

F B I N A A

58th National Annual Training Conference

July 30 – August 2, 2022 | Cleveland, Ohio



Registration:

How to Register for Exhibitor and Sponsor Badges

1. Access to the [Exhibitor Sponsor Center \(ESC\)](#) is required to register for badges
 - a. Access is granted once your booth or sponsorship package is marked paid in the registration system
 - b. The person at your organization who registered for your organization's booth or sponsorship package will have the **Confirmation Email** which provides the login information to the ESC
 - c. The images below illustrate login info and paid balance from a registration confirmation email

Sales Summary:

Sales Date	Description	Unit Price	Qty	Gross Amount
01/22/18	10 x 10 Corner Booth [REDACTED]	\$2,500.00	1	\$2,500.00
Total Sales				\$2,500.00
01/29/18	Payment By VISA [REDACTED]			(\$2,500.00)
Balance Due				\$0.00

delighted that you will be a part of the annual exhibition.

[Exhibitor Sponsor Center \(ESC\) Click here](#)
YOUR LOGIN IS: [REDACTED]
YOUR PASSWORD IS: [REDACTED]

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2. Once you are logged in, click **Sponsor/Exhibit Staff Registration** menu

Welcome Exhibitors

The Exhibitor Service Center is here to provide exhibitors the first-class experience using the following features:

- **Directory Update** - Update information regarding the exhibiting company
- **Documents** - Download a variety of documents related to your exhibit booth
- **Exhibitor Services Kit** - Order products and services for your booth
- **Sponsor & Exhibit Staff Registration** - Online registration for badges
- **Lead Retrieval** - Download the Lead Retrieval Order Form

3. Look for the **Start** button on the next page; below it is a table illustrating how many badges of each type are available based on the booth or sponsorship package your organization has acquired.
- a. This page is just informational; click start to begin
 - b. **SOLD OUT** means that your organization is not eligible for that badge type

FBINAA National Annual Training Conference

Sponsors and exhibiting companies are allotted a set number of complimentary staff registrations based on sponsorship amount and/or booth size.

Registration closes July 10. Be sure to have all your exhibitor and sponsor badges registered by this time.

Please contact our support team at conference@fbinaa.org with questions or comments about these policies.

Click **Start** to begin.

EXHIBITOR/SPONSOR BADGE	PRICE
Exhibitor Booth Staff Badge - Included with Booth 1 Left. Includes: * Welcome Event * Lunch #1 & 2	
Conference Sponsor Badge - Included with Sponsorship SOLD OUT	

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4. The system will list anyone it identifies as a past registrant from your organization; see names listed under the column titled **Individual**
 - a. If you are registering someone whose name appears, then click the icon under the **Select** column
 - b. If the name of the person you are registering is not listed, click the **New Individual** button
 - c. The process will register one person at a time; you are not able to select multiple people here

Sponsor & Exhibit Staff Registration

Search

Search For Your Record

If your name is displayed below please select the **Person Icon** to continue with the registration process. If your record is not shown, please click the **New Individual** button below.

Individual	Select
Normand, Joanne	

5. The next page will allow you enter the information for the registrant you are processing
 - a. Fill out all required fields and then click **Continue** at the bottom of the page

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6. The next page will list the available badges
- a. For exhibitors or sponsors who are also graduates of the FBINA and members of the FBINAA, please complete this registration process, then contact conference@fbinaa.org. This is important so we can upgrade you to a conference badge. This is not an automatic process you must email us.

Registration Fees

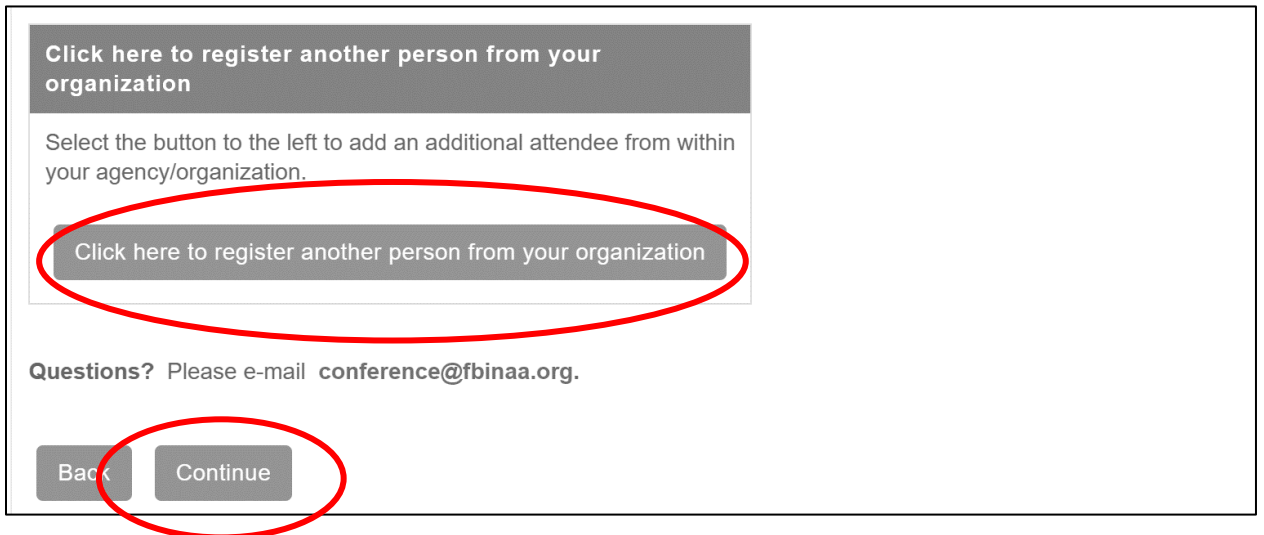
Please Select From the Registration Options Below

If you are a graduate of the FBINA and a member of the FBINAA, you are eligible to register for a Conference Badge. The Conference Badge will include the balance of event tickets and access afforded to members. Complete this booth staff/sponsor badge registration process first. Forward your registration confirmation email to conference@fbinaa.org to request more information. You will register for the full Conference Badge through another process.

QTY	EXHIBITOR/SPONSOR BADGE	PRICE
<input type="checkbox"/>	Exhibitor Booth Staff Badge - Included with Booth 1 Left. Includes: * Welcome Event * Lunch #1 & 2	
<input type="checkbox"/>	Conference Sponsor Badge - Included with Sponsorship SOLD OUT Includes: * Conference Memento - Sponsors * Welcome Event * Lunch #1, 2, & 3 * FBINAA Night - Sponsor * Gala Banquet - Sponsor	

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7. When you arrive at the **Review** page, you can restart the process for additional badges from your organization
 - a. Regardless of whether you add another badge at this time the **Review** page is not the end of the registration process; when you are done adding badges you must click **Continue** at the bottom of the page



The screenshot shows a web interface for reviewing registration. At the top, there is a dark grey button with white text that reads "Click here to register another person from your organization". Below this, there is a text prompt: "Select the button to the left to add an additional attendee from within your agency/organization." Underneath the text is another dark grey button with white text, identical to the one at the top, which is circled in red. Below the button is a line of text: "Questions? Please e-mail conference@fbinaa.org." At the bottom of the page, there are two buttons: "Back" and "Continue". The "Continue" button is circled in red.

8. On the **Conference Policies, Terms & Conditions** page, please read thoroughly and then check the required checkbox and click on **Continue**.
9. There should be no payment required on the **Payment** page, but make sure to click on "**Complete Submission**". To have your registration completed.