



OPTECH Exhibitor Registration User Guide

Refer to this document for step-by-step instructions on completing your registration. Please review all the steps carefully PRIOR to accessing the registration link to ensure you have all the information needed before beginning the form.

Exhibitor Booth/Conference-Level comps are registered SEPARATELY from your Membership and Yearly Sponsorship comps. These MUST be completed through two separate registration links as outlined below.

Instructions for BOTH registrations processes are included in this document.

1. Exhibitor Booth Staff and Conference-Level Registration
 - This refers to Exhibitor Booth Staff Comps and OPTECH Conference-Level Sponsor (Platinum/Gold/Silver) Comps ONLY.
2. Membership and Yearly Sponsorship Registration
 - This refers to the following comp types ONLY: NMHC and RETTC Membership; RETTC Icon/Visionary/Innovator Sponsorship; NMHC Chair's Circle/Friends of the Council Yearly Sponsorship.

Step 1: Exhibitor Booth Staff and Conference-Level Registration

To minimize any delays in completing your registration, please be aware of the following PRIOR to accessing link.

- Take note of the number of Booth and Conference-Level Comps allotted to your Company. This number is visible in the Count column after you enter your Exhibitor Name. Refer to the chart below for details.
- After you enter the Basic Information of an individual registrant, you will NOT be able to make changes within the registration form.
- If you enter Basic Information for more individuals than allotted comps, they will be added as paid registrations. You will need to email membership@rettc.org to make any adjustments.
- After submitting your registration, you can view your list of registrants by logging back into the Bravura Exhibitor portal and clicking "Manage Booth Staff."

Determine # of Comp Registrations

Refer to the chart below to determine the number of Comp Registrations you are eligible based on your booth purchase, conference-level sponsorship, RETTC/NMHC membership, and yearly sponsorship. Add the number of comps together – this is the number of attendees you can register for when you begin your form. If you register for attendees that exceed your comp allocation, they will be added as a paid registration. You will see this on your summary before completing your registration.

COMP REGISTRATIONS BY MEMBER/SPONSOR/BOOTH LEVEL

Member/Sponsor/Booth Level	# of Comp Registrations	Step to Complete Registration
Booth Purchase Comps		
Startup Kiosk	2	Register Comps in Step 1
10'x10' Booth Purchase	3	
10'x20' Booth Purchase	4	
20'x20' Booth Purchase	6	
20'x30' Booth Purchase	7	
20'x40' Booth Purchase	8	
Conference Level Sponsorships		
OPTECH Conference Platinum	3	Register Comps in Step 1
OPTECH Conference Gold	2	
OPTECH Conference Silver	1	
RETTTC/NMHC Membership		
RETTTC Member	1	Register Comps in Step 2
NMHC Executive Committee Member	3	
NMHC Board of Directors Member	1	
NMHC Advisory Committee Member	0	
Yearly Level Sponsorships		
RETTTC Icon	3	Register Comps in Step 2
RETTTC Visionary	2	
RETTTC Innovator	1	
NMHC Chair's Circle	8	
NMHC Friends of the Council	5	

Additional Information:

- RETTC yearly sponsors (any level) can purchase additional registrations at a discounted rate of \$795 each.
- Additional registrations for NMHC yearly sponsors may be purchased at \$995 each (\$1,195 after October 17th, 2025).
- Complimentary registrations can ONLY be used by employees of the exhibiting company.
- All individuals who need access to your booth during show hours must be registered for the conference. This includes booth support staff, photographers, etc.
- *Registration/Badges are not needed during installation and dismantling hours.*

Completing Registration in Bravura Exhibitor Portal

1. To begin the registration process, click the link to the Bravura Exhibitor Portal in your registration email. Log into the site using your credentials provided in your booth confirmation email.

The screenshot shows the login page for the OPTECH 2025 BY RETTC exhibitor portal. The header features the event logo and dates: Nov 17, 2025 - Nov 19, 2025. Below the header, there is a section for current exhibitors/sponsors with instructions on how to login. To the right, there is a login form titled 'Access Exhibitor/Sponsor Registration' with fields for 'Email' and 'Password', and a 'LOGIN' button.

2. Once logged in, click on the Manage Booth Staff icon from the homepage.

The screenshot shows the homepage dashboard for the OPTECH 2025 BY RETTC exhibitor portal. The header displays the event logo and dates. Below the header, there is a row of navigation icons: Exhibitor Details, Checklist, Terms and Conditions, Invoice/Receipt, and Manage Booth Staff. The 'Manage Booth Staff' icon is highlighted with a red box. Below the navigation icons, there are three main sections: Products, Floor Plan, and Payment(s). Each section contains a list of items and a 'Details' link.

3. On this screen, enter "Exhibitor Name" in the field shown and click Search. Exhibitor Name must be entered exactly as it was entered on your exhibitor application. If there is a discrepancy, search results will not populate.

The screenshot shows the search page for the OPTECH 2025 BY RETTC exhibitor portal. The header displays the event logo and dates. Below the header, there is a search form with a label 'Exhibitor Name' and a text input field. To the right of the input field is a 'Search' button. Below the input field, there is a 'Reset' button. The input field is highlighted with a red box.

4. Click on your Exhibitor Name listed in the results.

The number of Booth and Conference-Level Comps will be listed on this page (shown in green). **It is important that you take note of this number so you can complete the rest of the registration steps correctly.**

OPTECH 2025

NOV 17-19, 2025

Exhibitor Name

Exhibitor Name

Exhibitor Email

NMHC

Search

Reset

Please click on row to select

Exhibitor Name	Exhibitor Email	Count
NMHC	mrowan@nmhc.org	4

1 Result(s) Found

First Previous 1 Next Last

5. From the next screen, enter the Email ID of the person you wish to register for Booth and Conference-Level comp allocation. Click Search. This person MUST be on your RETTC roster for them to appear on your list and be eligible for registration.

If they are not on the roster, an error message will appear with details on how to setup a RETTC account, outlined in blue below.

If they are on the roster, their name will appear in the search results. Click on their name to fill out their registration form.

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Please enter your work email address and hit Search [Magnifying Glass/Search icon]

Email Id

exhibits@rettc.org

Search

Reset

Thank you for your interest in wanting to attend OPTECH 2025.
The email address that you entered is not in our system or your firm is not a member of RETTC.
This event is for RETTC members only.
Please check to make sure that the email address you entered is correct.
If you don't already have an account with RETTC, [Please fill out this form.](#)
Or please reach out to membership@rettc.org for further assistance.

6. You will be taken to the Basic Information page. Complete this form for the attendee you selected.

The screenshot shows the 'Basic Information' registration form for OPTECH 2025, dated NOV 17-19, 2025. The form includes fields for First Name (Jessica), Last Name (Cheng), Badge Name (Jessica), Contact Phone, Email Address (jcheng@nmhc.org), Address Line 1 (1775 Eye Street, N.W. Suite 1100), Address Line 2, Address Line 3, Work Zip (20006), Work City (Washington), Work State/Province (D.C.), and Work Country.

7. Click Continue to be taken to the Registration Details page. If you have additional attendees to register, DO NOT click Complete Registration. You MUST click Add Another Individual. You will need to fill in a “Basic Information” page for each attendee. Repeat these steps until you have completed a form for each comp registration.

Once you’ve completed a registration form for each attendee needed, you can click Complete Registration (in green).

The screenshot shows the 'OPTECH 2025 Registration' page. It features a red box around the 'Add Another Individual' button, a 'Registration details' section showing 'Sarita de la Torre' from 'NMHC' with a price of '\$0.00', and an 'Order summary' section showing 'Order #: 283703-1' and a discount code field. A green box highlights the 'Complete Registration' button at the bottom.

8. You will be taken to the Available Product page to review a summary of registrations completed. If you have exceeded the number of eligible comps, additional attendees will be listed as paid registrations.
- If any changes need to be made (ex., removing a registrant), you will be able to do so after selecting Purchase. Click Remove as needed.

Click Purchase. Review the summary details. If everything looks good, select your method of payment (if applicable), enter required fields and click Confirm to submit your form.

Your registration is not complete until you click Confirm. Each registrant will receive a confirmation email that will also include the housing registration and client code links.

OPTECH 2025

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Available Products

Name	Product	Price
<input checked="" type="checkbox"/> Sarita de la Torre	Exhibitor Comp Product	\$0.00
<input checked="" type="checkbox"/> Deanita Davis	Exhibitor Comp Product	\$0.00
<input checked="" type="checkbox"/> Alison Johnson	Exhibitor Comp Product	\$0.00
<input checked="" type="checkbox"/> NMHC IT Department	Exhibitor Comp Product	\$995.00

Total Amount: \$995.00

Purchase

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NMHC

Exhibitor Comp Product

Price: \$0.00

Nawshin Sultana
NMHC

Exhibitor Comp Product

Price: \$0.00

Remove

Chelsea Bowes
NMHC

Exhibitor Comp Product

Price: \$0.00

Remove

NMHC IT Dept Second Acct
NMHC

Exhibitor Comp Product

Price: \$995.00

Remove

Order summary

Step 2: Membership and Yearly Sponsorship Registration

After you've completed your Booth and Conference-Level Registration, you must register for your RETTC/NMHC membership and Yearly Sponsor comps separately. This can be done using the Regular Attendee Registration link through the [RETTC OPTECH website](#). Follow the instructions listed on the site.