Exhibitor Online Registration Instructions for the AAFS Annual Scientific Meeting

NOTE: Online Registration supports FULL payment by Visa, MasterCard, Discover, or American Express. If you wish to make a half payment by credit card for your booth space please contact Heather Jefferson. Exhibitors wishing to use other payment methods must send the required exhibitor documentation by email or mail to Heather Jefferson, AAFS Exhibit Coordinator.

Information Regarding Logging In

- If you have NOT previously been the main contact for your company, and if you have never exhibited with AAFS, you will need to create a new account.

- If you have been the main contact for your company, chances are you already have an account with AAFS. If you cannot remember your login information DO NOT create a new account or use someone else’s account. Please contact Heather Jefferson at hjefferson@aafs.org to obtain your login information or choose “Forgot Username/Password” from the AAFS web.

Creating An Account

Step 2: Fill out all the required fields, and then click on the “Continue” button at the bottom of the page.

Step 3: Once you click on “Continue,” a system generated email will be sent to the email address you entered when setting up your account. You will need to click on the link listed in the email to complete the account set up process.
Step 4: Once you complete the account set up process, you can log into your account and on the right of your account dashboard will be a section in green that says “Meetings.” Under the Meetings section, click on the button that says “Create/Edit Your Exhibitor Registration.”
Step 5: Under “Exhibitor Information” please fill in the necessary information. If any of the necessary information is missing, you will receive notification from the Exhibit Coordinator. You will be able to view the online floorplan at this point in order to select your 3 booth choices.
Step 6: Please make sure you answer the questions regarding sales tax by choosing yes or no from the drop down box.
Step 7: Please read the Rules and Regulations, and then check the box indicating you agree to abide by the Rules and Regulations. If you choose not to agree to the Rules and Regulations, you will not be allowed to exhibit.
Step 8: There are buttons located on the left-hand side of the screen.

- Guidebook Directory – Allows you to enter your company’s 50-word description.
- Exhibitor Items – Allows you to choose items such as meeting bag insert.
- Financial Support – Allows you to enter different dollar amounts for things such as section receptions.
- Badges – Allows you to enter the names of your booth staff.
- Meal Functions – Allows you to pay to attend breakfasts or luncheons.
- Review Registration – Allows you to view a summary of your registration choices.
**Step 9:** You may go back to any screen by clicking on the buttons on the left to make changes before entering your payment information. After final review, select the **Pay by Credit Card** button to submit your payment. Credit card payments are processed online immediately upon submission. After your payment has been processed, your registration is saved and a receipt is generated by the system. This process may take a few minutes.

If your credit card is declined or failed to process, you are directed to an error page. You can choose to return to the Credit Card Submission page or the Payment Selection page.

**YOUR EXHIBITOR REGISTRATION IS NOT SAVED UNTIL YOU HAVE SELECTED AND COMPLETED A VALID PAYMENT METHOD.**

Please call (719-636-1100) or email (hjefferson@aafs.org) Heather Jefferson, AAFS Exhibit Coordinator, if you have any questions or problems with the exhibitor registration process.