

# MCE Exhibitor Online Registration Help Guide

## Are you an Exhibitor?

- Your company must be listed on the [Exhibit floor plan](#) to qualify as a exhibitor registration type.
- All registrations are subject to exhibit booth allotments per the [badge allocation chart](#).
- Registrations submitted by the Exhibit booth contact supercede all other registrations.
- Check with your booth contact to ensure the booth has not exceeded its allotted badge counts.
- You MUST register to gain access to the Exhibit Hall floor, except during I&D hours.

Exhibit-Only badge registrations must use the [form](#), online registration is currently unavailable for the exhibit-only registration type.

Exhibitor Complimentary Partial & Comp Partial Upgraded to Full Conference can submit the [form](#) or [register online](#).

- If submitting forms, a separate form is required for each registrant.
- Currently, our system does not support submitting registration requests via excel files.

If you do not know your login information (username and/or password) or if registering someone else and need their web credentials, email [registrations@trucking.org](mailto:registrations@trucking.org) or if you are a member company, you can email [atamembership@trucking.org](mailto:atamembership@trucking.org) with **each registrant's** full name, nickname if applicable, company, title and email address.

- Each registrant must have a unique and valid email address. Our system does not support multiple profiles with the same email address.
- Currently, our system does not support registering others or multiple people with your web credentials.
- We can not assist with web credentials without the requested information above.

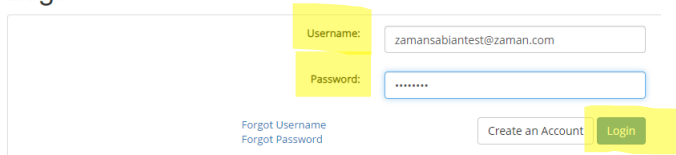
If your company has changed or you need to update your profile send your updated information to [registrations@trucking.org](mailto:registrations@trucking.org) or if a member, [atamembership@trucking.org](mailto:atamembership@trucking.org).

**Below are spapshot of how the online registration process works. These are examples only.** Registrations will reflect member or non-member rates. Visit the [Exhibitors Registration web page](#) for details on each Exhibitor registraton type.

[Register online through ABS here.](#)

Enter your ATA Username and Password in the Login box to see what services are available to you.

## Login



The screenshot shows a login form with the following elements:

- A "Username:" label next to a text input field containing "zamansabiantest@zaman.com".
- A "Password:" label next to a password input field containing "\*\*\*\*\*".
- Two links: "Forgot Username" and "Forgot Password".
- Two buttons: "Create an Account" and "Login".

If you do not know your login information (username and/or password) or if registering someone else and need their web credentials, email [registrations@trucking.org](mailto:registrations@trucking.org) (ATA member companies can email [atamembership@trucking.org](mailto:atamembership@trucking.org)) with **each registrant's** full name, nickname if applicable, company, title and email address.

- Each registrant must have a unique and valid email address. Our system does not support multiple profiles with the same email address.
- Currently, our system does not support registering others or multiple people with your web credentials.
- We can not assist with web credentials without the requested information above.

If you have tried retrieving your web credentials by selecting “Forgot Username” and/or “Forgot Password” and did not receive the directions, please contact [registrations@trucking.org](mailto:registrations@trucking.org) with the registrant’s information above and we will assist you.

If your company has changed or you need to update your profile send your updated information to [registrations@trucking.org](mailto:registrations@trucking.org) (ATA member companies can email [atamembership@trucking.org](mailto:atamembership@trucking.org)).

If you have previously attended an event with ATA, please do not create a new profile. Email [registrations@trucking.org](mailto:registrations@trucking.org) (ATA member companies can email [atamembership@trucking.org](mailto:atamembership@trucking.org)) with the information above and we will research your profile and follow-up with your web credentials.

2023 ATA Management Conference & Exhibition - October 14-17, 2023 - 10/14/2023 TO 10/17/2023

Contact Information

| Phone                                |              |                                  |                          |                   |
|--------------------------------------|--------------|----------------------------------|--------------------------|-------------------|
| Phone Location                       | Phone Number | Main                             | Do Not Call              | Actions           |
| BUSINESS                             | 809 3199999  | <input checked="" type="radio"/> | <input type="checkbox"/> | <a href="#">✎</a> |
| <a href="#">Add New Phone Number</a> |              |                                  |                          |                   |

| Email                                 |                         |                                  |                   |
|---------------------------------------|-------------------------|----------------------------------|-------------------|
| Email Location                        | Email Address           | Main                             | Actions           |
| BUSINESS                              | zamansabatoni@zaman.com | <input checked="" type="radio"/> | <a href="#">✎</a> |
| <a href="#">Add New Email Address</a> |                         |                                  |                   |

Emergency Contact Info (for in-person events only):

Name:

Relationship:

Phone Type:

Phone Number:

[Next >](#)

Any changes made on this page will not be saved to your profile. Please email [registrations@trucking.org](mailto:registrations@trucking.org) with your updated Contact Information and or Emergency Contact Info and we will update your profile for you.

Select Next

**Exhibit Complimentary Partial (only) - \$0** – not upgrading to full conference.

Do not select any boxes on the Customize Experience page.

Customize Experience

| 2023 ATA Management Conference & Exhibition - October 14-17, 2023 |   |  |                          |
|---|---|--|--------------------------|
| Additional Meeting Products                                       | Day and Time                            | Price                                      | Select                   |
| Spouse Registration   | 10/14/2023 7:00 AM - 10/14/2023 7:00 AM | Your Price :<br>Non Member: \$1,250.00 USD | <input type="checkbox"/> |
| Exhibitor Upgrade to Full Registered Attendee                     | 10/14/2023 7:00 AM - 10/14/2023 8:00 AM | Your Price : Non Member: \$0.00 USD        | <input type="checkbox"/> |
|   |   |  | AMOUNT DUE - \$1,800.00  |

[Continue >](#)

Continue to Review & Payment tab

In the Promotion Code field type "CP001" all caps/no spaces and Apply. Total due is \$0. Payment information is not required. Place Your Order.

## My Cart

| My Cart   |                      | Shipping & Billing                   | Review & Payment   |
|---|----------------------|--------------------------------------|--------------------|
| Order Summary   |                      |                                      |                    |
| <b>Product Name</b>   |                      |                                      | <b>Total Price</b> |
| 2023 ATA Management Conference & Exhibition - October 14-17, 2023 |                      |                                      | 1,800.00           |
|   | Items (1)            |                                      | 1,800.00           |
|   | Shipping             |                                      | 0.00               |
|   | Tax                  |                                      | 0.00               |
|   | <b>Total:</b>        |                                      | <b>1,800.00</b>    |
| Promotion Code:   | <input type="text"/> | <input type="button" value="Apply"/> |                    |

## My Cart

| My Cart   |                                    | Shipping & Billing                    | Review & Payment                                |
|---|------------------------------------|---------------------------------------|---|
| Order Summary   |                                    |                                       |   |
| <b>Product Name</b>   |                                    |                                       | <b>Total Price</b>                              |
| 2023 ATA Management Conference & Exhibition - October 14-17, 2023 |                                    |                                       | 1,800.00  |
|   | Items (1)                          |                                       | 1,800.00  |
|   | Shipping                           |                                       | 0.00  |
|   | Tax                                |                                       | 0.00  |
|   | <b>Coupon Amount:</b>              |                                       | <b>- 1,800.00</b>                               |
|   | <b>Total:</b>                      |                                       | <b>0.00</b>                                     |
| Promotion Code:   | <input type="text" value="CP001"/> | <input type="button" value="Remove"/> |   |
| <b>Coupon applied successfully.</b>                               |                                    |                                       |   |
| No Address Available  |                                    |                                       |   |
| <input type="checkbox"/> I accept ATA's Terms of Use              |                                    |                                       |   |
| <input type="button" value="Back"/>                               |                                    |                                       | <input type="button" value="Place Your Order"/> |

The confirmation email, with hotel link, will generate and send to the registrant's email address. If securing room reservations for your team, please coordinate with them to forward their confirmation emails to you.

## Exhibitor Complimentary Parital Upgraded to a Full Conference Registration - \$700 Member / \$950 Non-Member

Log in using the registrant’s web credentials as shown ab.

Select the Exhibitor Upgrade to Full Registered Attendee box on the Customize Experience page

### Customize Experience

| 2023 ATA Management Conference & Exhibition - October 14-17, 2023 |   |  |                                     |
|---|---|--|-------------------------------------|
| Additional Meeting Products                                       | Day and Time                            | Price                                      | Select                              |
| Spouse Registration   | 10/14/2023 7:00 AM - 10/14/2023 7:00 AM | Your Price :<br>Non Member: \$1,250.00 USD | <input type="checkbox"/>            |
| Exhibitor Upgrade to Full Registered Attendee                     | 10/14/2023 7:00 AM - 10/14/2023 8:00 AM | Your Price : Non Member: \$0.00 USD        | <input checked="" type="checkbox"/> |
|   |   |  | <b>AMOUNT DUE - \$1,800.00</b>      |

[Continue >](#)

Continue to My Cart – Review & Payment tab

In the Promotion Code field type “CP001” all caps/no spaces and Apply. Registration will be discounted to reflect the Upgrade registration rate - \$700 Member or \$950 Non-Member. Payment information is required to check-out.

## My Cart

My Cart
Shipping & Billing
Review & Payment

Pricing not available for Exhibitor Upgrade to Full Registered Attendee as of 6/16/2023

Order Summary

| Product Name  | Total Price     |
|---|-----------------|
| 2023 ATA Management Conference & Exhibition - October 14-17, 2023 | 1,800.00        |
| Exhibitor Upgrade to Full Registered Attendee                     | 950.00          |
| Items (2)   | 2,750.00        |
| Shipping  | 0.00            |
| Tax   | 0.00            |
| <b>Total:</b>   | <b>2,750.00</b> |

Promotion Code:  Apply

# My Cart

My CartShipping & BillingReview & Payment

Pricing not available for Exhibitor Upgrade to Full Registered Attendee as of 6/16/2023

**Order Summary**

| Product Name  | Total Price |
|---|-------------|
| 2023 ATA Management Conference & Exhibition - October 14-17, 2023 | 1,800.00    |
| Exhibitor Upgrade to Full Registered Attendee                     | 950.00      |
| <b>Items (2)</b>  |             |
| 2,750.00  |             |
| Shipping 0.00   |             |
| Tax 0.00  |             |
| Coupon Amount: - 1,800.00   |             |
| <b>Total: 950.00</b>  |             |

Promotion Code:  CP001 Remove

Coupon applied successfully.

No Address Available

Payment :

American Express

Master Card

VISA

Visa

Once payment is applied, the Confirmation page with your order number will appear.

## Confirmation

Thank you for your order! Your order summary is below and a confirmation will be sent to you at [mzaman@trucking.org](mailto:mzaman@trucking.org) within 30 minutes.

[Print](#)

Order Number: 9000907676

Order Date: 07/14/2023

| Item   | Quantity | Price      | Total      |
|--|----------|------------|------------|
| 2023 SMC Policy Meeting - October 2-4, 2023 (Members Only) | 1        | \$0.00 USD | \$0.00 USD |
| Item(1)  |          |            | \$0.00 USD |
| Tax  |          |            | \$0.00 USD |
| Total:   |          |            | \$0.00 USD |

|  |   |
|--|---|
| <b>Billing Info:</b><br>Ms. Michelle Zaman<br>Registration Specialist<br>American Trucking Associations<br>80 M St. NE, Suite 800<br>Washington, DC 20003<br>USA | <b>Shipping Info:</b><br>Ms. Michelle Zaman<br>Registration Specialist<br>American Trucking Associations<br>80 M St. NE, Suite 800<br>Washington, DC 20003<br>USA |
| <b>Payment Method:</b>   | <b>Shipping Method:</b>   |

Shortly after completing the registration a separate registration confirmation email, with the hotel link, will generate and send to the registrant's email address.

## FAQs

### Login, Username and/or Password assistance?

If you do not know your login information (username and/or password) or if registering someone else and need their web credentials, email [registrations@trucking.org](mailto:registrations@trucking.org) (ATA member companies can email [atamembership@trucking.org](mailto:atamembership@trucking.org)) with **each registrant's** information below.

- Full name
- Nickname if applicable
- Company
- Title
- Email address
- Each registrant must have a unique and valid email address. Our system does not support multiple profiles with the same email address.
- Currently, our system does not support registering others or multiple people with your web credentials.
- We can not assist with web credentials without the requested information above.

If you have tried retrieving your web credentials by selecting Forgot Username and/or Forgot Password and did not receive the directions, please contact [registrations@trucking.org](mailto:registrations@trucking.org) with the registrant's information above and we will assist you.

If you have previously attended an event with ATA, please do not create a new profile. Email [registrations@trucking.org](mailto:registrations@trucking.org) (ATA member companies can email [atamembership@trucking.org](mailto:atamembership@trucking.org)) with the information above and we will research your profile and follow-up with your web credentials.

### Profile updates?

Send profile update requests to to [registrations@trucking.org](mailto:registrations@trucking.org) (ATA member companies can email [atamembership@trucking.org](mailto:atamembership@trucking.org)).

### Confirmation emails?

- Our system can only send confirmation emails to one email address.
- If submitting a registration form, the confirmation email can be sent to the registrant's email **OR** an alternate email as indicated on the form. Our system is either/or and not both.
- When registering online, the confirmation email will send to the registrant's email on their profile.
- After registering, allow 15 minutes for receipt of the confirmation email with the hotel reservation link.

### Exhibitor Upgrade and/or Spouse box selected in error?

If you accidentally select something on the Customize Experience page – you will need to empty your cart by selecting the trash can on the My Cart page and start over.

If you try to edit or go back in the browser and uncheck a box, our system will keep the original selection. Trash your current registration, log out and log in again to start over.

| Additional Meeting Products                   | Day and Time                            | Price                                      | Select                              |
|---|---|--|-------------------------------------|
| Spouse Registration                           | 10/14/2023 7:00 AM - 10/14/2023 7:00 AM | Your Price :<br>Non Member: \$1,250.00 USD | <input checked="" type="checkbox"/> |
| Exhibitor Upgrade to Full Registered Attendee | 10/14/2023 7:00 AM - 10/14/2023 8:00 AM | Your Price : Non Member: \$0.00 USD        | <input checked="" type="checkbox"/> |
|   |   |  | <b>AMOUNT DUE - \$1,800.00</b>      |

ATA Litigation Center's Trucking | atabusinssolutions.com/Cart/?c

d36e5d4a73ccd619267ff91b0d336338deaebe7e898f564b63a474acec859a0430b93c405cb30ed503c8cb49a3e96ac3eb0dfd32608160

www.atabusinssolutions.com says  
Deleting this will delete the conference and sessions from your cart.  
Are you sure to delete?

HOME ABOUT US ATA FEATURED PRODUCTS

### My Cart

My Cart Shipping & Billing Review & Payment

| Product Name   | Total Price    | Edit/Remove |
|--|----------------|-------------|
| 2023 ATA Management Conference & Exhibition - October 14-17, 2023<br>• Exhibitor Upgrade to Full Registered Attendee | \$1,800.00 USD |             |

**Total Amount: \$1,800.00 USD**

Contact Information:

Mr. Sabian W. Zaman  
Phone: (859) 319-9999  
Email: zamansabiantest@zaman.com

Continue

## Received an “Error (2)” message?

This error occurs when there is an issue with the registrant’s profile.

Error (2)

HOME ABOUT US ATA FEATURED PRODUCTS JOIN ATA VISIT ATA

Email [registrations@trucking.org](mailto:registrations@trucking.org) with the registrant’s contact information. It must include all the items below.

- Full Name
- Nick Name (if applicable)
- Company
- Address, City, State, Zip
- Title

- Email address
- Any additional information like old company, old email address, etc.

Once the update is completed, we will email the registrant’s new username and password.

### Entered “CP001” and received “Coupon not found” error?

Delete the code and any spaces. Type “CP001” all caps/no spaces.

If you copy/paste the code it can add a space and give the error message.

#### My Cart

The screenshot shows the 'My Cart' page with three tabs: 'My Cart', 'Shipping & Billing', and 'Review & Payment'. The 'My Cart' tab is active. Under 'Order Summary', there is a table with the following data:

| Product Name  | Total Price |
|---|-------------|
| 2023 ATA Management Conference & Exhibition - October 14-17, 2023 | 1,800.00    |
| Items (1)   | 1,800.00    |
| Shipping  | 0.00        |
| Tax   | 0.00        |
| Total:  | 1,800.00    |

Below the table, there is a 'Promotion Code' field containing 'CP001' and an 'Apply' button. A yellow error message box below the field reads 'Coupon not found'.

If you still get the error, before contacting registrations, please empty your cart by selecting the trash can on the My Cart tab, log off and log in again.

The screenshot shows the 'My Cart' page with a confirmation dialog box overlaid. The dialog box text reads: 'www.atabusinesssolutions.com says Deleting this will delete the conference and sessions from your cart. Are you sure to delete?'. There are 'OK' and 'Cancel' buttons. The 'My Cart' tab is highlighted in yellow. Below the dialog, the 'My Cart' table is visible with the following data:

| Product Name   | Total Price    | Edit/Remove |
|--|----------------|-------------|
| 2023 ATA Management Conference & Exhibition - October 14-17, 2023<br>• Exhibitor Upgrade to Full Registered Attendee | \$1,800.00 USD |             |

### Are you a sponsor?

Contact [atasponsorships@trucking.org](mailto:atasponsorships@trucking.org) for information. Sponsorships can provide you with details on what is included in your sponsor contract.

### I am an Exhibitor, but my company isn’t showing up on the [Floor Plan](#)?



Contact [ataexhibits@trucking.org](mailto:ataexhibits@trucking.org) with exhibit booth questions.