



# USING OUR REGISTRATION PLATFORM

THE ORIGINAL MIAMI BEACH ANTIQUE SHOW (OMBAS) registration partner is Cvent.

## REGISTERING FOR OMBAS

Upon booking your booth for the upcoming show, the contract contact for your account will receive an automated email, pictured below, from the email address [ombasshowteam@originalmiamibeachantiqueshow.com](mailto:ombasshowteam@originalmiamibeachantiqueshow.com)



FOLLOW THE 'LOG IN' LINK IN THIS EMAIL TO ACCESS REGISTRATION

**Only the contract contact will receive this email.**

To resend or adjust the recipient of this automated email, contact your Account Executive



## 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.

Exhibitor

Finish setting up your account.

**First Name**  
Cynthia

**Last Name**  
Meyersohn

**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

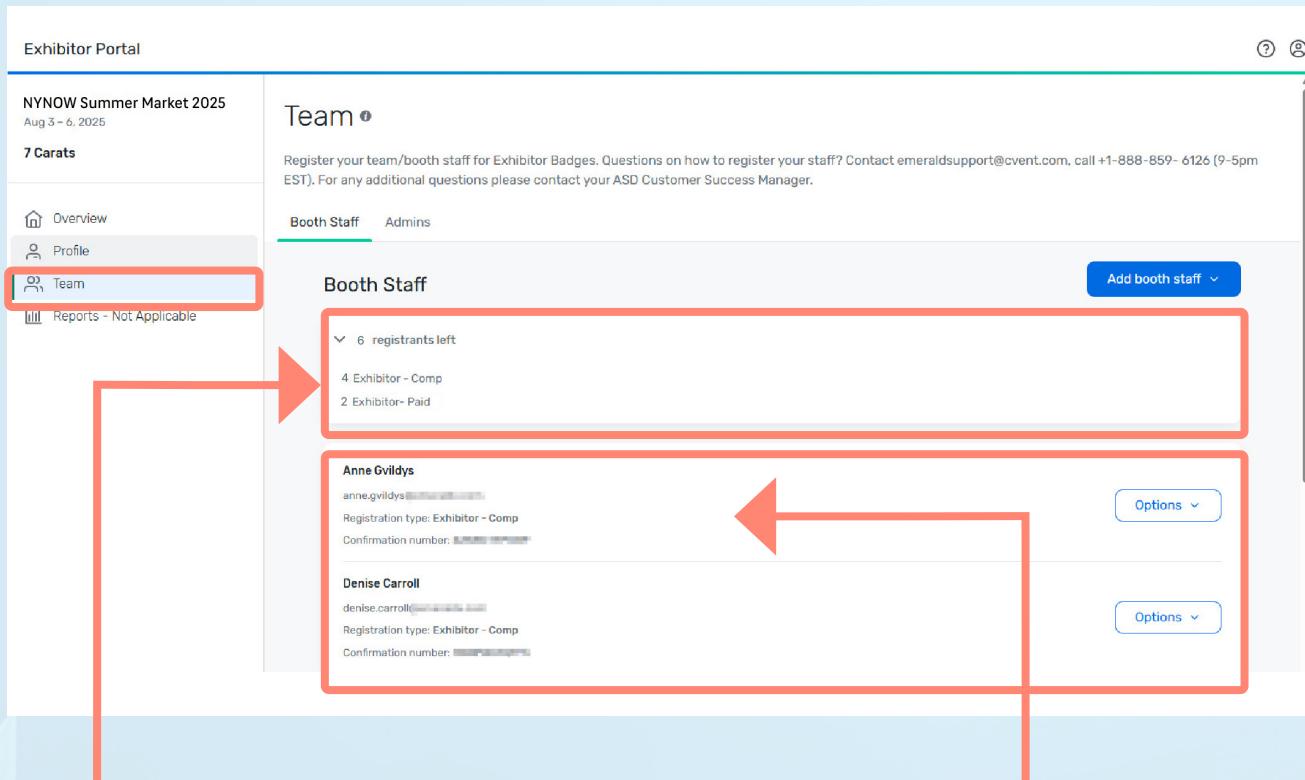
**Join**

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There are many different functions of the Cvent Exhibitor Registration Portal that OMBAS is not utilizing. These instructions will focus solely on the areas exhibitors need to register for the upcoming show. Information you enter in any other area of the Cvent portal will not be tracked or used by OMBAS.

## ACCESSING YOUR COMPANY REGISTRATION

To access exhibitor registration, after you've entered your password, go to the Team tab on the left hand side of the Exhibitor Badge Portal.



Exhibitor Portal

NYNOW Summer Market 2025  
Aug 3 - 6, 2025

7 Carats

Overview Profile Team Reports - Not Applicable

Team

Register your team/booth staff for Exhibitor Badges. Questions on how to register your staff? Contact emeraldsupport@cvent.com, call +1-888-859- 6126 (9-5pm EST). For any additional questions please contact your ASD Customer Success Manager.

Booth Staff Admins

Booth Staff

Add booth staff

6 registrants left

4 Exhibitor - Comp  
2 Exhibitor- Paid

Anne Gvildys  
anne.gvildys@████████.com  
Registration type: Exhibitor - Comp  
Confirmation number: ██████████

Denise Carroll  
denise.carroll@████████.com  
Registration type: Exhibitor - Comp  
Confirmation number: ██████████

Options

Options

### REGISTRATIONS TYPES

- Exhibitor - Comp: your free allotment of badges.
- Exhibitor - Paid: additional badges for purchase beyond your allotment.

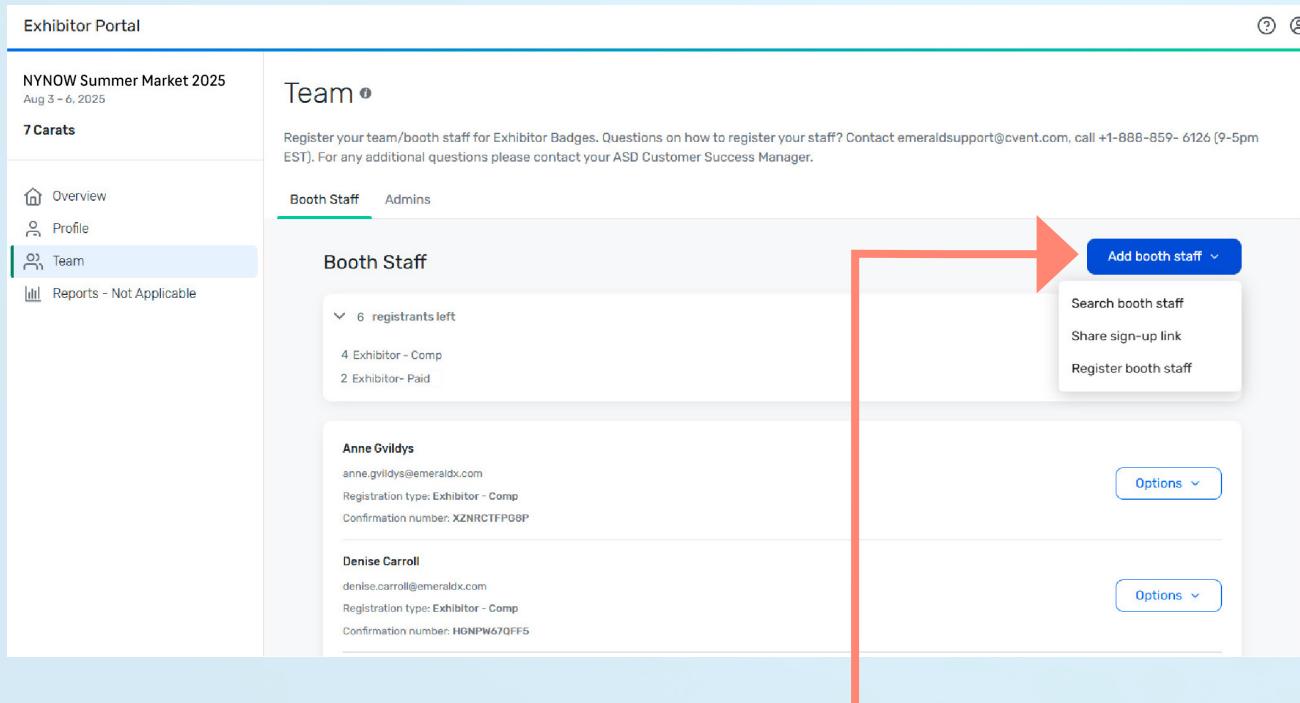
This section will show you your total available registrations remaining.

### BOOTH STAFF

Summary of your company's registered staff members

## REGISTERING STAFF

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



Exhibitor Portal

NYNOW Summer Market 2025 Aug 3 ~ 6, 2025

7 Carats

Overview Profile Team Reports - Not Applicable

Team

Register your team/booth staff for Exhibitor Badges. Questions on how to register your staff? Contact [emeraldsupport@cvent.com](mailto:emeraldsupport@cvent.com), call +1-888-859- 6126 (9-5pm EST). For any additional questions please contact your ASD Customer Success Manager.

Booth Staff Admins

Booth Staff

6 registrants left

4 Exhibitor - Comp  
2 Exhibitor- Paid

Anne Gvildys  
anne.gvildys@emeraldx.com  
Registration type: Exhibitor - Comp  
Confirmation number: X2NRCTFPGBP

Denise Carroll  
denise.carroll@emeraldx.com  
Registration type: Exhibitor - Comp  
Confirmation number: HGNPW670FF5

Add booth staff

Search booth staff  
Share sign-up link  
Register booth staff

## SELECT HOW YOU ARE REGISTERING YOUR STAFF

- “Share sign-up link” will generate a unique link that you can share with your team to register on their own.
- “Register booth” staff will bring you to the registration portal to register yourself or your entire team

Note: 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. It will then open a new window with the registration form. You can not 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.

THE ORIGINAL  
MIAMI BEACH  
ANTIQUESHOW  
VINTAGE. ANTIQUE. ESTATE.

## REGISTRATION FORM

Complete all required fields throughout the registration form.

1 Personal Information      2 Opt-In/Privacy Policy      3 Registration Summary

### Personal Information

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

\* First Name: test

\* Last Name: test

\* Email Address: [REDACTED]

\* Re-enter Email Address: [REDACTED]

\* Company: test

### Work Address

\* Country/Region: United States      \* City: test

\* State/Province: Connecticut

**SM'S OPT-IN:** ASD Market Week communicates reminders, confirmations, promotional offers, and other information designed to improve your experience when you provide your contact information. If you provide a cellular telephone number, we need explicit consent from you to send you text messages and use automated dialing technology and pre-recorded message to confirm and communicate relevant show information.

Yes, I would like to opt-in to receive show related info on my cell phone number (if provided) for ASD as described above. I understand standard message/data rates may apply and I may opt out at any time by texting "STOP".

No, I do not wish to opt-in to the communications allowances for ASD Market Week as described above.

\* Mobile: 333-333-3333

By opting in, you agree to receive relevant show related text messages from ASD Market Week and understand that standard message data rates may apply. You may opt out at any time by texting "STOP".

**Next**

1 Personal Information      2 Opt-In/Privacy Policy      3 Registration Summary

### Terms and Conditions

\* I acknowledge that registrant must be 16 years old or above to attend event. No one under the age of 16 will be allowed to enter show floor. IDs will be checked onsite.

I agree

\* I have read and fully agree to the [Terms & Conditions](#) of the ASD Market Week Show Policies.

I agree

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

I agree

**Previous**    **Cancel**    **Next**

1 Personal Information      2 Opt-In/Privacy Policy      3 Registration Summary

### Personal Information

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

\* First Name: James

\* Last Name: [REDACTED]

\* Email Address: [REDACTED]

\* Re-enter Email Address: [REDACTED]

\* Company: Test

\* Title: Test

\* Work Address: test

**Already registered?**

Enter your confirmation number or return to the event website to register.

\* Email Address: [REDACTED]

\* Confirmation Number: [REDACTED]

[Forgot your confirmation number?](#)

**Log in**

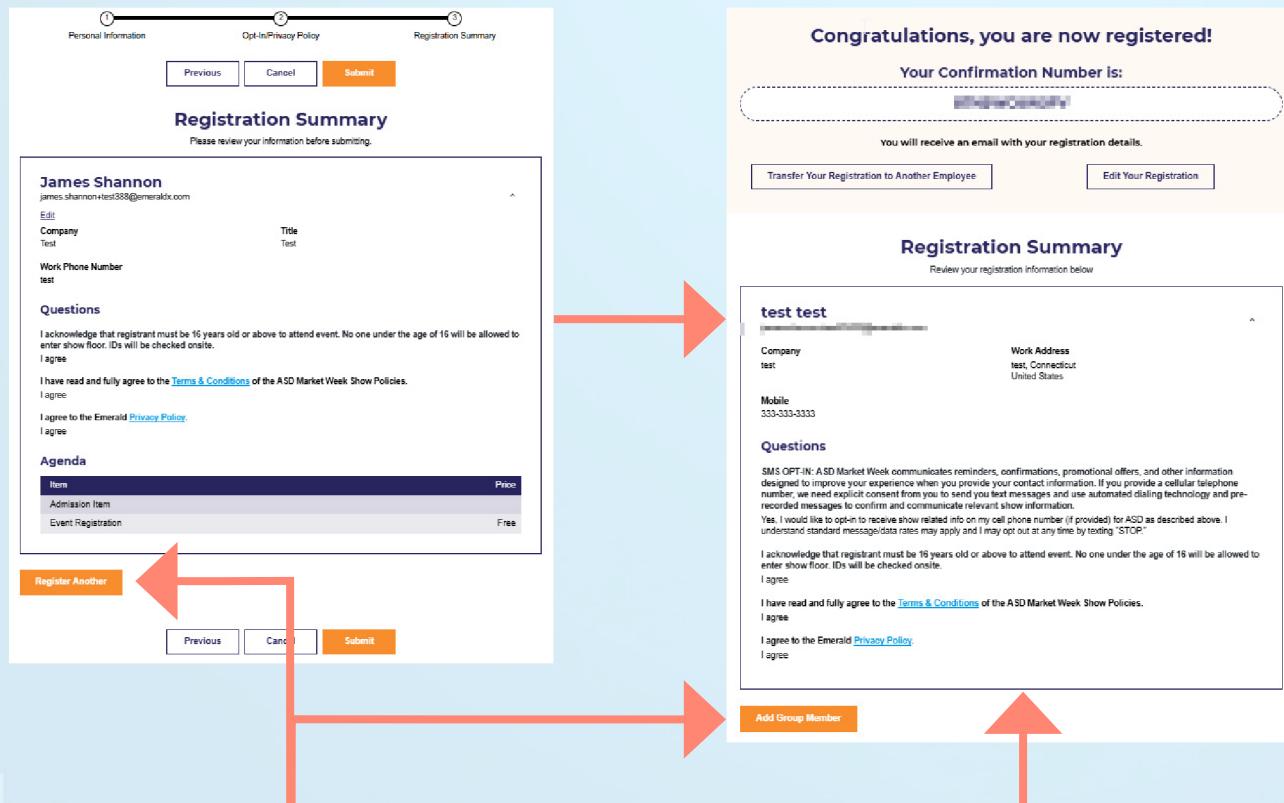
**Next**

## UNIQUE EMAIL ADDRESS REQUIRED

Unique email addresses are required for each individual registering for OMBAS. If the email address you entered has already been used, you will receive an error message. For assistance, email [emeraldsupport@cvent.com](mailto:emeraldsupport@cvent.com).

## REGISTRATION FORM

Complete all required fields throughout the registration form.



## REGISTERING ADDITIONAL STAFF MEMBERS

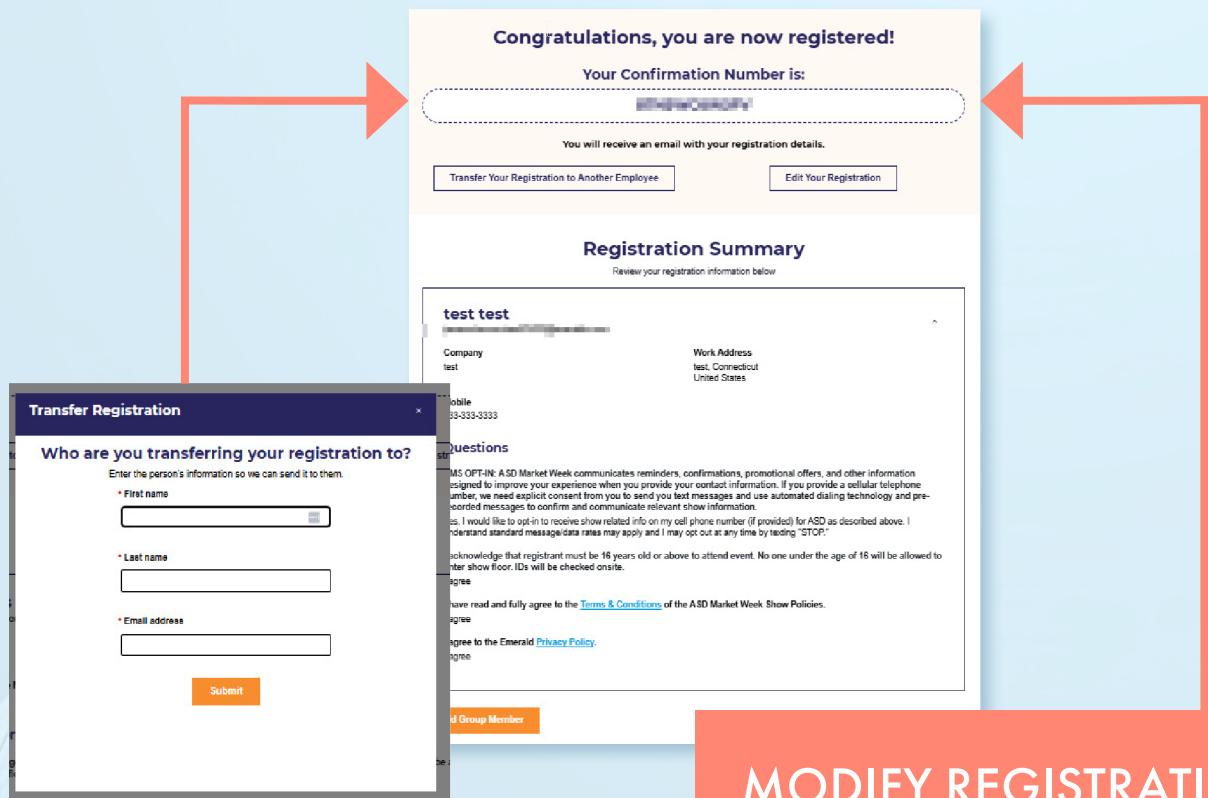
Click either the “Register Another” or “Add Group Member” button to register an additional staff member. You will then be brought to the beginning of the registration form to register additional team members.

Your Registration is not complete until you see this confirmation screen. If you exit the registration form prior to receiving this screen, none of your information will be saved.



## ADJUSTING REGISTRATION FROM CONFIRMATION PAGE

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



### TRANSFER REGISTRATION

Changes the individual registered. Follow the prompt to transfer your exhibitor registration to another staff member.

### MODIFY REGISTRATION

Used for editing registration details, does not change the individual registered. If you are changing the person on the registration, you must use the transfer feature as this creates a new Badge ID.



## ADJUSTING EXISTING REGISTRATIONS FROM EXHIBITOR BADGE PORTAL

From the Team page on the Exhibitor Badge Portal you can modify or transfer existing staff registrations.

NYNOW Summer Market 2025  
Aug 3 - 6, 2025

7 Carats

Overview Profile Team Reports

Customer Success Manager.

Booth Staff Admins

Booth Staff

Add booth staff ▾

50 registrants left

James Shannon  
james.shannon+test388@emeraldx.com  
Registration type: Exhibitor - Comp  
Confirmation number: MNNTZNHIZBT

Tess Test  
james.shannon+test19@emeraldx.com  
Registration type: Exhibitor - Comp  
Confirmation number: W2NHVK2ZZ4F

Test Test  
james.shannon+test777@emeraldx.com  
Registration type: Exhibitor - Comp  
Confirmation number: NNN4ZSR7WCF

Options ▾ Remove Hide Modify registration

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## ADJUSTING REGISTRATION

Copy or write down the Confirmation Number associated with the staff member you are modifying, then select "Option" and "Modify Registration", this will open the Exhibitor Registration form in a new window. Enter the confirmation number and then follow the instructions on the previous page.

Note: Do not exit the Confirmation Number pop-up on the registration form.  
This will bring you to the buyer registration flow.



## ADDITIONAL SUPPORT

We're here to support you and your team with any registration inquires. Below you'll find contact information for additional support.

### CVVENT REGISTRATION SUPPORT

Email: [emeraldsupport@cvent.com](mailto:emeraldsupport@cvent.com)

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

### OMBAS CUSTOMER SUPPORT

[Operations@USAntiquesshows.com](mailto:Operations@USAntiquesshows.com)