



# GEORGIA PROCUREMENT CONFERENCE 2019

Procurement...Engaging to Serve



## 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."**

The screenshot shows the registration landing page for the Georgia Procurement Conference 2019. At the top, there is a banner image of a modern building. Below the banner, the text reads "Georgia Procurement Conference 2019" in orange, followed by the tagline "Procurement...Engaging to Serve!". In the center, there are two logos: the "Georgia Procurement Conference" logo and the "DOAS GPC" logo. Below the logos, there are two buttons: a blue button labeled "REGISTER AS ATTENDEE" with a person icon, and a grey button labeled "REGISTER AS EXHIBITOR" with a person icon. At the bottom left, there is the "Conference Tracker" logo, and at the bottom right, the website URL "www.engineerica.com/conferencetracker" is displayed.

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 (*)	<input type="text"/>
First name (*)	<input type="text"/>
Middle name	<input type="text"/>
Last name (*)	<input type="text"/>
Preferred first name on Badge (*)	<input type="text"/>
Email (*)	<input type="text"/>
Password (*)	<input type="text"/>
Repeat Password	<input type="text"/>
Title (*)	<input type="text"/>
Business Address (*)	<input type="text"/>
Business Address 2	<input type="text"/>
City (*)	<input type="text"/>
State (*)	<input type="text"/>
Zip Code (*)	<input type="text"/>
Work Phone (*)	<input type="text"/>
Work Mobile (*)	<input type="text"/>

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

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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' x10' 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.

- Booth Type (\*)
- Standard Booth - \$1200 (\$ 1200)
  - Premium Booth - \$1500 (\$ 1500)
  - Inside Vehicle - \$3000 (\$ 3000)
  - Outside Vehicle - \$2700 (\$ 2700)
  - 2 x Standard Booths - \$2400 (\$ 2400)
  - 2 X Premium Booths - \$300 (\$ 3000)

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

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Register your sales representatives, if any.

Register Representatives

### Exhibitor Representative Registration #1

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Fields marked with (\*) are mandatory

First name (*)	<input type="text"/>
Middle name	<input type="text"/>
Last name (*)	<input type="text"/>
Email (*)	<input type="text"/>
Title	<input type="text"/>

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.

### Exhibitor Registration

**Confirm your registration**

Registration fee	\$0
Booth Type > Standard Booth - \$1200	\$1200

Discount coupon

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**Total: \$1200**

Enter captcha code

Code is not case sensitive

Conference Tracker will redirect you to PayPal. Click “Pay with Debit or Credit Card,” to enter your billing details.

\$000.00 USD

### Pay with PayPal

Enter your email address to get started.

[Use phone number instead](#)

or

[English](#) | [Français](#) | [Español](#) | [中文](#)

State of Georgia Department of Administrative Ser...

\$000.00 USD

### PayPal Guest Checkout

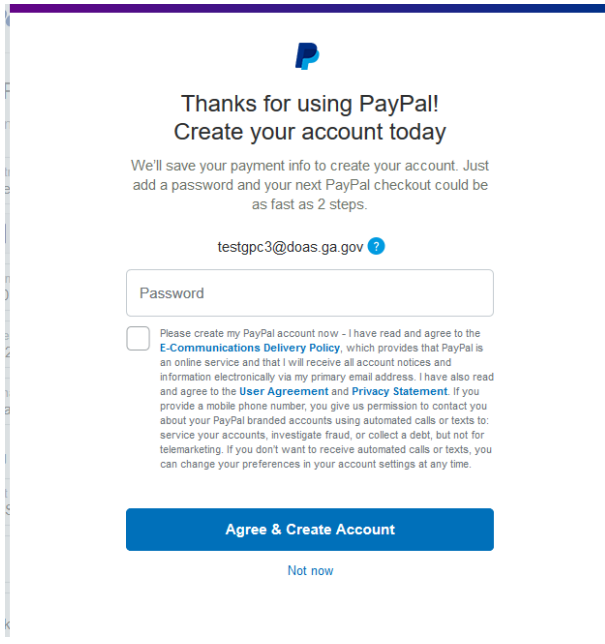
We don't share your financial details with the merchant.

PayPal is the safer, easier way to pay

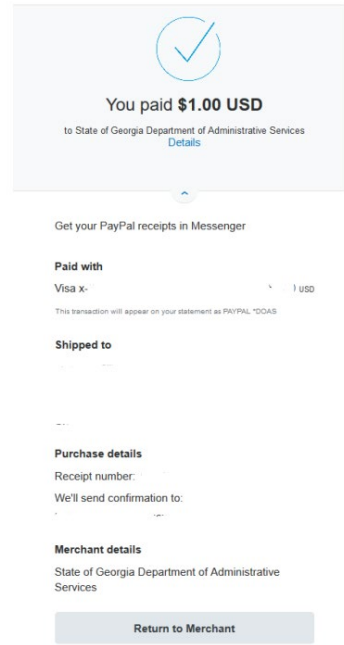
No matter where you shop, we keep your financial information secure.

**Billing address**

After submitting your billing details, PayPal will prompt you to create an account. Click **“Not Now”** to proceed to the order summary.

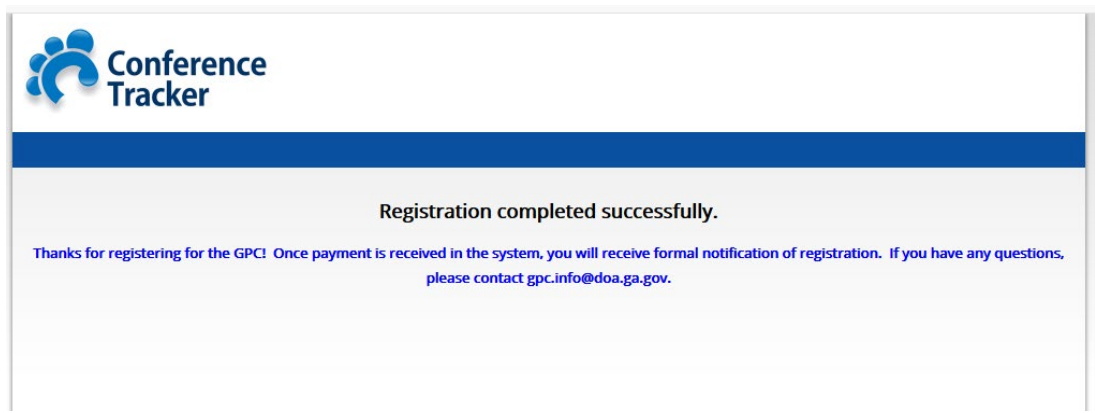


The screenshot shows the PayPal account creation interface. At the top, it says "Thanks for using PayPal! Create your account today". Below this, it explains that payment info will be saved to create the account. The email address "testgpc3@doas.ga.gov" is displayed. There is a password input field. A checkbox is present for agreeing to the E-Communications Delivery Policy, User Agreement, and Privacy Statement. At the bottom, there are two buttons: "Agree & Create Account" and "Not now".



The screenshot shows the PayPal order summary page. It features a checkmark icon and states "You paid \$1.00 USD to State of Georgia Department of Administrative Services". Below this, there are sections for "Get your PayPal receipts in Messenger", "Paid with" (listing Visa), "Shipped to", "Purchase details" (including receipt number and confirmation email), and "Merchant details" (listing State of Georgia Department of Administrative Services). A "Return to Merchant" button is located at the bottom.

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



The screenshot shows the Conference Tracker registration confirmation page. It features the Conference Tracker logo at the top left. The main heading is "Registration completed successfully." Below this, a message states: "Thanks for registering for the GPC! Once payment is received in the system, you will receive formal notification of registration. If you have any questions, please contact [gpc.info@doas.ga.gov](mailto:gpc.info@doas.ga.gov)."

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

To begin registration, visit <http://doas.ga.gov/state-purchasing/georgia-procurement-conference/georgia-procurement-conference-2019/exhibitor-registration/exhibitor-registration>.