EXHIBITORS/VENDORS

Conference Registration **Opens January 12**

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!

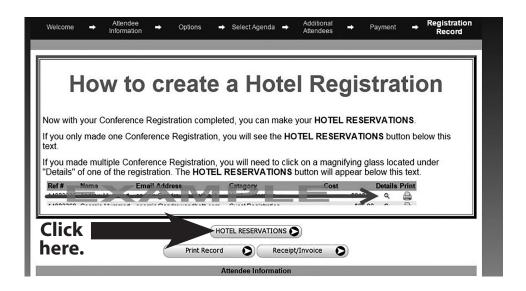
- All exhibit space and exhibitor room reservations **must be made** <u>online</u>. If you are paying by check, there will be a \$25 service fee.
- To register for the conference and reserve rooms, go to **conference**. psats.org starting at 9 a.m. January 12. After you register for the conference, you 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

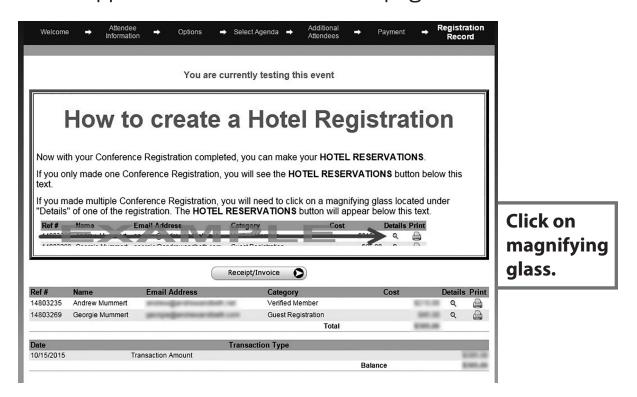
Hotel Reservations

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

If you have registered <u>only one</u> individual, you will see the screen below. Simply click on the "Hotel Reservations" button near the middle of the page.



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.



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