



Vendor Registration Directions

The SCAGPO membership appreciates your decision to register for our 36th Annual Professional Development Forum and Trade Show. Your support and participation is invaluable to the success of our signature event each year. This year, the Forum and Program Committees changed the registration process as our effort of making it more efficient for you as well as for us. To make it even easier for you, we thought it best to identify these changes and also offer directions, which will guide you through the process.

These directions are as follows:

- Step 1: Decide on the type of registration you would like to purchase. Please consult our [Vendor Registration Levels](#) to decide if you would like to register as a partner or as a standard vendor.

Once you have decided on your desired level of registration, you will choose it to register your organization. Please note:

- Each Partnership level ([Platinum](#), [Gold](#), [Silver](#), [Bronze](#)) receives a particular number of registrations. Please be sure to gather name and contact information based on the number available with the level of your choice.
- Standard Registrations may always be upgraded to a partnership level. If you decide later to change your registration, please contact the Forum Chairperson.
- There is not a special registration for those organizations who would like to provide sponsorships other than the partnership levels mentioned above; however, SCAGPO will gladly accept the extra support. Please contact Co-Sponsorship Chairperson, Al Morant to do so. He will work with Forum Chairperson, Clarissa Clark to receive for support and add note it in our records.
- Late Registration begins on October 1, 2014. The cost for registration after this date is significantly higher. Please be sure to register and pay prior to September 30, 2014 in order to avoid the late registration fee.
- There are only **125 Booths** available for this year's event. We will not be adding additional booths once these are sold; and we will not sell any booths after the final October 25, 2014 registration deadline.
- The October 25, 2014 Registration deadline is for all payments and changes to registration. We reserve the right to cancel any unpaid registrations for any vendor who may be on a waiting list. You must also notify SCAGPO of any changes to your participants by this deadline as well. Any requests for new name badges after the deadline will incur a \$10.00 charge.

- Step 2: SCAGPO's [Event Page](#), includes almost everything you will need to know regarding the Forum. Please take a moment to read all of the information. Please click on the links (words underlined in blue font) for additional information. Once you feel comfortable doing so, please click on the [Register Now](#) link at the bottom of the page.

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- Step 3: On the [Vendor Registration Page](#), continue as a guest.
- Step 4: Please enter your contact information: Contact Name, Company Name, Mailing Address, Telephone, E-mail Address, and any additional information you would like for organizers to have.
- Step 5: Purchase 1 ticket for each booth needed by your organization. Please note:
- Partner tickets will already have the proper number of booths and registrations built in to their registrations.
- Step 6: On the Add Tickets page, please provide the name and contact information for every guest to represent your organization. Once you finish, click on Add ticket at the bottom of the page and return to the registration screen. All information may be seen and edited at the right of the screen. Remember, you must notify the Forum Chairperson, Clarissa Clark, of any changes to this information by October 25, 2014 in order to avoid the \$10.00 change fee.
- Step 7: Add Golf or Bowling registrations to the cart. Please note:
- These items may be purchased as well.
 - Please speak with Co-Sponsorship Chairperson, Al Morant if you would like to Partner at this events.
- Step 8: Click on “Continue” at the bottom right of the screen
- Step 9: Review and edit any information regarding your order, and press continue at the bottom right of the screen
- Step 10: Move on to the payment screen. If you are paying by credit card, please continue. If you are paying by check, please save the registration and forward your check to SCAGPO. Remember, your registration alone does not keep you from missing the deadline dates. Please pay as early as possible to receive the best rates. SCAGPO reserves the right to cancel all registrations left unpaid by 5:00 on October 25, 2014.