

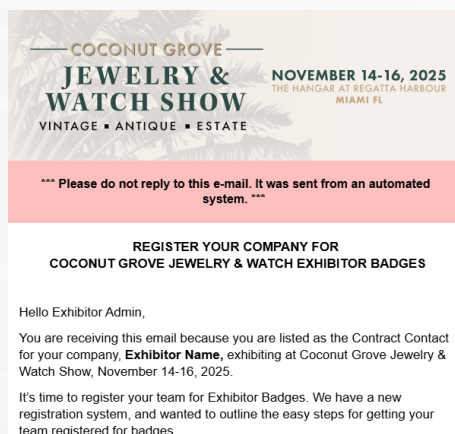
COCONUT GROVE
**JEWELRY &
WATCH SHOW**
VINTAGE ■ ANTIQUE ■ ESTATE

Using Our Registration Platform

Coconut Grove Jewelry & Watch Show's
(CGJWS) registration partner is Cvent.

REGISTERING FOR CGJWS

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 coconutgroveshowteam@coconutgrovejewelryshow.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

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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.

The image shows two screenshots of the Exhibitor Registration Portal. The left screenshot is the account creation page, and the right screenshot is the badge registration page. A green arrow points from the 'Join' button on the left to the badge registration page on the right.

Ex Exhibitor

Finish setting up your account.

First Name

Cynthia

Last Name

Meyersohn

Create a Password Required

Minimum 8 characters
One number
One special character
One uppercase letter
One lowercase letter
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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Exhibitor Portal

ASD Market Week August 2025
Aug 3 - 6, 2025
7 Carats

Badge Registration - NYNOW Summer Market 2025

August 3, 2025 at 9:00 AM - August 6, 2025 at 4:00 PM
Las Vegas Convention Center

Details

Exhibitor Profile

7 Carats

[View profile](#)

Booth Staff
5 staff members
Manage the team in charge of running your booth.

Booth Location
142

There are many different facets of the Cvent Exhibitor Registration Portal that CGJWS 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 CGJWS.

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ACCESSING YOUR COMPANY REGISTRATION

To access exhibitor registration, go to the Team tab on the left hand side of the Exhibitor Badge Portal.

The screenshot shows the 'Exhibitor Portal' interface. On the left, a sidebar contains navigation links: Overview, Profile, Team (highlighted with a green box and an arrow pointing to the main content), and Reports - Not Applicable. The main content area is titled 'Team' and includes a sub-header 'Booth Staff' (highlighted with a green box and an arrow pointing to the staff list) and 'Admins'. The 'Booth Staff' section displays a summary of 55 registrants left (5 Exhibitor - Comp, 50 Exhibitor - Paid) and a list of staff members, including Anne Gvildys and Denise Carroll, each with an 'Options' button. A green box highlights the 'Options' button for Anne Gvildys, with an arrow pointing to the 'REGISTRATIONS TYPES' box below. Another green box highlights the 'Options' button for Denise Carroll, with an arrow pointing to the 'BOOTH STAFF' box below. The top of the page shows the event name 'NYNOW Summer Market 2025' and the date 'Aug 3 - 6, 2025'.

REGISTRATIONS TYPES

- Exhibitor - Comp: your free allotment of badges.
- Exhibitor - Paid: additional badges for purchase beyond your allotment. Default value 50.

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 booth staff select Add Booth Staff from the Team page on the Exhibitor Badge Portal

The screenshot shows the 'Exhibitor Portal' interface. On the left is a sidebar with navigation links: Overview, Profile, Team (selected), and Reports - Not Applicable. The main content area is titled 'Team' and includes a sub-header 'Booth Staff' and 'Admins'. A blue button labeled 'Add booth staff' is highlighted with a green arrow pointing to a dropdown menu. The dropdown menu contains three options: 'Search booth staff', 'Share sign-up link', and 'Register booth staff'. Below the button, there is a list of staff members with details like name, email, registration type, and confirmation number. Each staff member entry has an 'Options' button next to it.

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 the 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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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 x v

* City
test

* State/Province
Connecticut x v

* SMS 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 messages 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
Shan

* Email Address
jame

* Re-enter Email Address
jame

* 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 CGJWS. If the email address you entered has already been used, you will receive an error message. Reach out to your Account Executive for assistance on how to proceed.

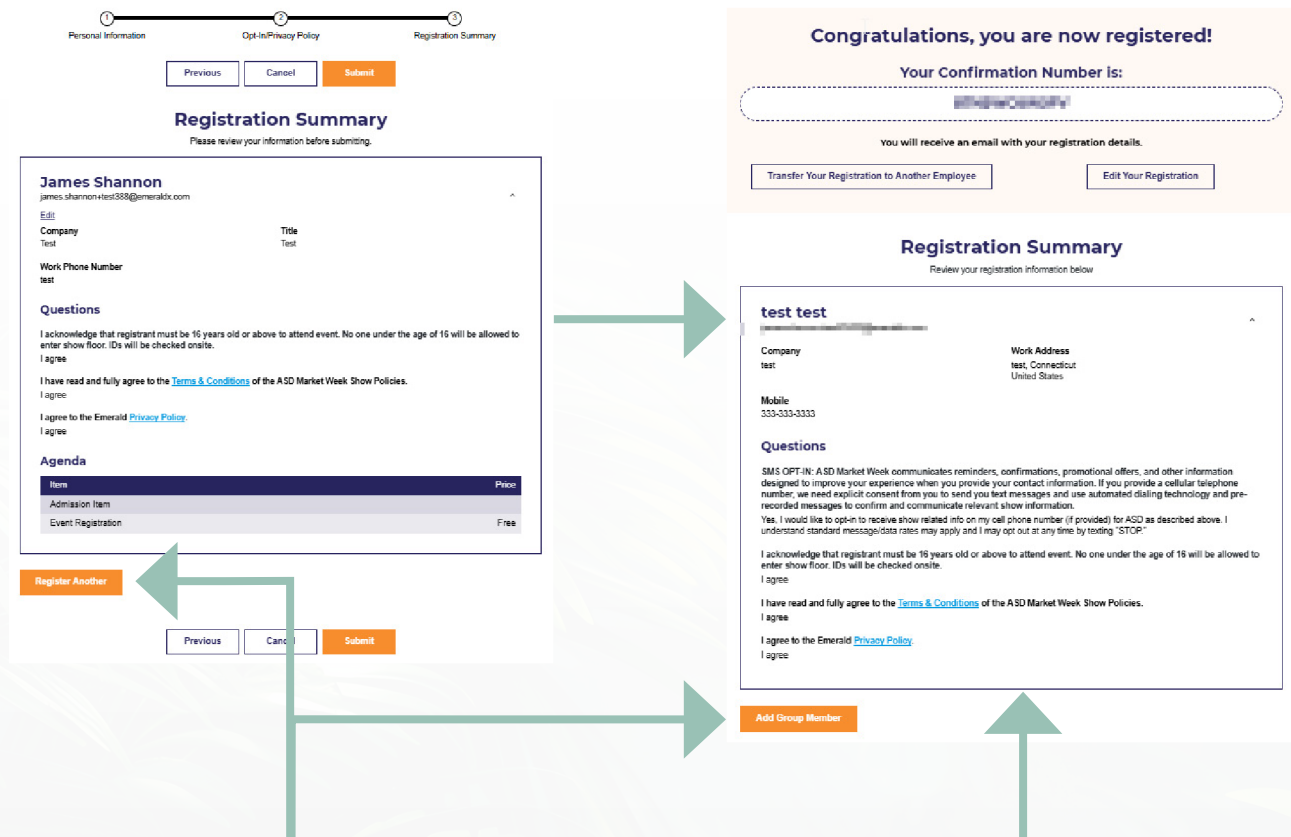
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REGISTRATION FORM

Complete all required fields throughout the registration form.



REGISTERING ADDITIONAL STAFF MEMBERS

Follow either button to register additional staff members. 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.

Congratulations, you are now registered!

Your Confirmation Number is:

You will receive an email with your registration details.

[Transfer Your Registration to Another Employee](#) [Edit Your Registration](#)

Registration Summary
Review your registration information below

test test

Company: test, Work Address: test, Connecticut, United States

mobile: 33-333-3333

Transfer Registration

Who are you transferring your registration to?

Enter the person's information so we can send it to them.

* First name:

* Last name:

* Email address:

[Submit](#)

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.

The screenshot displays the 'Booth Staff' section of the Exhibitor Badge Portal. On the left, a sidebar shows navigation options: Overview, Profile, Team (selected), and Reports. The main content area is titled 'Booth Staff' and shows a list of staff members. The first staff member, James Shannon, is highlighted. A green box highlights his 'Confirmation number: MNNTZNM11ZBT'. A green arrow points from this box to a green box highlighting the 'Options' button next to his name. Another green arrow points from the 'Options' button to a green box highlighting the 'Modify registration' option in the dropdown menu. The page also includes a 'Add booth staff' button and a '50 registrants left' indicator.

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.

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ADDITIONAL SUPPORT

We're here to support you and your team with any registration inquiries. 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.)

CGJWS JEWELRY & WATCH SHOW CUSTOMER SUPPORT

Operations@USAntiquesshows.com