2025 ANNUAL CONFERENCE
SPONSOR & EXHIBITOR INSTRUCTIONS

(Follow these instructions if you plan to Sponsor & Exhibit at the 2025 Annual Conference)

1. Visit the [ISACS Member Portal](#) and Sign-Up/Search for Account
   - Follow these [Sign-Up Instructions](#) (PDF)
   - Make sure to search and link to your company/organization

2. Visit the [ISACS 2025 Annual Conference Microsite](#), click "SPONSORS/EXHIBITORS", & select "Purchase Sponsor & Exhibitor Package" to begin the process

3. Confirm/Update information for yourself and your company/organization

4. Select exhibitor table top location ([view exhibitors and their locations](#)), select your sponsorship level (required for 2025), review the included benefits, submit additional information, and then upload your logo (high resolution vector, ai, jpeg or png) & enter your company/organization description to be used in Annual Conference materials

5. Select your payment method and click "Next"
   - Our system allows you to pay online via electronic check/bank/ACH, credit card, or "Bill (Company/Organization Name)".
   - Credit Card payments will have an added 3% processing fee

6. Review and click "Process Order" to complete your registration

7. Once your transaction is complete, review the Confirmation emails, and contact ISACS with any questions.

**Please plan to make travel & hotel arrangements for your company representatives.
ISACS will contact you with exhibitor details (i.e., electrical/AV orders & shipping information).**

QUESTIONS? Contact [Jacob Isaac](#), Director of Technology & Client Services