

ASHP Pharmacy Futures 2025

How to manage exhibitor registration

1. Login into the exhibitor portal [here](#) and follow the login instructions [here](#). For assistance navigating the exhibitor portal contact Shirley Harris (Shirley.harris@spargoinc.com).
2. Click on the link for Exhibitor Registration to get to the registration website.

0%

About
Company Information

Name
Sumitomo Pharma America, Inc. [Edit]

REQUIRED FORMS/TASKS

MY ACCOUNT

View and Pay Invoice

Exhibitor Registration

Now open

PLEASE NOTE: If you encounter an error when clicking the button, this could be

3. Fill out the Booth Personnel Manager Information.
This is the contact information for the person who will manage the registrations. This will not create a badge. If this person requires an exhibitor badge it will need to be created separately after the manger information is provided. Note: the address information provided on this page will be applied to each exhibitor badge.

ASHP Pharmacy Futures 2025

How to manage exhibitor registration

ashp **PHARMACY
FUTURES 2025**
June 7-11 • Charlotte, NC

**Transforming
Pharmacy Practice**
TODAY AND TOMORROW

NOW AT PHARMACY FUTURES!
**National
Pharmacy
Preceptors
CONFERENCE**

Booth Personnel Manager Information

Please provide the following profile information for the person responsible for management of exhibit booth personnel registration and payment. Items noted with an asterisk * are required fields.

First Name *	<input type="text"/>	Address Type *	<input type="text"/>
Last Name *	<input type="text"/>	Address *	<input type="text"/>
Company / Org.	SPARGO	Address	<input type="text"/>
Phone Number *	<input type="text"/>	City *	<input type="text"/>
Email Address *	<input type="text"/>	State/Province	-- State
Email (confirm) *	<input type="text"/>	Zip/Postal code	<input type="text"/>
		Country *	-- Country

Mobile Number

☐ I agree to receive text (SMS) messages, artificial voice/pre-recorded messages to my mobile phone and other wireless devices, providing membership and periodic updates from the American Society of Health-System Pharmacists, Inc. ("ASHP"). If you wish to unsubscribe from receiving text marketing messages and notifications, reply with STOP to any mobile message sent from ASHP. Message and data rates may apply.

[Save](#)

- To create exhibitor registrations, select the number of exhibitors to register and click the begin button. Your booth is assigned capacities for booth personnel within allotment (\$0 each) and booth personnel over allotment (\$100 each). Once these capacities are met, the website will display an Exhibitor Full Meeting registration option.

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Welcome SPARGO to the ASHP Pharmacy Futures 2025 Exhibitor Registration!

Exhibitor Registration Main Menu

Company: SPARGO, Inc.

Booth Personnel Allotment Summary:

Booth Personnel Within Allotment	No. Allotted: 4	No. Booked: 0	No. Available: 4
Booth Personnel Over Allotment	No. Allotted: 4	No. Booked: 0	No. Available: 4
Exhibitor Full Meeting Personnel	No. Purchased: 0		
Exhibitor Continuing Education Badge	No. Purchased: 0		

Each exhibiting organization will be given four (4) complimentary exhibit badges per 10' x 10' booth. These complimentary badges will permit access to the exhibit hall and ASHP educational sessions, but do not include continuing education credit. Additional exhibitor badges over the allotment may be purchased for \$100 per badge in advance or onsite. The number of additional \$100 exhibit badges an exhibitor may purchase will be equal to the number of complimentary badges it is allotted. Exhibitors who need badges in addition to their complimentary badges and overallotment badge maximum will need to register at the full ASHP member/non-member rate. Exhibitors will not be refunded for any purchased and unused exhibit badges.

Exhibit personnel who wish to register and receive continuing education credit for session attendance will be offered a discounted registration rate of \$305.00 plus any overallotment badge fee, if any. Once an exhibiting company reaches the overallotment badge maximum, any exhibitor needing CE credit will need to register at the full ASHP member/non-member rate.

NOTE: Exhibitors can add/delete exhibit badge names following the allotment guidelines until Friday, June 6. After this date, badge deletions and/or name substitutions will not be accepted. New exhibit personnel badges can be processed onsite and will be charged the applicable badge fee, per badge. Exhibit badges are non-refundable and non-transferrable. Placeholder names should not be submitted. All unused comp badges will be honored onsite.

Register Booth Personnel

Select the number of exhibit booth personnel you would like to register. Placeholder names will not be processed. All unused comp badges will be honored onsite.

Number to register:

Begin

Booth Finances

Invoice Total: \$0.00

[View/Print Receipt](#)

Booth Personnel Summary

[View List of Registered Booth Personnel and Send Confirmation Emails](#)

[Send Email Confirmation to Booth Personnel Manager](#)

[Update Booth Personnel Manager Information](#)

Exit/Log Out

[Logout of Exhibit Registration Management](#)

5. Provide the first name, last name, and unique email address for each exhibitor you are registering. To provide the exhibitor with the continuing education badge click the box to the right of the email address field. Then click the continue button.

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Register Booth Personnel

Note: Fields marked with an asterisk* are required fields. A unique email address is required for each registrant. Registrations without a unique email address will not be processed.

1. Exhibitor Booth Personnel - Within Allotment - No Fee

First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Email Address *	Exhibitor Continuing Education Badge - \$305.00 <input type="checkbox"/> Add to registration note: use email associated with your ASHP Member ID, if applicable
<input type="text"/>	

2. Exhibitor Booth Personnel - Within Allotment - No Fee

First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Email Address *	Exhibitor Continuing Education Badge - \$305.00 <input type="checkbox"/> Add to registration note: use email associated with your ASHP Member ID, if applicable
<input type="text"/>	

ContinueCancel / Return to Main Menu

- Review the exhibitor registration information you just entered on the previous page and agree to the ASHP policies before continuing to the payment screen. Your total balance due will be displayed in the paragraph of red text. Select “continue to payment” to provide a credit card payment, if necessary.

Review Booth Personnel Information

You are requesting the following booth personnel registrations be created. If the information provided below is accurate, click Continue to Payment.

The total registration fee is \$305.00. Payment is required to create the registration(s). Once payment is made, the requested registration(s) will be created. If payment is not successful, or you navigate away from the payment screen before making payment, the registration(s) will not be created or saved.

Exhibitor 1 Name: Test One SPARGO Organization: SPARGO Email: test1@spargoinc.com Exhibitor Booth Personnel - Within Allotment - \$0.00 Exhibitor Continuing Education Badge - \$305.00	Exhibitor 2 Name: Test Two SPARGO Organization: SPARGO Email: test2@spargoinc.com Exhibitor Booth Personnel - Within Allotment - \$0.00
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Exhibitors can add/delete exhibit badge names following the allotment guidelines until Friday, June 6. After this date, badge deletions and/or name substitutions will not be accepted. New exhibit personnel badges can be processed onsite and will be charged the applicable badge fee, per badge. Exhibit badges are non-refundable and non-transferrable. Placeholder names should not be submitted. All unused comp badges will be honored onsite.

☐ I agree to the ASHP Pharmacy Futures 2025 exhibit badge cancellation policy and the [ASHP Meetings and Events Terms and Conditions](#), [Code of Conduct](#), [Photo Waiver and Release](#), and [Privacy Policy](#).

Continue to PaymentBack / Make ChangesCancel / Return to Main Menu

- Fill out the credit card fields, click to agree to the ASHP policies and click confirm payment to process the credit card. If the payment is declined, you will be asked to provide an alternate credit card. Exhibitor registrations will not be saved without payment.

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How to manage exhibitor registration

Amount Due: \$305.00

Please provide Credit Card information below



The credit card supplied for payment will be charged when you click the "Confirm Payment" button.

Amount Due	\$305.00
Credit Card Type *	--
Credit Card Number *	
Expiration Month */Year *	-- / --
Name on Card *	
Cardholder Postal Code	
Security Code *	

Exhibitors can add/delete exhibit badge names following the allotment guidelines until Friday, June 6. After this date, badge deletions and/or name substitutions will not be accepted. New exhibit personnel badges can be processed onsite and will be charged the applicable badge fee, per badge. Exhibit badges are non-refundable and non-transferrable. Placeholder names should not be submitted. All unused comp badges will be honored onsite.

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Confirm Payment

Cancel / Return to Main Menu

(Only click Submit once or duplicate billing may occur)

8. A confirmation screen will display once the payment is processed. Click the links to review the list of exhibitor personnel or return to the main menu and add additional registrations.



Your payment has been routed, processed, and secured.

Thank you, your registration(s) have been created.

Exhibitors can add/delete exhibit badge names following the allotment guidelines until Friday, June 6. After this date, badge deletions and/or name substitutions will not be accepted. New exhibit personnel badges can be processed onsite and will be charged the applicable badge fee, per badge. Exhibit badges are non-refundable and non-transferrable. Placeholder names should not be submitted. All unused comp badges will be honored onsite.

[Return to Personnel List for Review](#)

[Return to the Main Menu to Add Additional Badges](#)

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How to manage exhibitor registration

9. To view the list of booth personnel click the link on the main menu.

Exhibitor Registration Main Menu

Company: SPARGO

Booth Personnel Allotment Summary:

Booth Personnel Within Allotment	No. Allotted: 4	No. Booked: 2	No. Available: 2
Booth Personnel Over Allotment	No. Allotted: 4	No. Booked: 0	No. Available: 4
Exhibitor Full Meeting Personnel	No. Purchased: 0		
Exhibitor Continuing Education Badge	No. Purchased: 1		

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Number to register:

Begin

Booth Finances

Invoice Total: \$305.00

[View/Print Receipt](#)

Booth Personnel Summary

[View List of Registered Booth Personnel and Send Confirmation Emails](#)

[Send Email Confirmation to Booth Personnel Manager](#)

[Update Booth Personnel Manager Information](#)

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[Logout of Exhibit Registration Management](#)



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10. From the booth personnel list you can do the following:
 - a. View the registration details using the Registration Summary button
 - b. Add the Continuing Education badge using the edit button.
 - c. Name changes require the original registration to be cancelled and a new registration to be created.
 - d. Send individual email confirmations or use the link at the top to send confirmations to all registered exhibitors.

Booth Personnel List

Company: SPARGO



Booth Personnel Allotment Summary:

Booth Personnel Within Allotment	No. Allotted: 4	No. Booked: 2	No. Available: 2
Booth Personnel Over Allotment	No. Allotted: 4	No. Booked: 0	No. Available: 4
Exhibitor Full Meeting Personnel	No. Purchased: 0		
Exhibitor Continuing Education Badge	No. Purchased: 1		

[Add Additional Booth Personnel](#)

[Send All Email Confirmations](#)

[Return to Main Menu](#)

REG ID	Edit/Receipt	Name	Status / Reg Fee	Badge Preview
700293	Registration Summary Edit Print Receipt Cancel/Substitute	Test One SPARGO Send confirmation email to test1@spargo.com	Exhibitor Booth Personnel - Within Allotment - \$305.00 Active	
700294	Registration Summary Edit Print Receipt Cancel/Substitute	Test Two SPARGO Send confirmation email to test2@spargo.com	Exhibitor Booth Personnel - Within Allotment - \$0.00 Active	

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How to manage exhibitor registration

11. To view/print an exhibitor registration receipt click the link under the booth finances section.
Please note: this will just show payments for exhibitor registration.

Exhibitor Registration Main Menu

Company: SPARGO

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[View/Print Receipt](#)



Booth Personnel Summary

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