THE ORIGINAL MIAMI BEACH ANTIQUE SHOW

VINTAGE. ANTIQUE. ESTATE.

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


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MARCH 18-22, 2027
MIAMI BEACH CONVENTION CENTER

*** Please do not reply to this e-mail. It was sent from an automated system. ***

REGISTER YOUR COMPANY FOR THE ORIGINAL MIAMI BEACH ANTIQUE SHOW EXHIBITOR BADGES

Hello Exhibitor Admin,

You are receiving this email because you are listed as the Contract Contact for your company, **Exhibitor Name**, exhibiting at The Original Miami Beach Antique Show 2027 on March 18-22, 2027.

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

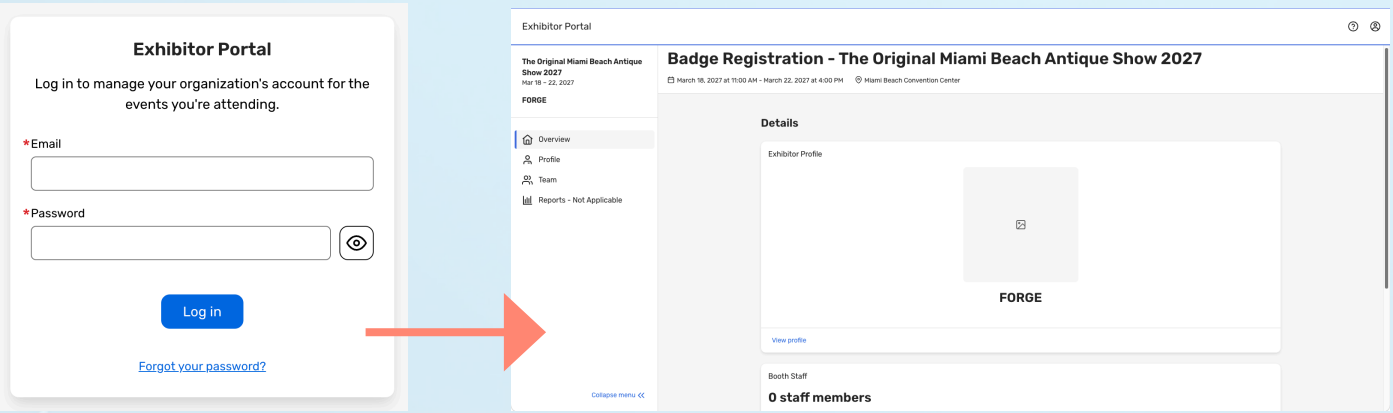
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EXISTING USERS: LOG INTO YOUR ACCOUNT

Existing user: You have previously been an exhibitor admin for any event hosted on Cvent.

Upon following the link in the email, you will be brought to the Exhibitor Registration Portal login page. Log in using your existing Cvent email and password.



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.

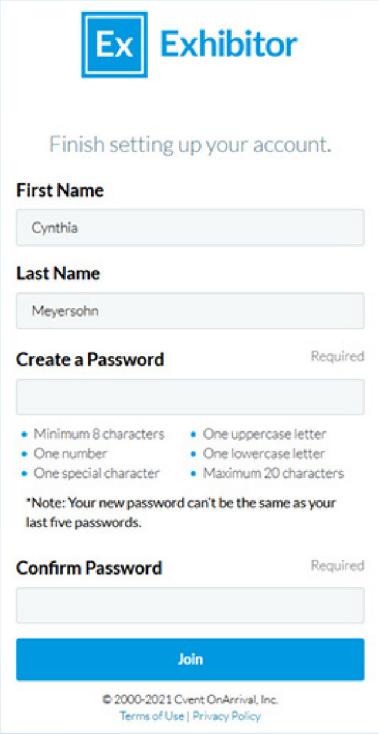
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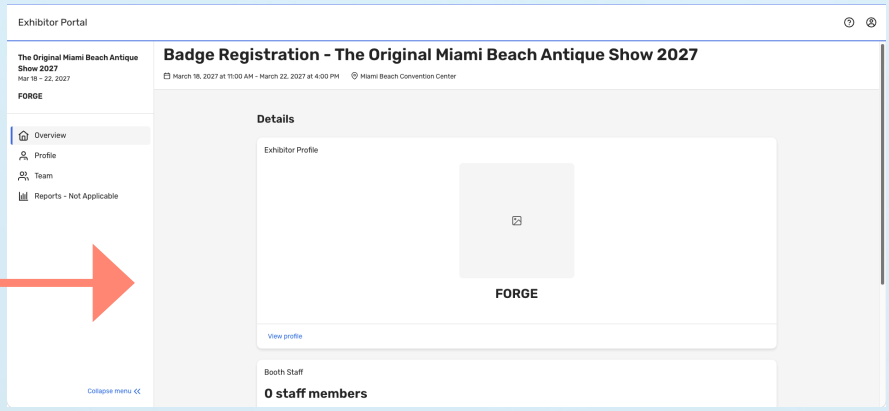
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NEW USERS: CREATE A PASSWORD FOR YOUR ACCOUNT

New user: This is your first time serving as an exhibitor admin for an event hosted on Cvent.

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





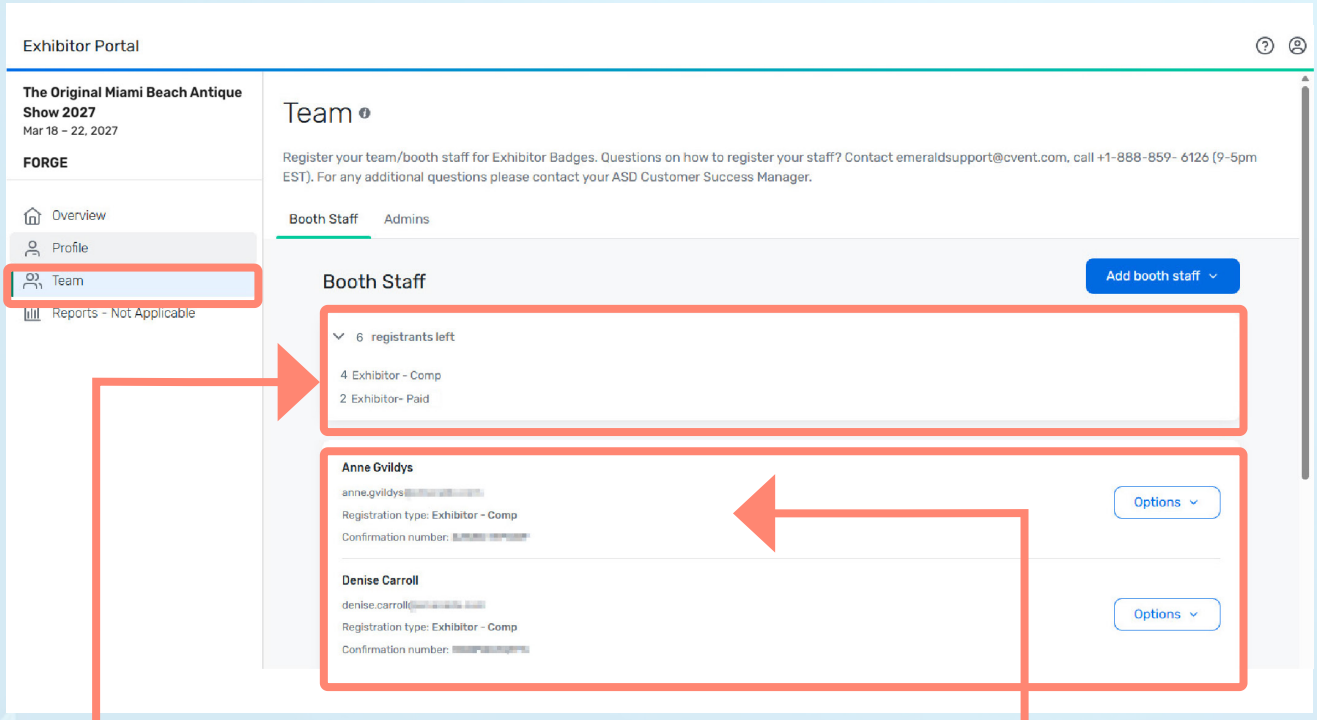
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ACCESSING YOUR COMPANY REGISTRATION

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.



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

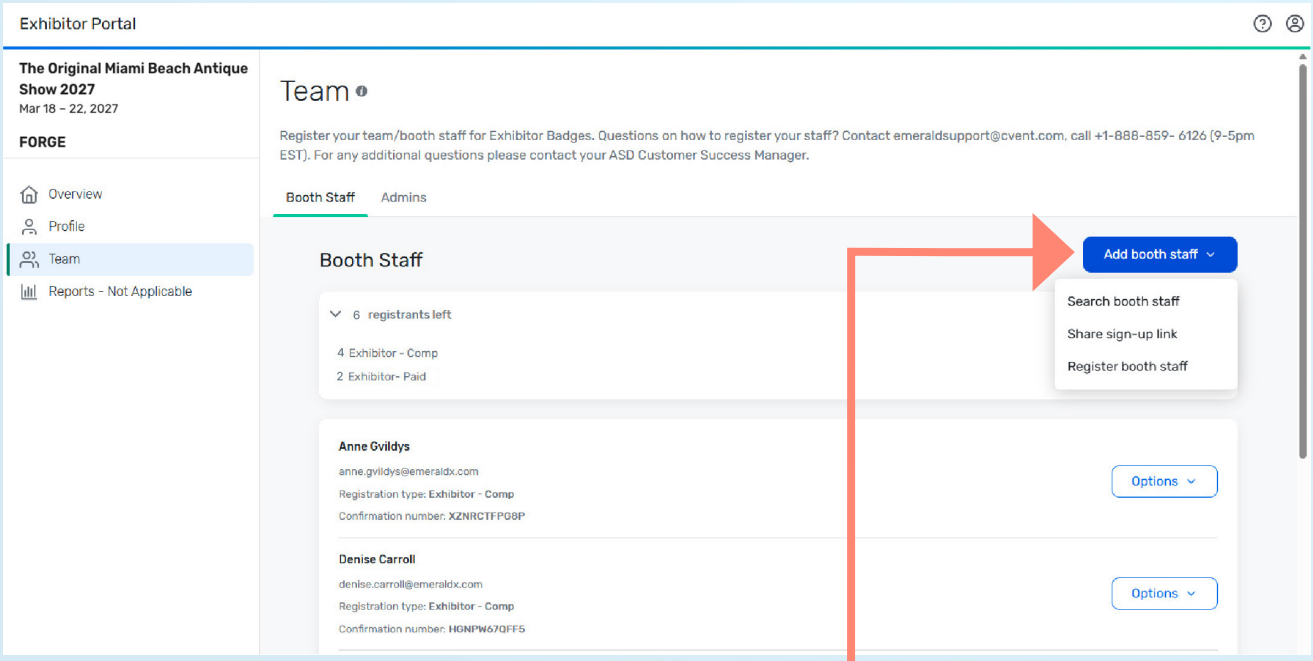
Summary of your company's registered staff members

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REGISTERING STAFF

To register additional 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" 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

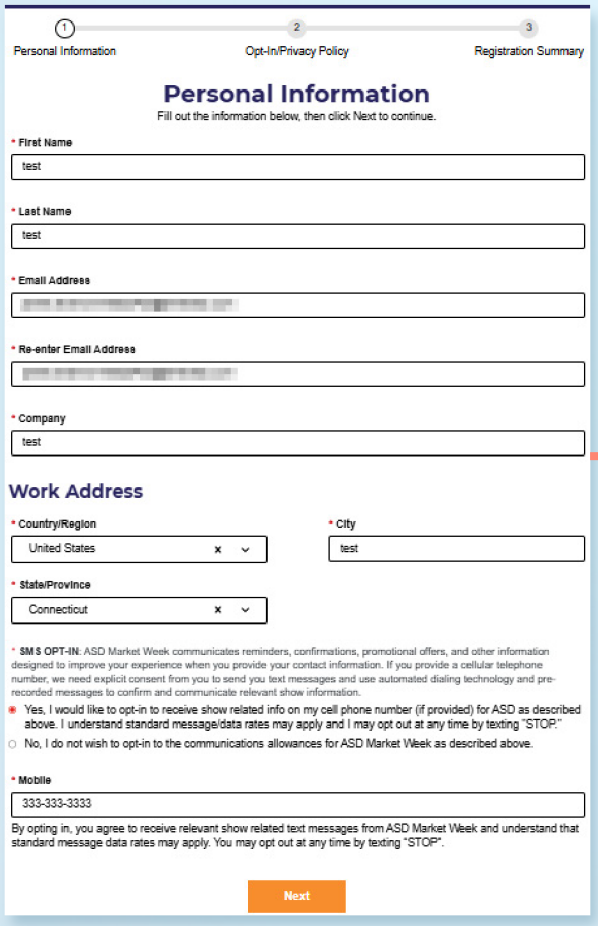
Note: after selecting how you will register your staff, a pop up will appear asking what type of registration you would like to use, Comp or Paid. It will then open a new window with the registration form. You can not switch between Comp/Paid in the registration form, you must go back to the Team portal to do so. If using a shared link, you must generate a new link.

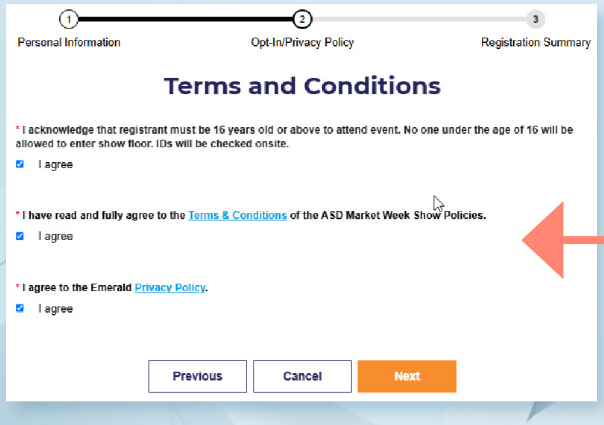
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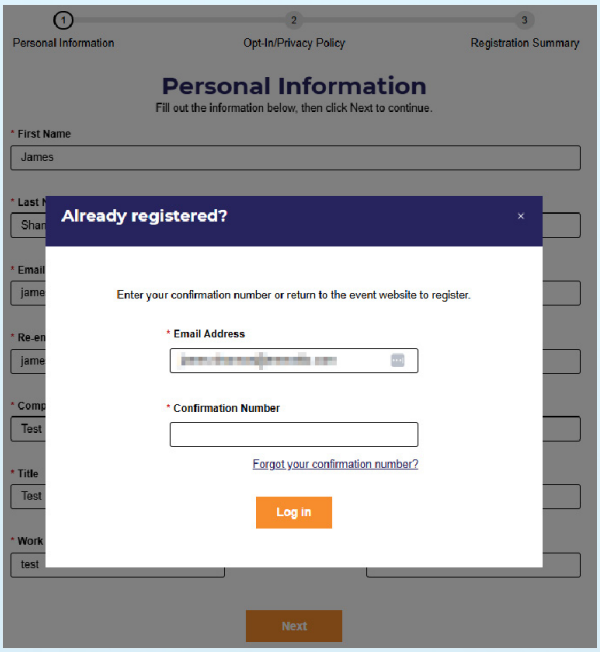
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REGISTRATION FORM

Complete all required fields throughout the registration form.







UNIQUE EMAIL ADDRESS REQUIRED

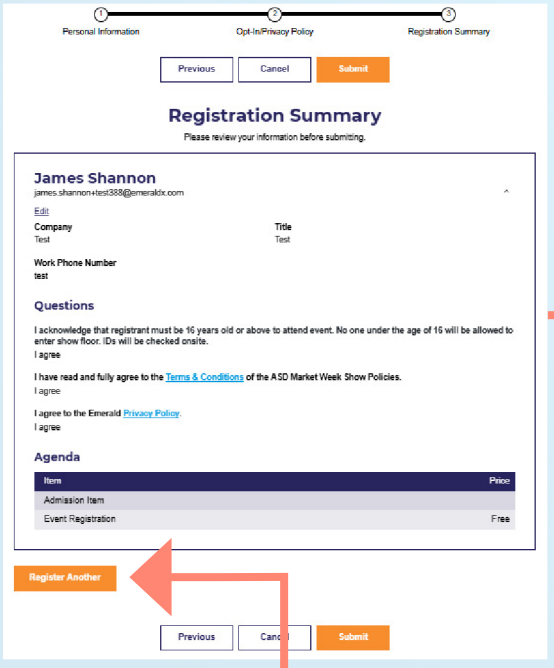
Unique email addresses are required for each individual registering for OMBAS. If the email address you entered has already been used, you will receive an error message. For assistance, email emeraldsupport@cvent.com.

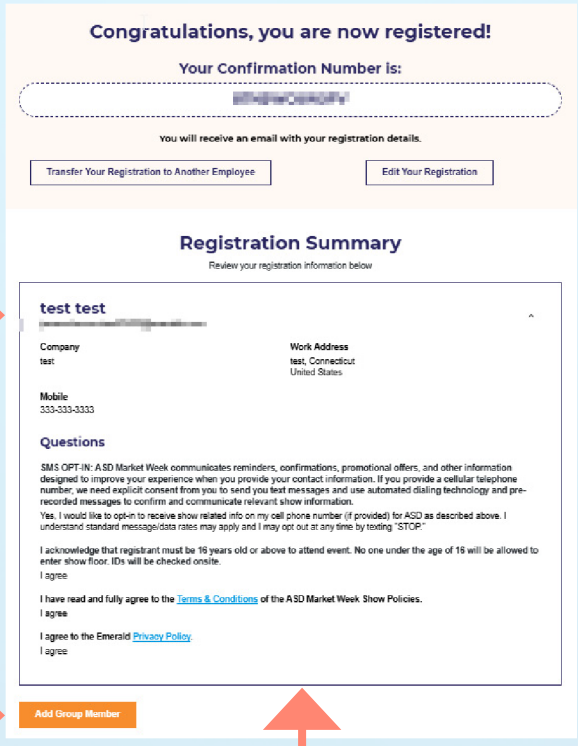
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REGISTRATION FORM

Complete all required fields throughout the registration form.





REGISTERING ADDITIONAL STAFF MEMBERS

Click the "Add Team 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.

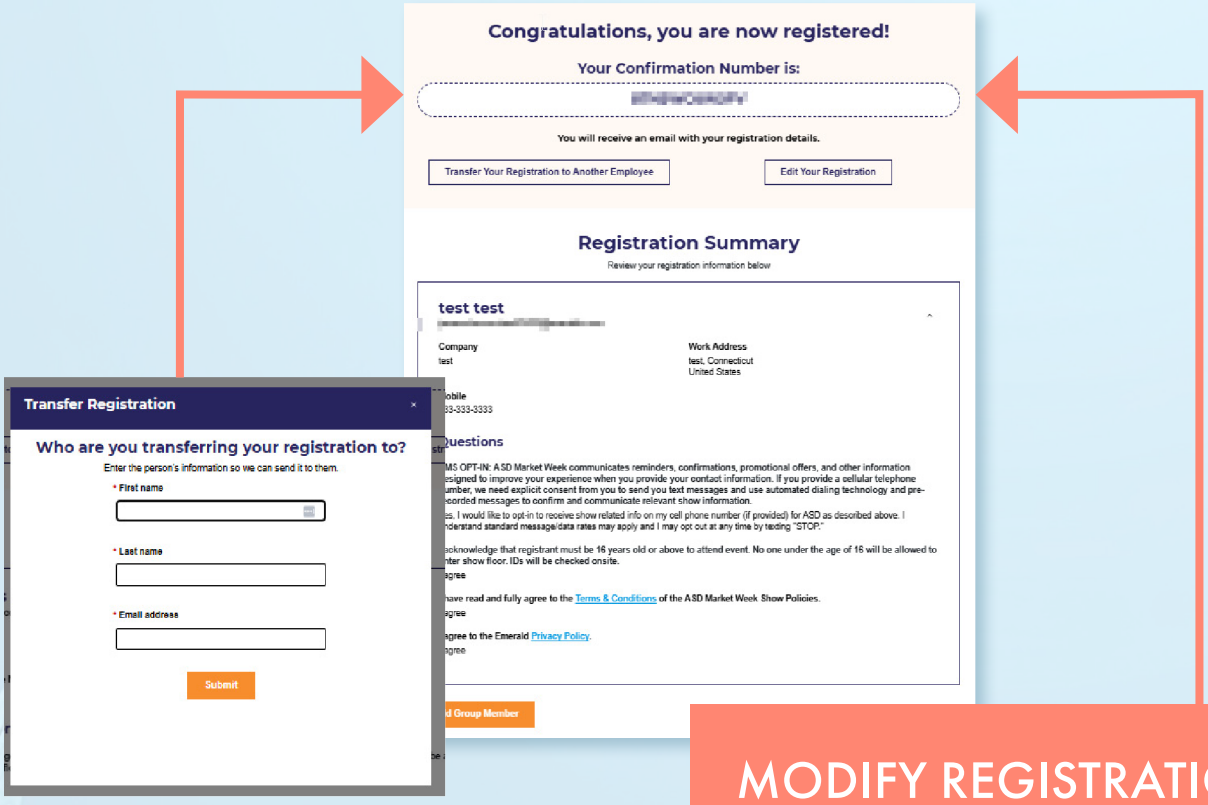
Your Registration is not complete until you see this confirmation screen. If you exit the registration form prior to receiving this screen, none of your information will be saved.

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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

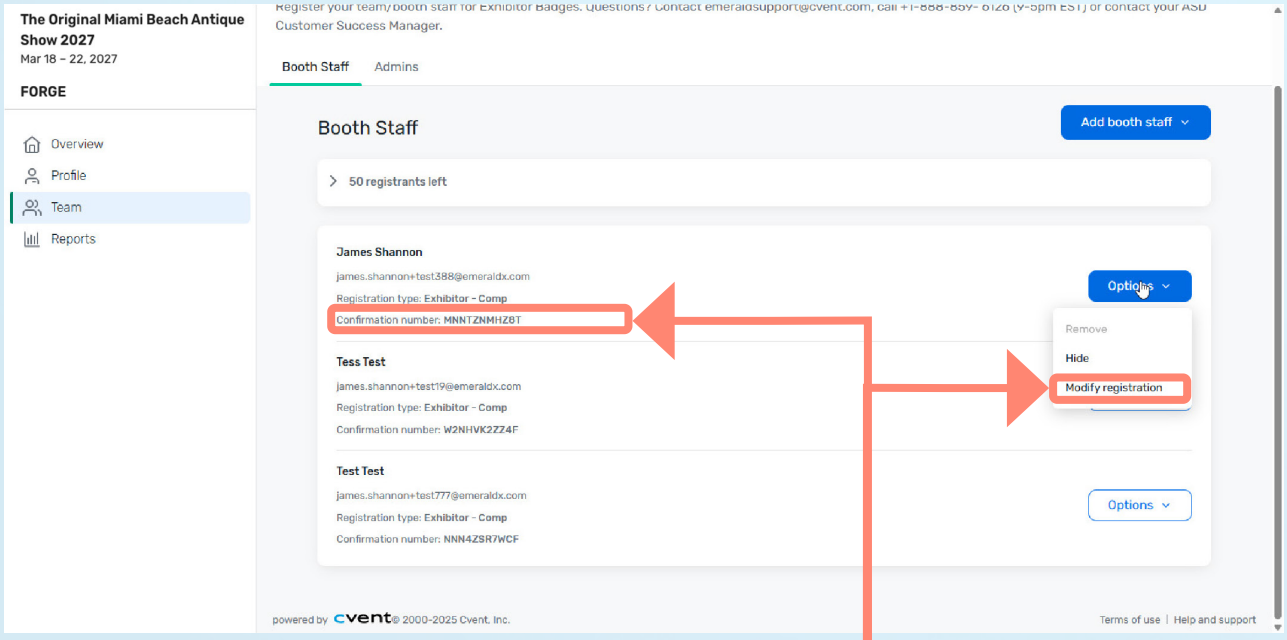
Used for editing registration details, does not change the individual registered. If you are changing the person on the registration, you must use the transfer feature as this creates a new Badge ID.

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ADJUSTING EXISTING REGISTRATIONS FROM EXHIBITOR BADGE PORTAL

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



ADJUSTING REGISTRATION

Copy or write down the Registration 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 Registration Number and then follow the instructions on the previous page.

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

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ADDITIONAL SUPPORT

We're here to support you and your team with any registration inquires. 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. Monday through Friday)

OMBAS CUSTOMER SUPPORT

Operations@USAntiqueshows.com