Exhibitor Service Center Help

1. Use the link, email address, and password contained in your email to log in:
    https://reg.wai.org/2025/exhibitor_service_center.cfm

1. **Exhibitor Directory Update**
    a. Exhibitor Directory update is what the link will open to. *Please complete the required information*.

Note: Names and email addresses will not be displayed in the app.

b. The Company Description is what will be shown in the conference app for attendees to understand what your company does.

Directory Demographics

Company Description [REQUIRED]

Women in Aviation International is a nonprofit 501(C)(3) organization dedicated to providing networking, education, mentoring and scholarship opportunities for women who are striving for challenging and fulfilling careers in the aviation and aerospace industries.

2. Exhibitor Staff and Sponsor Registration

a. Enter your email address: (Hint: This is typically the person who registered your company to exhibit) *{if you are having issues here, email Donna at dwallace@wai.org}*

b. The name should come up and be selected, you can then click Start

c. From here you can start entering all your associates who will be attending the conference. Once you have added one, prior to payment you can choose to add another or complete the transaction.

   i. Each registrant must have their own **unique email address**

   ii. If you are an administrator registering staff for your company, you must add your email address in the **Assistant Contact Email** field. This will ensure you can view the Registration Roster for your company on the Exhibit Staff and Sponsor Registration section of the Exhibitor and Sponsor Service Center.

Email	test@email.com
Company Administrator Email	
Cell	xxx-xxx-xxxx

📄 View Confirmation   📷 Edit Photo   ℹ️ Edit Information   👤 Edit Registration

Registration Roster

#	Date	Attendee	Price	Action
1	11/01/24	**Tester Tester** Tester TestCompany3	$798.00	📄 👤 📷 ℹ️
2	11/14/24	**TestFirst1 TestLast1** Tester TestCompany1	COMP	📄 👤 📷 ℹ️
3	10/30/24	**TestFirst2 TestLast2** Tester eShow	COMP	📄 👤 📷 ℹ️

iii. Please ensure demographic information for your attendees is collected. This information is for the use of sponsors like you.

d. Registration Fees
NOTE: as an Exhibitor, <u>please ignore the Sponsor Registration section</u>

i. The Sponsor Registration section will show you the registration items you get for being a sponsor

✓	EXHIBITOR REGISTRATION	PRICE
☐	Booth Staff Only Exhibitor Complimentary **5 Left.** Click for More Information	COMP
☐	Full Conference Exhibitor Complimentary **1 Left.** Click for More Information	COMP

ii. These will be different for each sponsor based on their level
iii. Register all your attendees first using your complimentary options, then if you need more of any, you can add those here in the Additional area for sponsors

✓	EXHIBITOR REGISTRATION	EARLY (THROUGH DEC. 31)
☐	Additional Booth Staff Only Exhibitor Click for More Information	$100.00
☐	Additional Full Conference Exhibitor Member Click for More Information	$425.00

iv. Once you make a selection, items that you cannot choose with your first selection will be greyed out

e. Expand Your Experience

i. Here you can add any extra seminars, gatherings, and the Pioneer Hall of Fame Dinner (Reminder: Some levels of sponsorship get complimentary PHOF dinners Diamond 10, Platinum 5, Gold 3, Silver 2. These can be added at the Pioneer Hall of Fame Comp Pass Summary)

f. Make A Difference

i. Add any additional donations or student admissions (conference registration or PHOF dinner) you want to make

g. Review

i. This shows any balance you have due
ii. Enter any discount code you have here

If you have a discount code, enter it here.

	Apply Discount

   iii. If you have additional staff you would like on the same transaction, click here to start the process over again

Group Registration

If you'd like to add another person's registration to this transaction, click "Add Additional Personnel" below.

Add Additional Personnel

   iv. If you are ready to make your payment, click Continue

h. Payment
   i. Select your payment option
   ii. Ensure the attendee email is current
   iii. Add or ensure the Company Administrator Email is correct

COMPANY ADMINISTRATOR EMAIL [   ]

   iv. Check all waiver and agreement boxes
   v. Click Complete Submission

3. Booth Payment
   a. If you have any unpaid items, those will be listed, and you can complete the payment

INSTRUCTIONS:

1. Confirm your payment method in the drop down menu
2. Type your payment amount in the field(s) provided
3. Click the ✓ icon
4. Enter payment information
5. Click Submit

4. General Exhibitor Checklist
   a. Here you can see that tasks that need to be completed and mark them as complete once finished
   b. If you are unsure if you have completed them, you can use the Click Here button under Document/Link and it will take you to the area to complete

✓	Checklist		Document/Link	Deadline	Completed
☐	Complete Company Description	a. check when complete	b. Click Here	01/10/25	
☐	Complete Booth Staff Assignment		Click Here	03/06/25	

5. GES Service Kit

a. This link opens to the GES Service Kit where you can get information on
   i. Important show information
   ii. Rental items for your booth space
   iii. Shipping, drayage, and handling info for pre- and post-show
   iv. Additional services provided by the Gaylord such as electric, internet, food & beverage, rigging and more
   v. Rules and regulations