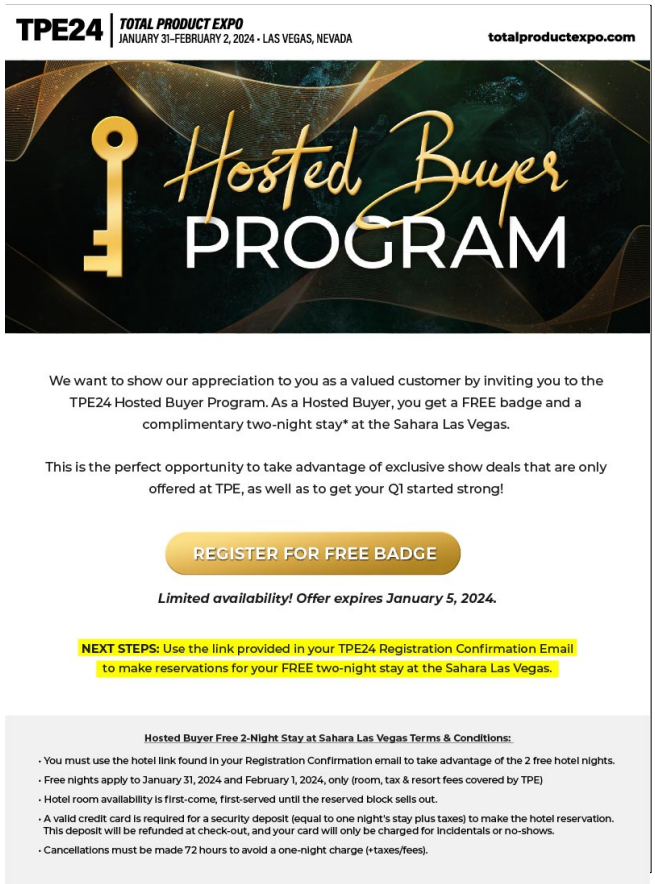
Hosted Buyer Program Invitation Email Instructions

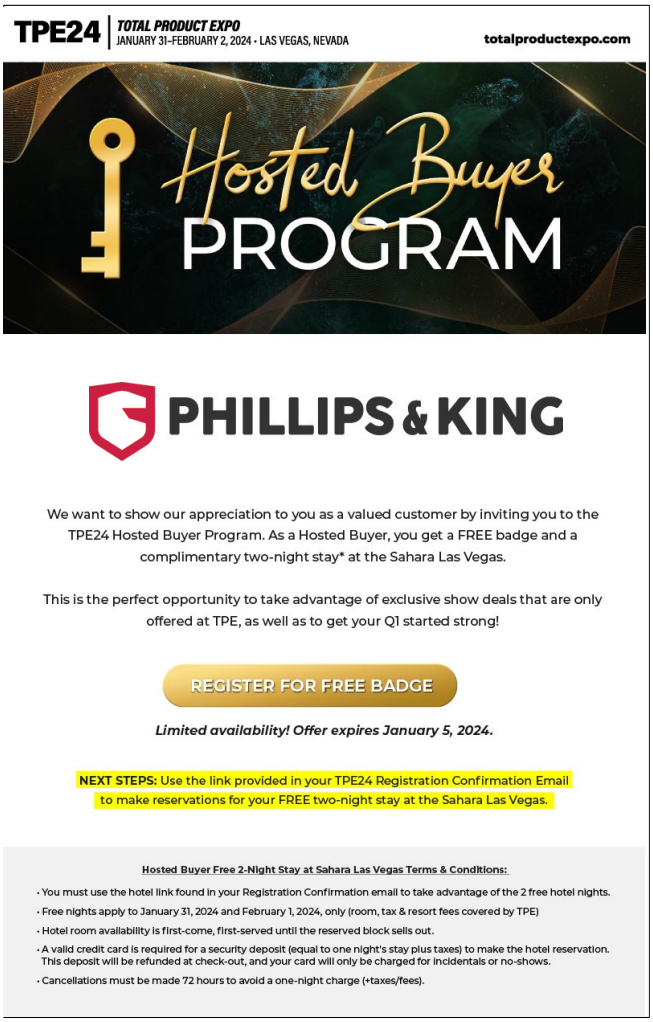
If you DO NOT want to customize your invitation, you can skip to Step 3.

Step 1: Customize your TPE24 Hosted Buyer Program invitation using image editing software of your choice (Photoshop, Microsoft Paint, *Adobe Express—free and easy to use).*

Custom invitation (blank).



Custom invitation (with example logo)



Step 2: Save/Export your custom TPE24 Hosted Buyer Program invitation as a JPEG (image).

Step 3: Insert your TPE24 Hosted Buyer Program invitation JPEG into a new email message.

Need instructions on how to insert an image into an email? Click on a link below (based on your preferred email program).

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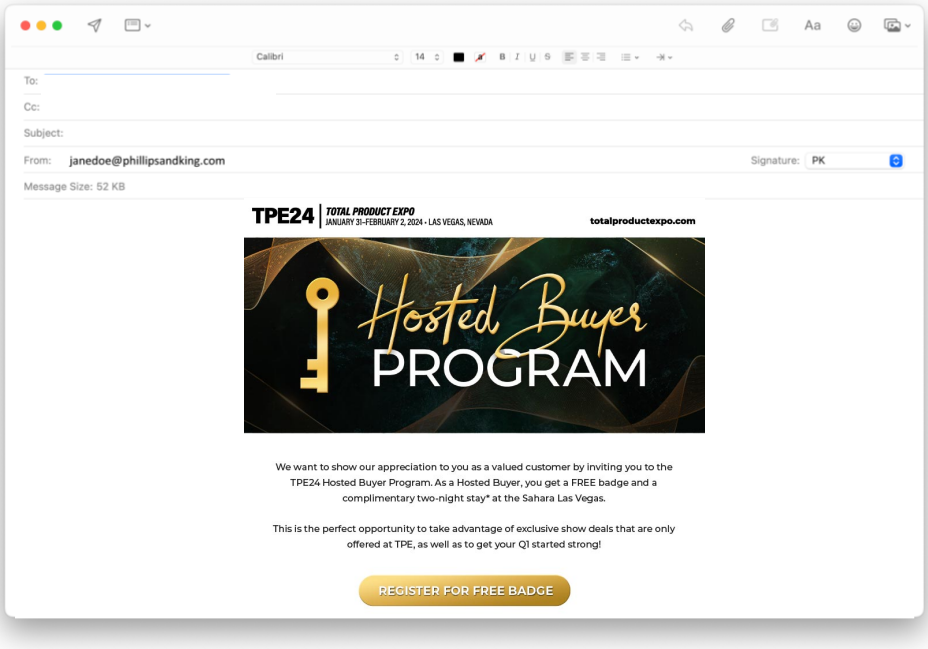
[How to add an image in Outlook]

[How to add an image in Gmail]

[How to add an image in Apple Mail]

Example invitation image inserted into a new email message



Step 4: Copy your Hosted Buyer link—this unique link can be found in the Exhibitor portal of the TPE24 Registration Dashboard, as well as in the TPE24 Attendee Invitation Programs email you received from us.

Step 5: Add/insert your Hosted Buyer link to the invitation image.

Need instructions on how to add/insert a link to an image in an email? Click on the link below (based on your preferred email program).

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Step 6: Add recipient email address(es) and a subject line. Then hit send.