

Exhibitor Registration Instructions for 2019 WEMTA Conference

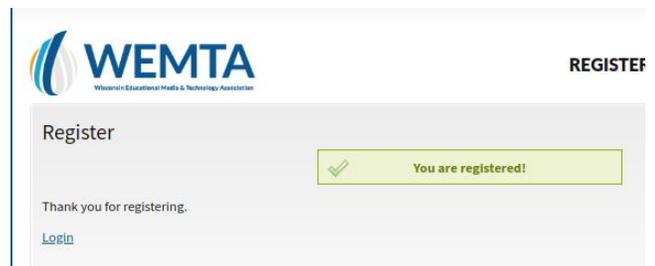
General Info: <https://www.wemta.org/events/exhibitors.cfm>

Membership Types/Info: <https://www.wemta.org/membership/categories.cfm>

New Users - Becoming a Business Member (optional)

If you want to get the Business Member booth price (\$475 business member, \$575 non-member), you must register and pay for your membership BEFORE registering for conference exhibit space.

- Go to <https://www.wemta.org/register/user/register.cfm> (You do not need to be/become a WEMTA member but you must first make a log in before registering for the conference)
- Fill in the required information in each section
 - Important: If you want to become a Business Member, click **Yes** under WEMTA Membership Information
 - Click on **Exhibitor (optional) Display YES** and fill out the information
 - If any required items are not filled in you will need to fill those in before continuing
- When finished, click the button, “**Save Profile Information / Become a Registered User**”
- You should see a Thank you for registering screen
 - click the **Login** button
- After logging in, click on **Become a WEMTA Member OR** click on the **Payments/Donate - Make a Payment**
- Fill in the information and press **Submit**
- Continue with the instructions for Registered Users below



Registered Users

PLEASE NOTE: If you are having trouble logging in, remembering your password, or need to use a new email address, DO NOT make a new profile/record.

- Forgot password? Click on the Forgot Password link and enter the email address on your account. Your password will be mailed to you and then log in.
- New email/work info? Log in and click on My Profile. Then enter your new email under Your Name section and new work info under Work Information
- If you want to get the Business Member booth price (\$475 business member, \$575 non-member), you must register and pay for your membership BEFORE registering for conference exhibit space.
- To renew/become a business member, log in and go to **Payments/Donate - Make a Payment.** Fill in the information and press **Submit**

- Go to www.wemta.org
- Click **Login** located in top right corner and enter your username & password.
- Please check the following: Go to **My Profile**. Under *WEMTA Membership Information*, For the question “Do you want to be a WEMTA member?” Make sure it is set to **YES**. Press **Save Profile Information** at the bottom of the page.
- Click on **All Events**
- Click on **2019 WEMTA Conference - Exhibitors Registration**
- Click on **Register for this Event**



- Fill out the **Register an Exhibitor for an Event** section. NOTE: you must select yes or no for most of these questions. When you select yes, it defaults to the first choice. Please then select which choice you would like OR if you select a choice, it will default to YES.
- Then click **Submit Registration & Continue to Payment Options**

Payment

The first question on the Payment Screen may be about WEMTA membership. Please un-check if you don't want to become or renew membership (membership can be done separately, but must be done first in order to get the Business Member Exhibitor price)

In the **Payment Details** section at the bottom:

- Select "District" or "Personal"
- Select payment method: "Check" or "Paypal/Credit Card"
- Fill in the information requested for your payment method; i.e. check#
- Click the **Submit** button when finished. If you use a credit card/paypal, you will be transferred to a secure site to complete the transaction.

You will receive an email confirming your registration. Please use this confirmation email as your invoice to make your payment if you did not pay at the time of registration. Mail to WEMTA, 6000 Gisholt Dr, Ste 200, Madison, WI 53713. If you paid by credit card, you should receive a confirming email as well.

Additional Information

If your credit card transaction times out, you can go back by selecting **Payments/Donate** and click the **Pay Now** link for the event.

Problems Paying/Registering?

If you have any problems with the registration/payment process, please contact the **WEMTA Manager** wemta@wemta.org (608) 501-3408