

## EXHIBITORS/VENDORS

# Conference Registration Opens January 12



**EDUCATIONAL**  
Conference & Trade Show

April 17-20, 2016  
Hershey Lodge, Hershey, PA

**New This Year: You can make  
your hotel reservations as soon  
as you register.**

PSATS Conference Registration and the Hotel Reservation System both open **January 12 at 9 a.m.** You will be able to take care of both at the same time and will receive immediate confirmations for both!

- All exhibit space and exhibitor room reservations **must be made online**. If you are paying by check, there will be a \$25 service fee.
- To register for the conference and reserve rooms, go to **conference.psats.org** starting at 9 a.m. January 12. After you register for the conference, you will be prompted to reserve hotel rooms if you need them. We have a block of 60 rooms reserved at the Hershey Lodge for exhibitors, first come, first served, one room per exhibitor. If you try to reserve more than one room at the Lodge, all reservations will be void. Please limit your company to one room at the Lodge. You may reserve rooms at other hotels as well.
- All exhibitors must pay a \$25 fee for badges through April 11 and a \$50 fee after that. Exhibitors will be able to add, remove, or change badge names online until the close of business on Friday, April 15. (*Hang onto that badge! If you lose it during the conference, a replacement will cost \$25.*)
- We have prepared a short instructional video to help with registration. Go to **conference.psats.org** and look for the "Registration Demo Video."

**Conference  
Registration  
Opens:**

**9 a.m.  
January  
12**

**Hotel  
Reservations  
Open:**

**9 a.m.  
January  
12**

***After you have registered for the conference, and if you need  
hotel reservations, turn page for further instructions.***

***If you have registered only one individual***, you will see the screen below. Simply click on the “Hotel Reservations” button near the middle of the page.

Welcome → Attendee Information → Options → Select Agenda → Additional Attendees → Payment → **Registration Record**

## How to create a Hotel Registration

Now with your Conference Registration completed, you can make your **HOTEL RESERVATIONS**.

If you only made one Conference Registration, you will see the **HOTEL RESERVATIONS** button below this text.

If you made multiple Conference Registration, you will need to click on a magnifying glass located under "Details" of one of the registration. The **HOTEL RESERVATIONS** button will appear below this text.

Ref #	Name	Email Address	Category	Cost	Details	Print
14803235	Andrew Mummert	andrew.mummert@unh.edu	Verified Member	\$575.00	Q	P
14803269	Georgie Mummert	georgie.mummert@unh.edu	Guest Registration	\$85.00	Q	P
Total				\$660.00		

**Click here.** → **HOTEL RESERVATIONS** ▶

Print Record ▶ Receipt/Invoice ▶

Attendee Information

***If you have registered more than one individual***, you will see this screen. Simply click on the magnifying glass, and the “Hotel Reservations” button will appear near the middle of the page.

Welcome → Attendee Information → Options → Select Agenda → Additional Attendees → Payment → **Registration Record**

You are currently testing this event

## How to create a Hotel Registration

Now with your Conference Registration completed, you can make your **HOTEL RESERVATIONS**.

If you only made one Conference Registration, you will see the **HOTEL RESERVATIONS** button below this text.

If you made multiple Conference Registration, you will need to click on a magnifying glass located under "Details" of one of the registration. The **HOTEL RESERVATIONS** button will appear below this text.

Ref #	Name	Email Address	Category	Cost	Details	Print
14803235	Andrew Mummert	andrew.mummert@unh.edu	Verified Member	\$575.00	Q	P
14803269	Georgie Mummert	georgie.mummert@unh.edu	Guest Registration	\$85.00	Q	P
Total				\$660.00		

Receipt/Invoice ▶

Date	Transaction Amount	Transaction Type	Balance
10/15/2015			\$660.00

**Click on  
magnifying  
glass.**

If needed, our Registration and Hotel Reservation Help Desk will be available to help you beginning January 12 at 9 a.m. Call (717) 763-0930, ext. 190