

Exhibitor and Sponsor 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

WAI2025 36th Annual Women in Aviation International Conference March 27-29, 2025 Gaylord Rockies Resort & Convention Center Denver, Colorado

REGISTRATION SERVICE CENTERS

IN THIS SECTION

- > Attendee Center
- > Speaker Center
- > Exhibitor and Sponsor Service Center

Exhibitor and Sponsor Service Center

Exhibitor Service Center (ESC) is available and you can do the following:

- Register/Update your booth personnel (if applicable)
- Register/Update your sponsor comps (if applicable)
- Register your one full complimentary conference registration (if applicable)
- View/Print your booth invoice
- Pay your Balance Due
- Access the GES Service Kit

PLEASE SIGN IN

Email:

Password:

[Forgot Password?](#)

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

Exhibitor Directory Update

Directory 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 Trish at tsteineke@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

Company Administrator Email

Cell

View Confirmation
 Edit Photo
 Edit Information
 Edit Registration

Registration Roster

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

- 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 a Sponsor, please ignore the Exhibitor Registration section as this does not apply to you, EVEN if you have a booth too

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

<input checked="" type="checkbox"/>	SPONSOR REGISTRATION	PRICE
<input type="checkbox"/>	Booth Staff Only Sponsor Complimentary 10 Left. Click for More Information	COMP
<input type="checkbox"/>	Full Conference Sponsor Complimentary 10 Left. Click for More Information	COMP
<input checked="" type="checkbox"/>	SPONSOR REGISTRATION	EARLY (THROUGH DEC. 31)
<input type="checkbox"/>	Additional Booth Staff Only Sponsor Click for More Information	\$100.00
<input type="checkbox"/>	Additional Full Conference Sponsor Member Click for More Information	\$425.00

- 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

<input checked="" type="checkbox"/>	SPONSOR REGISTRATION	EARLY (THROUGH DEC. 31)
<input type="checkbox"/>	Additional Booth Staff Only Sponsor Click for More Information	\$100.00
<input type="checkbox"/>	Additional Full Conference Sponsor Member Click for More Information	\$425.00

Back Continue

- 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.

- 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.

- 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
<input type="checkbox"/> Complete Company Description a. check when complete	b. Click Here	01/10/25	
<input type="checkbox"/> Complete Booth Staff Assignment	Click Here	03/06/25	

5. Sponsorship Fulfillment Checklist

- a. This checklist will show the sponsorship level your company has chosen
- b. Click the Edit button in green
- c. The checklist items specific to your company will pop up for you to complete

Title	Progress	Manage	Status
Platinum Sponsor	0 of 10	Edit	Not Started

6. 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

7. Pioneer Hall of Fame Comp Admissions

- a. These levels of sponsorship receive comp PHOF dinner admissions
 - i. Silver (2)
 - ii. Gold (3)
 - iii. Platinum (5)
 - iv. Diamond (10)
- b. The company administrator for the event will receive an email with their unique discount code that their attendees can apply to zero out the price for their corresponding allotment of dinner admissions
- c. This can be done upon registering the individual or the code can be dispersed, and the individual can log in via their confirmation email and add the PHOF dinner and the code after registration
- d. This cannot be applied to an already purchased dinner admission
- e. *NOTE: There will not be physical tickets to the dinner. The admission to the dinner will be attached to each individual's registration and embedded in the barcode on their badge.*