Conference Tracker Registration Instructions - Exhibitors

Here are step-by-step instructions of how to register for the 2019 Georgia Procurement Conference.

This year’s registration is hosted by Engineerica Conference Tracker. Once you enter the website, you will see this registration landing page. Click “Register as Exhibitor.”
Register the first exhibitor from your firm as the Sales Administrator. The system will collect that individual’s information and preferred badge name. At the bottom of this page, check Add Additional Representatives. You will continue to register the names of all exhibitor representatives coming to the conference from your firm. Use the first name that should appear on their conference badge. The second individual is included in the booth pricing. All other individuals will be required to pay $250.00.

NOTE: All exhibitors attending the conference must be registered; badges may not be shared or modified.

Company / Institution (*)
First name (*)
Middle name
Last name (*)
Preferred first name on Badge (*)
Email (*)
Password (*)
Repeat Password
Title (*)
Business Address (*)
Business Address 2
City (*)
State (*)
Zip Code (*)
Work Phone (*)
Work Mobile (*)

Reserve your spots for the Exhibitor Training Webinar and Conference Meet and Greet by clicking answering the following questions. *Please note: Each company registered will receive meals for up to two participants, attendance at the Opening Session, Exhibitor Training Opportunities, and Networking Receptions. Space is limited and slots will be filled on a first-come, first-served basis.*

Questions

Will you attend Training Session at 9am, April 23rd?

Attend Training session: ○ Yes
○ No

How many representatives will need to be provided for lunch on April 23rd?

Include yourself: (*)

Will you attend the Meet and Greet at 5:30pm on April 23rd?

Attend Meet and Greet? ○ Yes
○ No
Select the **Booth Type** you would like to purchase.

Each company that wishes to participate in the GPC must purchase a booth and complete registration information for all its exhibitor representatives. Standard and Premium Booths are 10’ x 10’ and include Pipe and Drape for booth, a company identification sign, table, 2 chairs, and wastebasket. Premium Booths are located at or near an entry, exit, or high-traffic area for maximum booth exposure. Vehicle Booths are 15’ x 20’ and include the same amenities and signage as Standard/Premium Booths.

Registration after March 1st is subject to an additional charge of $300 per booth and $50 per individual.

<table>
<thead>
<tr>
<th>Booth Type (°)</th>
<th>Cost ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Booth</td>
<td>$1200</td>
</tr>
<tr>
<td>Premium Booth</td>
<td>$1500</td>
</tr>
<tr>
<td>Inside Vehicle</td>
<td>$3000</td>
</tr>
<tr>
<td>Outside Vehicle</td>
<td>$2700</td>
</tr>
<tr>
<td>2 x Standard Booths</td>
<td>$2400</td>
</tr>
<tr>
<td>2 X Premium Booths</td>
<td>$300</td>
</tr>
</tbody>
</table>

To add Sales Representatives, select Register Representatives and fill in the blank fields. *Each representative will receive an email confirming their registration.*

### Add Additional Exhibitor Representatives

#### Register your sales representatives, if any.

- Register Representatives

**Exhibitor Representative Registration #1**

Fields marked with (°) are mandatory

<table>
<thead>
<tr>
<th>First name (°)</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Middle name</td>
<td></td>
</tr>
<tr>
<td>Last name (°)</td>
<td></td>
</tr>
<tr>
<td>Email (°)</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td></td>
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</tbody>
</table>

[Add another][Remove]

Once your Exhibitor Registration form is completed, click “**Continue**” at the bottom of the screen. You will receive an email stating that your Registration has been accepted and is awaiting payment before being finalized.
On the next page, enter the captcha code and click “Continue” to proceed your payment information.

Conference Tracker will redirect you to PayPal. Click “Pay with Debit or Credit Card,” to enter your billing details.
After submitting your billing details, PayPal will prompt you to create an account. Click “Not Now” to proceed to the order summary.

After reviewing your order summary, click “Return to Merchant” to be redirected to the Conference Tracker confirmation page.

Once your payment is submitted and processed, you will receive an email confirming your registration and processed payment.