitor registrations must be a part of your organization.

Full-conference Registrations		Booth Personnel Registrations	
Quantity Allotted:	1	Quantity Allotted:	2
Quantity Used:	0	Quantity Used:	0
Quantity Remaining:	1	Quantity Remaining:	2

[ASSIGN CONFERENCE PERSONNEL](#) [ASSIGN BOOTH PERSONNEL](#)

If you would like to purchase additional booth personnel or full conference registrations, please click [here](#).

- For each person you will need: full name, title, email address.

NACE24 Exhibitor Registration

Personal Information

IMPORTANT: Each exhibitor, including exhibitor contacts, must complete online registration in order to attend the NACE 2024 Conference & Expo. Exhibitor contacts are NOT automatically registered to attend the event.

NACE 2024 Conference & Expo name badges will be produced from data submitted to the registration, so please be sure that information is accurate for each registrant. Also, please note that you must enter a unique email for each registrant. You cannot use a generic email.

Please note, exhibitor registrations must be a part of your organization.

*First Name	*Last Name
*Job Title	
*Email Address	*Confirm Email Address

BACK **NEXT**

- Acknowledge notice regarding dietary restrictions. These must be edited individually by the person you are registering in their [MyNACE Account Profile](#).
- Confirm their badge and name spelling. Click “Confirm.” This will take you back to the main NACE24 Exhibitor Registration page.

NACE24 Exhibitor Registration

Registration Information

Please note, exhibitor registrations must be a part of your organization.

Full-conference Registrations	Booth Personnel Registrations
Quantity Allotted: 1	Quantity Allotted: 2
Quantity Used: 0	Quantity Used: 0
Quantity Remaining: 1	Quantity Remaining: 2

ASSIGN CONFERENCE PERSONNEL **ASSIGN BOOTH PERSONNEL**

If you would like to purchase additional booth personnel or full conference registrations, please click [here](#).

8. To pay for additional booth personnel or upgrade your complimentary, booth personnel to full-conference registration, click on the link below.

NACE24 Exhibitor Registration

Registration Information

Please note, exhibitor registrations must be a part of your organization.

Full-conference Registrations	Booth Personnel Registrations
Quantity Allotted: 1	Quantity Allotted: 2
Quantity Used: 0	Quantity Used: 0
Quantity Remaining: 1	Quantity Remaining: 2

[ASSIGN CONFERENCE PERSONNEL](#) [ASSIGN BOOTH PERSONNEL](#)

If you would like to purchase additional booth personnel or full conference registrations, please [click here](#).

9. Select the quantity of additional registrations you need. Note, you can have up to **4 exhibit staff** in your booth at one time.
- * Add Additional Booth Personnel Registration: **\$300**
 - * Upgrade to Full-Conference Registration: **\$895**
10. Enter your payment information and click “Complete Order.”
11. **Follow steps 5 – 7 to COMPLETE REGISTRATION.** Paying for the transaction does not finalize registration. You need to enter the person’s information and click “Submit” to complete the process.

Changes to Exhibit Staff Registration

You do not need to contact NACE To make changes to your registrations. This process is self-serve for all complimentary and paid exhibit staff registrations. You can return to [this link](#) at any time **before May 15, 2024**, to make your changes.

Need to edit your roster? On the main NACE24 Exhibitor Registration Page, you will see a list of “Current Registrants.” Click “Cancel” for anyone that you need to delete. Follow steps 5 – 7 to register the person taking the open slot. Please note that you can only register and cancel the same person 3 times. After that you will no longer be able to register that person online.

All complementary and paid booth registrations are due by May 15, 2024. All invoices, including exhibit staff registrations, must be paid in full by May 24, 2024.

Questions? Contact NACE Business Development at businessdevelopment@naceweb.org.