



**Exhibitor Lead Retrieval Form
RESERVATION FORM
DEADLINE: October 14, 2024**

Please complete the following if you would like to reserve the complimentary lead retrieval app:

Exhibiting Company Name _____

Booth Number: _____

Show Contact: _____

Email: _____

Return completed form to exhibits@asme.org.

Before the Conference, you will receive the instructions to download the App and add the booth personnel to the license. You receive ONE complimentary license but are welcome to purchase/upgrade for more licenses.

LeadCapture for IMECE 2024

Looking to purchase ADDITIONAL lead retrieval licenses? Continue to enhance your experience at **IMECE 2024** with an easy-to-use lead retrieval tool. We have partnered with Cvent to provide lead retrieval services through their LeadCapture product. We appreciate your support at our event and want you to be able to track the impact of attending our Conference.

How It Works:

- Scan badges to gather lead information
- Score leads and take notes
- Export leads to any database on demand

APP LICENSE Purchase an ADDITIONAL app license to download the Cvent LeadCapture app on your own Android or iOS device. Use the app to scan leads and capture relevant qualifying information. **ONE license is provided with your space purchase.**

\$499

BEST VALUE

3-Pack LeadCapture License

\$149

Additional
LeadCapture License

LeadCapture for IMECE 2024

1 Create Your [Click here](#) - Enter your details and click **Create Account**.
FINISH SETTING UP YOUR EXHIBITOR ACCOUNT.

2 You will soon receive / should have received the email “Welcome to IMECE 2024” from events@asme.org.” Click **Log In** within the email.

- Don't remember your password? Click on “**Forgot?**” to set up your password. You will soon receive the email “Reset your Onsite Solutions Password”

LOGGING BACK IN TO YOUR EXHIBITOR PORTAL

- Log back into your Portal with [this link](#).
- When you Log In, select the correct event from the dropdown
- Use this Portal to:
 - *Purchase additional LeadCapture licenses, if necessary*
 - *Assign licenses to registered onsite staff (must have registration confirmation number)*
 - *Create lead-qualifying questions*
 - *Export your leads after the event*

SUPPORT

New to LeadCapture or want additional help? [This how-to](#) is all you need to get set up.
Questions? Email leadcapture@cvent.com with any general LeadCapture questions.