

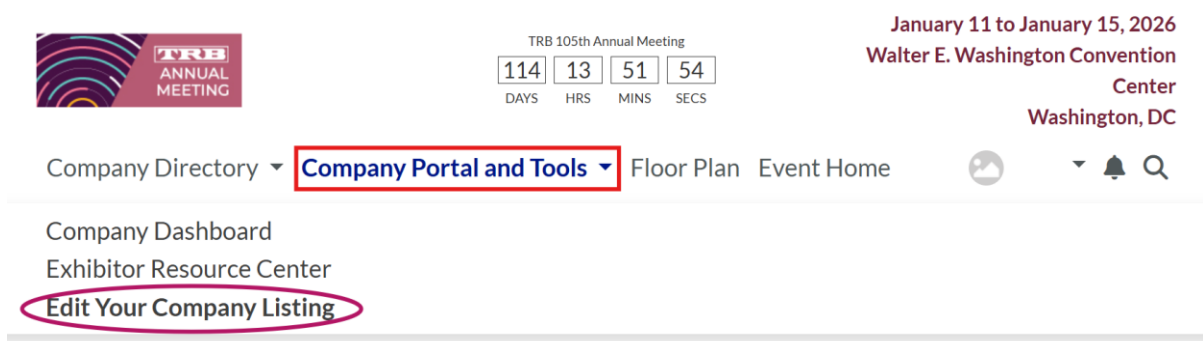
## TRB Annual Meeting 2026 Registration Instructions

1. Log into the **Event Portal** using your email and unique password. If this is the first time logging into this year's event, create a password by selecting '**Forgot Password**'.

*Note: Only exhibitors that are listed as Booth Contacts are able to access using their email address. If your contacts need to be updated, please reach out to [Christina.Cartwright@spargoinc.com](mailto:Christina.Cartwright@spargoinc.com).*



2. Select '**Edit Your Company Listing**' from the '**Company Portal and Tools**' dropdown menu.



3. Scroll down to the '**Tasks**' section your Company Listing and select '**Exhibitor Resistration**'.

## TASKS

- ☐ Exhibitor Registration and Housing
- ☐ Submit Your Product(s)
- ☐ Submit Your Press Release(s)
- ☐ Patron Attendee Registration ▼
- ☐ Patron Hospitality Suites
- ☐ Exhibitor Hospitality Suites
- ☐ Career Fair Staff Registration ▼

4. Complete requested **Company Contact Information** and assign badges.

## Questions? Contact us!

Registration		Housing	Logistics, Login Issues, Password Inquiry, Company Contact Updates
<a href="mailto:TRB@spargoinc.com">TRB@spargoinc.com</a>		<a href="mailto:TRBHousing@spargoinc.com">TRBHousing@spargoinc.com</a>	<a href="mailto:Christina.Cartwright@spargoinc.com">Christina.Cartwright@spargoinc.com</a>