


Exhibitor Registration Process

1. Go to the registration link provided in your email or from OSBA's event exhibitor page.
2. Log in with the email address provided for the primary event contact person for your organization and the password: password123

If you cannot log in, please contact Jenn Nelson at jnelson@osba.org





Login to manage the site

Remember me

You should be routed to this registration page:

[Home](#) / Exhibitor Registration

Exhibitor Registration

Click [here](#) to view available booths.

Choose the primary contact you want to register (if you leave it blank then the primary contact for the account will be used) and the event you want to register them for. The resource(s) for the selected event will then be displayed; choose all the resources and the quantity (if applicable) you want to register for.

Click "Add Registration". Be patient while it processes, and is added to this Order.

Repeat as necessary.

Events

Select an event to see the available resources.

Event:

Select the primary contact for the event exhibit.

Primary Contact:

Additional Contacts (Optional, up to 3.)

Resources

Select the resources that you would like to register for.

Resources:

- Exhibitor Booth #01 - \$0
- Exhibitor Booth #02 - \$0
- Exhibitor Booth #03 - \$0
- Exhibitor Booth #04 - \$0
- Exhibitor Booth #05 - \$0
- Exhibitor Booth #06 - \$0
- Exhibitor Booth #07 - \$0
- Exhibitor Booth #08 - \$0
- Exhibitor Booth #09 - \$0
- Exhibitor Booth #10 - \$0
- Exhibitor Booth #11 - \$0
- Exhibitor Booth #12 - \$0

Requested Booth(s):

Sponsorships

Select the sponsorship(s) you would like to purchase.

Sponsorships:

- Friday Break Sponsorship - \$0
- Friday Lunch Sponsorship - \$0
- Keynote Sponsorship - \$0
- Mobile App Banner Advertisement - \$0
- Saturday & Sunday Break Sponsorship - \$300
- Saturday Lunch Sponsorship - \$0
- Workshop Sponsorship - \$0

[+ Add Registration To Cart](#)

Registrations on this Order

Exhibitor/Sponsor	Event	Sponsorship/Resource	Quantity	Cost	
				Total: \$0.00	

[Print Registrations](#)

Select your payment type and click continue.

Credit Card

[Continue](#)

3. If the event field is not already pre-filled with **Summer Board Conference 2023 – 8/11/2023**, then select it from the drop down menu.

Events

Select an event to see the available resources.

Event:

Summer Board Conference 2023 - 8/11/2023

4. Select your name from the Primary Contact field. You must select a primary contact in order to complete registration.

Select the primary contact for the event exhibit.

Primary Contact:

Select a Contact...

If your name does not appear, please contact Jenn Nelson at jnelson@osba.org

5. Add any additional staff members that should be included in exhibitor/sponsor communications for this event and staff who will be attending to work at the booth.

Additional Contacts (Optional, up to 3.)

Additional Contact Name

6. Please include their first and last name, title, email address. Additional Contact Name fields will appear once information is added to the first (up to 3).

Additional Contacts (Optional, up to 3.)

First Last, Title, email

First Last, Title, email

Additional Contact Name

If you need to provide contact information for more than three staff members, please email Jenn Nelson at jnelson@osba.org.

7. If you are purchasing an exhibitor booth, go to the link towards the top of the page and underneath the Exhibitor Registration title to view the exhibitor booth map for the event. The map will open in other tab. Find the booth number you would like to purchase on the map.

[Home](#) / Exhibitor Registration

Exhibitor Registration

Click [here](#) to view available booths.

8. Go back to the registration tab. Find the booth number you would like to purchase under Resources.

Resources

Select the resources that you would like to register for.

Resources:

- Exhibitor Booth #01 ~ \$1000
- Exhibitor Booth #02 ~ \$1000
- Exhibitor Booth #03 ~ \$1000
- Exhibitor Booth #04 ~ \$1000
- Exhibitor Booth #05 ~ \$1000
- Exhibitor Booth #06 ~ \$1000
- Exhibitor Booth #07 ~ \$1000
- Exhibitor Booth #08 ~ \$1000
- Exhibitor Booth #09 ~ \$1000
- Exhibitor Booth #10 ~ \$1000
- Exhibitor Booth #11 ~ \$1000
- Exhibitor Booth #12 ~ \$1000

9. Select the booth number of your choice from the available booths under the Resources section as shown above.

(NOTE: The booths are first come, first served and will no longer appear as an available option once another exhibitor has completed registration for that booth.)

10. Then also type the booth number you selected in the Requested Booth(s) field along with your 2nd and 3rd choices in case two exhibitors select the same booth simultaneously in the system. In this case, we will assign the booth to the exhibitor whom OSBA receives payment for first and assign a second choice to the other.

Requested Booth(s):

example: 1, 2, 10

- If your first choice is not available, go back to the map and find another that is available to select.
 - If no booths are available to select, please contact Kristen Miles at kmiles@osba.org to be placed on a waiting list if booths become available again.
11. If you are not purchasing any additional sponsorship opportunities, please skip step 12 and continue with step 13 to complete your registration and payment.
12. If you would like to purchase sponsorship opportunities, in addition to your booth or separately, select the sponsorship you would like to purchase from the Sponsorships list.

(NOTE: The sponsorship opportunities are first come, first served as well; however, the item must be manually removed by the association once the available quantity has been purchased. It will not automatically disappear from the list once an exhibitor has purchased it. If sponsorships are purchased by two exhibitors simultaneously, OSBA will assign it to the sponsor whom OSBA receives payment for first and contact the other sponsor to provide available opportunities or a refund if necessary.)

All sponsorship opportunities listed below have a limit of ONE (1) sponsor each, except for the Mobile App Banner Advertisements with a limit of FOUR (4) available spots, and Workshop sponsorships with a limit of TWENTY (20).

Sponsorships

Select the sponsorship(s) you would like to purchase.

Sponsorships:

- Friday Break Sponsorship ~ \$250
- Friday Lunch Sponsorship ~ \$450
- Keynote Sponsorship ~ \$3000
- Mobile App Banner Advertisement ~ \$200
- Saturday & Sunday Break Sponsorship ~ \$300
- Saturday Lunch Sponsorship ~ \$450
- Workshop Sponsorship ~ \$200

13. Once you have selected the exhibitor booth and sponsorship opportunities you wish to register for and purchase, click on the Add Registration to Cart button.



The items you are registering for will then appear in the Registrations on this Order table. It may take a few moments to load.

The order and the registration(s) are not complete until you press the "continue" button

Registrations on this Order

Exhibitor/Sponsor	Event	Sponsorship/Resource	Quantity	Cost	
OR Dept of Education	Summer Board Conference 2023	Exhibitor Booth #12	1	\$1,000.00	Delete
OR Dept of Education	Summer Board Conference 2023	Friday Break Sponsorship	1	\$250.00	Delete
				Total: \$1,250.00	

Print Registrations

14. If something does not appear correctly, hit the red Cancel Order button that will appear above the top right corner of the Registrations on this Order table.



15. Return to the Resources or Sponsorships sections to select the correct items and press the teal Add Registration to Cart button again.
16. If everything on the cart order is correct, click the Print Registrations link at bottom right side of Registrations on this Order table to save a copy or press Ctrl+S to save this page for your records.



Print Registrations

(NOTE: This is the only time in the registration process that you will be able to print a record of the itemized registrations you are purchasing. Your payment receipt may not appear right away, so please use this to confirm the correct charges when you do receive the payment receipt.)

17. Select your payment type and hit the green Continue button to submit your registration and payment.
- (NOTE: OSBA is no longer invoicing for event and exhibitor/sponsor registrations. All purchases must be made at the time of registration and paid for in full by credit card.)*