



2022 ANNUAL CONFERENCE EXHIBITOR INSTRUCTIONS

(Follow these instructions if you **ONLY** plan to exhibit at the 2022 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 2022 Annual Conference Microsite](#), click “EXHIBITORS”, and then “Exhibitor Registration” to begin the process
 - Please note that the system may refer to Exhibitor Tabletops as “Booths” but each one is an 8' x 30" draped tabletop with two chairs and 2' between each table.
 - Exhibitor may only purchase ONE tabletop
3. Confirm/Update information for yourself and your company/organization
4. Select your tabletop location, confirm your selection, choose your luncheon attendance for you & your colleague (if applicable), upload your logo (high resolution jpeg or png) & enter your company/organization description to be used in Annual Conference materials
 - Please note that during this step you can select to ADD-ON the [ISACS 2022-23 Association Sponsorship](#) for 1/2 Off! (\$250 savings)
5. Select your payment method (add coupon code, if applicable) and click “Next”
 - Our new system allows you to pay online via electronic check/bank/ACH, credit card, "Bill (Company/Organization Name)", or "Send me an invoice/pay at a later time"
6. Review and click “Process Order” to complete your registration
 - Click “Continue” to review your Exhibitor registration and information
 - Once your transaction is complete, review the Exhibitor Confirmation email and contact ISACS with any questions
7. Assign and Manager your “Exhibitor Contacts”
 - Click “Manage Exhibitor Contacts”, “Add Exhibitor Contact”, select a “Contact Type”, and assign it by selecting a colleague listed or “Add a Contact Not Listed”
 - Required: “Exhibitor Contact” & “Pre-Conference Communications Point of Contact”

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