

AVA Exhibitor Portal Instructions

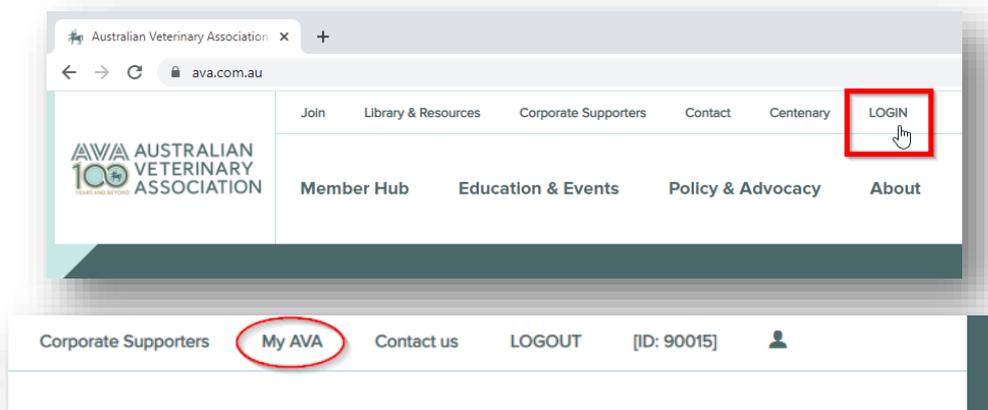
The exhibitor portal will allow you to upload information to ensure you have a successful event.

The exhibition portal is where you update your company profile for the handbook, opt in for the passport competition and other items as per your checklist.

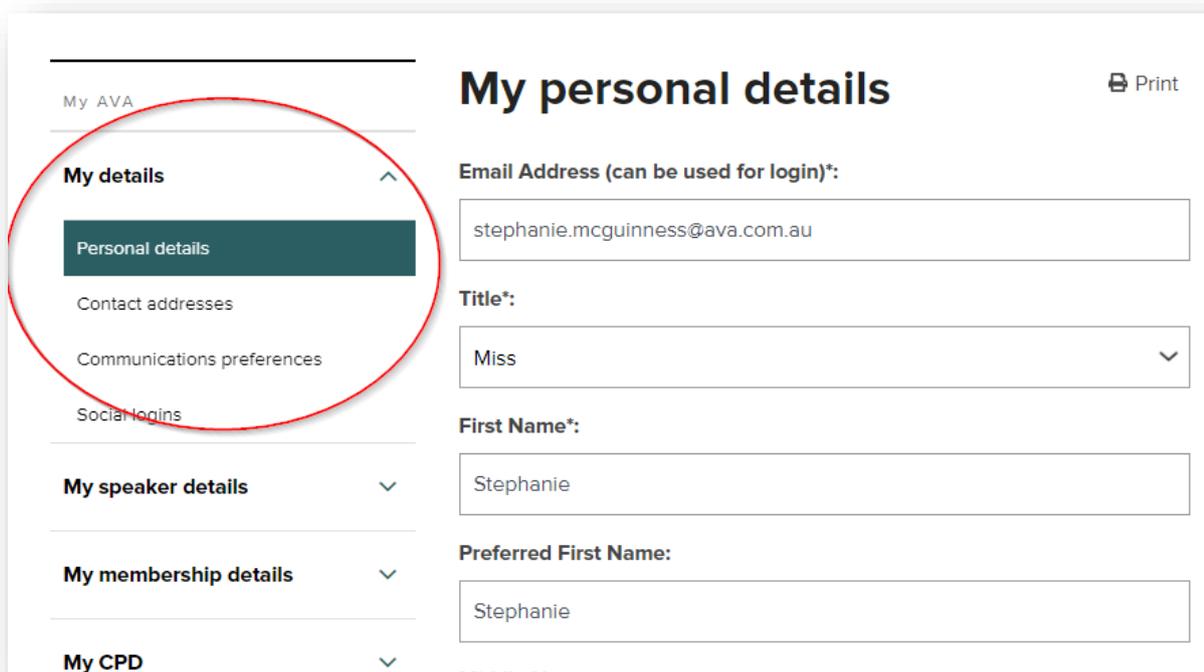
You do not use this area to register your onsite representatives, you will receive a separate email with instructions on how to register your onsite representatives.

To access your exhibitor portal, log into your AVA account via the [AVA website](#) as you would have for your sponsorship/exhibition booking.

Once logged in, navigate to your **'My AVA'** which houses all information linked to your AVA account.



From your "My AVA" account you can view and edit a range of items by navigating the left-hand side menu. For example, you can edit your personal contact details and communication preferences.



To view your various conference exhibitor portals, scroll down the side menu bar on the left until you see **'My Exhibitor Bookings'** and click on it.

Within your **'My Exhibitor Bookings'** section, you will be able to view all your upcoming conference exhibitor portals. **Please note portals are only set up once the exhibitor manuals have been sent out for each conference, this section is not to track which conferences you have booked.** If you are unsure if you've made a booking for a particular conference, please reach out to the AVA Events Team to check; events@ava.com.au.

In the instance you have received an exhibitor manual for a particular conference but the relevant portal isn't appearing, please contact AVA Events Team (events@ava.com.au) who will rectify the issue.

To view and complete the relevant information for a particular conference, click on the relevant conference name listed to enter the individual portal for that event.

The screenshot displays the 'My exhibitor bookings' page. On the left is a sidebar menu with the following items: My AVA, My details, My speaker details, My membership details, My CPD, Mentoring, My organisation, My stored credit card, Change my password, Add AVA Groups, My GUID, and My Exhibitor Bookings (which is circled in red). The main content area has the title 'My exhibitor bookings' and a 'Print' icon. Below the title is a descriptive sentence: 'Exhibiting at one of the AVA's events? You'll be able to view your upcoming engagements here and update your details.' A table follows, listing bookings. The first row is circled in red and contains the following data:

Profile Name	Event Name	Event Start	Event End	Published ?
Australian Veterinary Association Default Exhibitor Profile	2022 AVA Annual Conference	22 May 2022, 8:00AM	26 May 2022, 5:00PM	No
Australian Veterinary Association Default Exhibitor Profile	2022 Small Animal Conference	24 Jul 2022, 8:00AM	28 Jul 2022, 5:00PM	No

My AVA

My exhibitor booking

Print

My details ✓

My speaker details ✓

My membership details ✓

My CPD ✓

Mentoring

My organisation ✓

My stored credit card

Change my password

Add AVA Groups

My GUID

My Exhibitor Bookings ^

My Exhibitor Booking

Thank you for sponsoring/exhibiting at the following conference. Please read and agree to all policies, submit all relevant documents, and complete all sections available in this portal. Take note of all due dates as the AVA will be using the information you have provided for promotional purposes such as brochures, communications, and other material in the lead-up and during the conference.

For any questions, please contact events@ava.com.au

Event: **2022 AVA Annual Conference**
Start Time: **22 May 2022, 8:00AM**
End Time: **26 May 2022, 5:00PM**

1. Exhibitor Manual

[Click here to download the Exhibitor Manual.](#)

2. Contacts List

[Click here to view the Contacts List.](#)

3. Policies

Due By: **Friday, 1 April 2022**

I agree to the Terms and Conditions

When entering your data please make sure to select **Update** (save) at the bottom of the page to make sure it saves. **We recommend doing one section at a time and updating (saving) it as you go, so if an error appears with the data you have entered, it'll be easy to pinpoint the problem.**

For example, when entering your Passport Prize Value, please only input one whole number i.e. no "\$" signs or "-" marks as the system won't accept it and it won't save. If an error comes up be sure to re-read those sections instructions for similar parameters like the above.

When saved properly a green bar will appear and the info you've entered will still be available when you next login.

UPDATE

BACK TO MY EXHIBITOR BOOKINGS

Successfully updated exhibitor booking.