

## **2017 ASQ World Conference on Quality and Improvement – Exhibitor/Sponsor Registration**

Exhibit/Sponsor registration and Lead Retrieval for your organization is handled by ASQ partner, Showcare Event Solutions. Any individuals who will be staffing your exhibit booth must register through the link below. *The purchase of exhibit space does not automatically register you or your staff for your exhibit/sponsor badge.*

*\*(ASQ division, interest group, forum, or community groups – please note: If you have a discounted, paid or complimentary registration through another avenue to attend the conference you **DO NOT** register for the exhibit hall badge – simply pick up your exhibit ribbon at the registration counter. If you need to get in for set-up prior to show start and tear down after, you will also need a “work pass” which you can pick up at the same time as your ribbon).*

### **Exhibit/Sponsor Registration Options:**

#### **1. Full Conference “Complimentary” Package Registration - \$0**

- a. For each 10x10 booth purchased, your organization receives one (1) full complimentary conference registration. This badge includes one (1) lunch ticket each for both Monday and Tuesday; as well as one (1) Tuesday evening reception ticket. Your complimentary conference registration also allows you access to all technical sessions of the conference. All individuals that are using their complimentary registration must register for the exhibit hall, **No One is “pre-registered”.**

#### **2. Exhibit Booth Package Registration (Booth Staff) - \$0**

- a. All exhibit booth staff are required to register for access to the exhibit hall. Companies may register as many staff personnel as needed to cover your booth over the course of the exhibit hall hours. These individuals are **NOT** considered attendees of the conference and are unable to attend the technical sessions and do not receive the lunch or reception tickets. You will have the ability to purchase these tickets as an “add on” product for each individual registering as Exhibit Booth Staff.
  - i. Monday or Tuesday lunch tickets: \$40 each
  - ii. Tuesday reception ticket: \$65 each

#### **3. Discounted Exhibit/Sponsor Registration (Full Conference Package) - \$895**

- a. Do you have members in your organization that would like to attend the conference? As an exhibitor/sponsor of the 2017 World Conference on Quality and Improvement, ASQ offers a discounted rate of \$895/person to all companies for the full conference package. This badge registration includes one (1) lunch ticket each for Monday and Tuesday; as well as one (1) Tuesday evening reception ticket.

**Note:** If you are a recent exhibitor (have signed your contract within the past few days); please allow approximately 7-days for Showcare to download and process your information into the system.

\*Badges for each registration option above will be available for pick up at the Exhibit Registration counter during identified Registration hours. **Please do not use the self-check in kiosk, you will not receive your ribbon and work pass for entry at that location.**

**All Exhibit/Sponsor registrations must be completed by Friday, April 7, 2017**

Have registration questions? Contact Daren Miller ([dmiller@asq.org](mailto:dmiller@asq.org)) x2206, or Dan Dougherty ([ddougherty@asq.org](mailto:ddougherty@asq.org)) x2135 at ASQ



You will be required to enter a **password (W1C7NC05)** to complete the exhibit registration process. All exhibiting/sponsoring companies are all using the same password to register, this password is not case sensitive.

Help with registration steps can be found on the following pages.

#### **Exhibit Set-Up Hours**

Friday, April 28 / Noon - 4:30 p.m.  
(by appointment only)  
Saturday, April 29 / Noon – 5:00 p.m.  
Sunday, April 30 / 8:00 a.m. – 4:00 p.m.

#### **Exhibit Show Hours**

Sunday, April 30 / 6:30 p.m. – 8:30 p.m.  
Monday, May 1 / 9:00 a.m. – 5:00 p.m.  
Tuesday, May 2 / 9:00 a.m. – 4:00 p.m.

#### **Exhibit Dismantle Hours**

Tuesday, May 2 / 4:00 p.m. – 8:00 p.m.  
Wednesday, May 3 / 8:00 a.m. – Noon

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Easy steps to register your team!

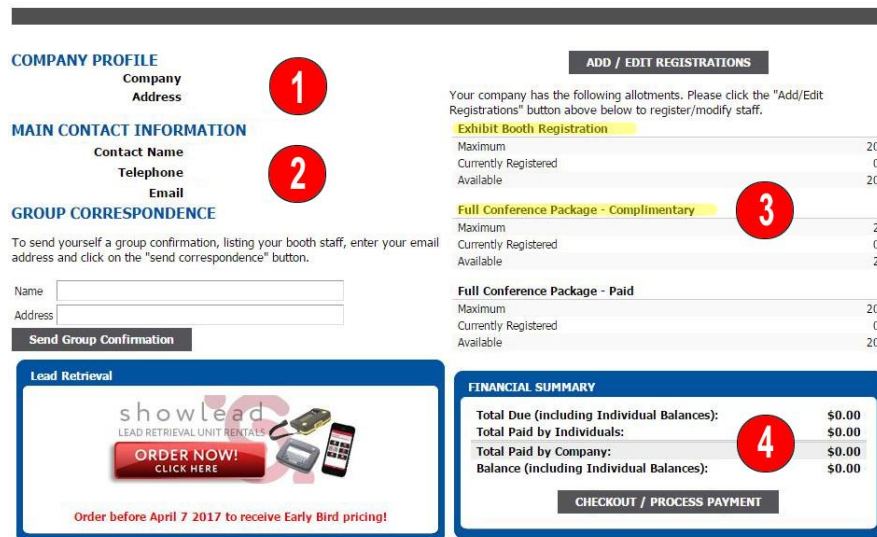
1. Log in by following the [URL](#) and selecting your company from the drop down list,



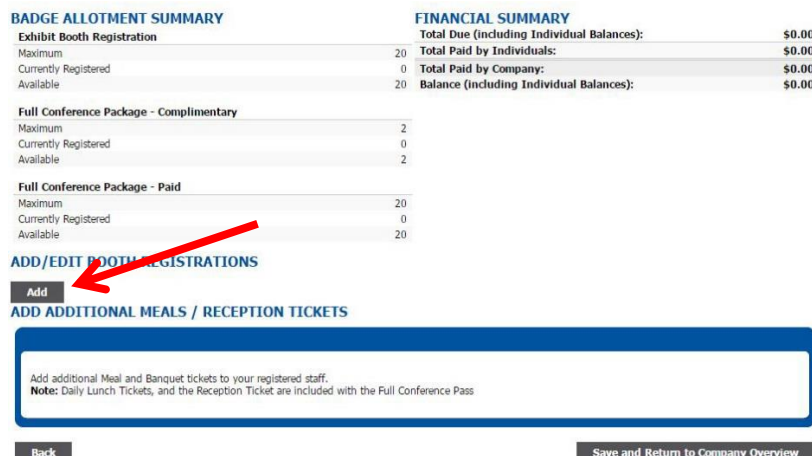
insert your password and press the log-in button **Log in**

2. Your Company Overview page will open up after you Log-In. This page contains the exhibit/sponsor company address (1) – your company exhibit contact person and email (2) – Your current registration summary (showing your badge allotments, any purchased badges, complimentary badges, and staff badges (3) – Financial Information if you added on any extra meal tickets, reception tickets, or a discounted badge order (4). In order to register, press the add/edit registration button to go onto the next page. (ASQ Divisions, Interest Groups, Forums, etc. will only be able to select Exhibit Booth Registration – lunch tickets/reception ticket are not included but can be purchased if need be).

### COMPANY OVERVIEW



3. When you have reached your company badge registration page, you will notice another view from the previous screen (Registration Summary – (3)) and provides you a glimpse of your company allotments, and what is still left. You'll want to look to the "Add" button in that section under the heading "Add/Edit Booth Registrations" to begin the process of adding staff.



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Once the add staff page opens, insert the individual's first/last name, contact email, and select the product from the drop down list. Once all your complimentary badges have been reserved, you will have to select from either **Exhibit Booth Registration or Full Conference Package – paid (at \$895)**. You have the ability to register up to 5 people at a time. When you are done adding your staff in or fill up the slots, you can press the Add button.

ADD/EDIT BOOTH REGISTRATIONS

First Name	Last Name	Email	Registration Product

Cancel Add Submit

The page will refresh and you can enter more individuals if necessary. **Done entering your staff?** Press the **Submit** button to lock in the individuals then press "Save and Return to Company Overview" at the bottom right of the page. You will be returned to the landing page you were taken to after logging in. Once you have completed this process, you are now considered registered attendees for the conference. You will receive a confirmation letter for each individual registered. At this time, you can close the window out, or shut down your browser unless you would like to add on the extra tickets for lunch and the reception.

- Do you or your staff (exhibit hall staff only attendees) need to purchase any meal tickets for lunch and the Tuesday evening reception? If you have just completed entering your staff and now need to add tickets, go back to the Registration Summary section; (3) above and click Add/Edit Registration again to be directed back to your company badge registration page. In the section at the bottom you'll see the list of individuals registered. To add tickets to those that will require them, select the **Edit Information/Additional Options** button located to the right of the individual.

### ADD ADDITIONAL MEALS / RECEPTION TICKETS

Add additional Meal and Banquet tickets to your registered staff.  
**Note:** Daily Lunch Tickets, and the Reception Ticket are included with the Full Conference Pass

First Name	Last Name	Additional Options
Doreen	Mueller	<a href="#">Edit Information/Additional Options</a>
		<a href="#">Edit Information/Additional Options</a>
		<a href="#">Edit Information/Additional Options</a>
		<a href="#">Edit Information/Additional Options</a>
		<a href="#">Edit Information/Additional Options</a>

- You are then directed to a page to select which options you will require. Monday, Tuesday lunch or Tuesday evening reception. Select those items you would like to add then press the Save/Update button (highlighted below).

Personal Information

First Name Doreen  
Last Name Mueller  
E-mail dmueller@aol.com

Additional Ticket Options

Extra Tickets	Name	Fee
<input checked="" type="checkbox"/>	Monday Lunch Ticket	\$40.00
<input checked="" type="checkbox"/>	Tuesday Lunch Ticket	\$40.00
<input checked="" type="checkbox"/>	Reception Ticket	\$65.00

Back without Saving **Save / Update** Save / Send Confirmation Email

When you are finished with this step, you are directed to the summary page. From here press Save and Return to Overview page. You will go to your landing page after you logged in earlier. You will see your staff registered currently and if you selected tickets, there is a financial area which requires your attention. Once you press the checkout button you'll be taken to a secure familiar payment screen. Follow those directions and submit your payment to ASQ.

FINANCIAL SUMMARY

Total Due (including Individual Balances):	\$225.00
Total Paid by Individuals:	\$0.00
Total Paid by Company:	\$0.00
Balance (including Individual Balances):	<b>\$225.00</b>

CHECKOUT / PROCESS PAYMENT