



How to Access the Exhibitor Registration Portal and Register Exhibit Booth Staff

The following tasks can be completed in the exhibitor registration portal.

- Assign complimentary conference badges.
- Purchase and assign additional registrations.
- Make substitutions.
- Upload your company profile and logo.

Please note that purchased passes are **non-refundable**.

*Please email exhibiting@afponline.org if you need talent badges added to your registration portal. Please be sure to email the attendee experience you are having at your booth and the service the talent is providing. The maximum number of talent badges per booth is 3. Please note that these vendors are not permitted to attend any AFP official event or educational sessions.

HOW TO ACCESS THE EXHIBITOR REGISTRATION PORTAL

To update your exhibitor portal point of contact, please email exhibiting@afponline.org and provide, the first and last name, email address, phone number, and mailing address of the new POC and the full name of the person they are replacing.

Step 1: Click [here](#) to access the Exhibitor Registration Portal.

Step 2: Use your email address and AFP password to log in

My Info My Email Preferences

Sign In or Create an Account

Please sign in or create a new user account. If your login information is displayed by

What is your email address?

Do you have an existing account?
 Yes. My password is:

Remember Me
[Forgot your password?](#)
 No. I want to create an account



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Step 3: Once you have successfully logged into the portal you should see the 2025 Boston Registration Dashboard.

[My Info](#) [My Email Preferences](#) [Transactions](#) [Membership](#)

AFP 2025 BOSTON Registration Dashboard

The 2025 AFP Conference will take place at the Boston Convention & Exhibition Center. The official conference dates are October 26 - 29, 2025.

The following tasks can be completed in this exhibitor portal.

- Assign complimentary conference badges.
- Purchase and register additional full conference attendees.
- Make substitutions.

Questions? Email exhibiting@afponline.org

EXHIBITOR NAME: AFP

[Manage Exhibit Shows](#)

[View & Edit Company Profile](#)

| Registrations | | |
|---------------------------------------|---------------------------|-----------------------|
| Booth Size(#) | Exhibitor Full Conference | Exhibitor Floor Staff |
| Registrations & Limits | | |
| 10x10 (1) - Complimentary | 2 | 2 |
| 10x10 (1) - Additional Purchase Limit | No Max | 4 |
| Max Registrations Allowed | No Max | 6 |
| Registration Purchases | | |
| Price Per Registration | \$1,449.00 | \$1,250.00 |
| Total Purchased Registrations | 0 | 0 |
| Generate Receipt | | |
| Assignments | | |
| Total Registrations | 2 | 2 |
| Assigned | 0 | 1 |
| Remaining | 2 | 1 |

EXHIBITOR CONFERENCE REGISTRATIONS

EXHIBITOR ACCESS

Exhibitor Full Conference registrants are granted access to the exhibit hall, educational sessions, keynotes, and the AFP 2025 Kick-Off Party. Full conference registrants also receive the conference bag. Please note, that select AFP 2025 sessions and keynotes are restricted to corporate practitioners. Refer to the event agenda, session explorer, and/or mobile app to view attendance restrictions.

REGISTRATION RATES

| | |
|------------------------------|---------|
| Early - June 13, 2025 | \$1,449 |
| After June 13 - September 19 | \$1,650 |
| After September 19 | \$1,824 |

Please note: AFP does not provide refunds on any purchased Exhibitor registrations, substitutions are permitted.

HOW TO REGISTER STAFF

To assign your complimentary or paid badges follow the instructions below, click "assign" or "purchase" button, and follow the instructions on the proceeding pages.

| Registrant | Registration Date | Actions |
|---|-------------------|---------|
| No Registrants to Display | | |
| Assign Purchase | | |



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Step 4: To assign complimentary badges, click the **“Assign”** button

EXHIBIT HALL ONLY PASSES

EXHIBIT HALL ONLY ACCESS

Exhibit Hall Only registrants are granted access to the exhibit hall and kick-off party.

REGISTRATION RATES

Early - September 19 \$1,250

After September 19 \$1,450

Please note: AFP does not provide refunds on any purchased Exhibitor registrations, substitutions are permitted.

HOW TO REGISTER STAFF

To assign your complimentary or paid badges follow the instructions below, click “assign” or “purchase” button, and follow the instructions on the proceeding pages.

| Registrant | Registration Date | Actions |
|---|-------------------|------------|
| Radu Nicoleta | 3/27/2025 | Substitute |
| <div style="border: 1px solid red; padding: 2px;"><input type="button" value="Assign"/> <input type="button" value="Purchase"/></div> | | |

Step 5: Enter the registrant's email address or first and last name and click the **“Search”** button. If the registrant is not in the system, click the **“create a new record”** button and follow the steps on the proceeding page(s).

Exhibitor Registrant - Lookup Form

To assign or substitute exhibitor registration slots, please enter the registrant's first and last name and/or email address.

First name

Last name

Email

Please select a match to assign or substitute an exhibitor registration slot. You may also search again or if a match is not found.

Step 6: Under Action, click the **“Add”** button to add the person you are registering.

| | | | | | |
|------|---------------|-----|------------|----|--|
| John | Gibson (Test) | AFP | Alexandria | VA | <div style="border: 1px solid red; padding: 2px;"><input type="button" value="Add"/></div> |
| John | Gibson, PMP | AFP | Rockville | MD | <input type="button" value="Add"/> |

Continue with steps 4-6 until all your booth staff are registered.



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PURCHASE ADDITIONAL REGISTRATION PASSES – HELPFUL HINTS

1. The primary booth contact must first assign the complimentary registrations that come with the booth to colleagues until there are no longer left to assign.
2. Purchase the registration. During the checkout process, make sure to enter the email address of the person who needs to receive a receipt which will have the name and address of the primary booth contact on the receipt—not the information of the person for whom the pass is being purchased. This is a blank registration slot that needs to be assigned.
3. Assign the blank registration pass that was just purchased to one of your colleagues by searching for his/her name. Follow the instructions/prompts.
4. Once you have successfully assigned a representative under the appropriate Exhibit Show they will be listed along with the date you registered them, creating a comprehensive list of all those currently registered under your organization within the dashboard. They will immediately receive a confirmation email letting them know you have registered them.

If you are having trouble logging in or need assistance, please email exhibiting@afponline.org