

EXHIBITORS/VENDORS: PLEASE READ FIRST

Already registered from 2020? You must still go online, make adjustments, and reserve hotel rooms.

Conference Registration Opens January 12

PSATS' Conference Registration and Hotel Reservation System opens **Tuesday, January 12, at 9 a.m.** Because PSATS canceled the 2020 Conference, we will have a somewhat revised registration process this year. Please follow these instructions:

Option 1: You registered last year for an exhibit space, badges, events, and/or a sponsorship and agreed to transfer your fees to the 2021 Conference.

◆ Go to conference.psats.org, click on the red button "REGISTER HERE" and then "Modify," enter your email address and 2020 Conference confirmation number, and go through your entire registration again to check everything. The exhibitor contact person from last year must be the one to go online to review your registration. Please use that person's email and confirmation number. We will be sending the confirmation numbers again between now and the conference.

◆ Add or substitute names for badges. You can swap out names, titles, emails, etc., but you cannot outright delete someone. If you need to delete someone entirely, instead of swapping one person for another, please email Heather Meyers at PSATS at hmeyers@psats.org and provide the appropriate information to her for the deletion(s): company and person's name. The subject line of your email should read: (XYZ Company) Requests Deletion of Registrant.

You may also call her at (717) 763-0930, ext. 132. If leaving a message, tell her the company name, the person(s) you want to delete, and your name and phone number in case she would need to call you back. She will need your credit card information if you are due a credit.

◆ Sign up for events such as the Welcome Reception. If you had signed up for the Welcome Reception last year, we already refunded those fees. You must sign up for 2021 events from scratch. More information will come about our Centennial Celebration Dinner on Tuesday, April 20. This is not something you would sign up for now in the registration process.

◆ Check out and pay the balance due by credit card or by selecting the check option. (*Note: If you are paying by check, there will be a \$25 service fee.*)

◆ Move on to the hotel reservations if you need rooms. PSATS canceled all hotel reservations for 2020 so you must make new reservations.



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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.

Option 2: You registered last year but had not yet paid your fees by mid-March 2020.

- ◆ We canceled your registration, exhibit, and other fees. You will need to register again. Go to conference.psats.org, choose the proper registration category, and continue on to register and reserve hotel rooms.

Option 3: You are a new exhibitor this year or you canceled your 2020 exhibit space and plan to re-register.

- ◆ Go to conference.psats.org, choose the proper registration category, and continue on to register and reserve hotel rooms.

- Two badges are included in your exhibit fee. Additional badges cost \$25 per person 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 16. (*Hang onto that badge! If you lose it during the conference, a replacement will cost \$25.*)
- **To register for the Conference, go to: conference.psats.org.** After you register for the conference, you will be prompted to reserve hotel rooms if you need them. We have a limited block of 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 room reservations will be void. Please limit your company to one room at the Lodge. You may reserve rooms at other hotels as well.
- Click on this button on the Registration Record page — the last page after payment — to reserve hotel rooms.

HOTEL RESERVATIONS 