## **Registering With Your Exhibit Booth**

Follow the instructions below to register for the Coalition Summit as a part of the booth staff registration process. Someone from your company can also complete these steps on your behalf. If you have already registered for CareerTech EXPO or VISION as a booth staff member and would like to add the Summit to your registration, please email Laura Scott at <u>Iscott@acteonline.org</u>.

- 1. Visit https://www.careertechvision.com//exhibitor\_service\_center.cfm
- Enter your ACTE username (email address you use to login to your ACTE account) and then click "Search"
- 3. Select your name and click "Start"

# Search

If your name is displayed, please select the radio button next to your name and click on "Start" to begin!

If you are unable to select the radio button and see this symbol,  $\bigotimes$ , you are already registered for this event. If you believe this is an error, please contact ACTE staff at <u>registration@acteonline.org</u> or 800-826-9972.

	Individual Name	Company Name	Member Status
۲	Scott, Laura	ACTE National	Non-Member
Start			

Already Registered? Click to access the Attendee Service Center.

Questions? Please contact ACTE staff at <u>registration@acteonline.org</u> or 800-826-9972 should you have any questions regarding your registration.

We look forward to seeing you at the ACTE's CareerTech VISION!

4. At the top of the Booth Staff Information page, enter the code **WFDCTE25** in the **Promo Code** box.

### **Booth Staff Information**

On-site contact numbers will be used by ACTE only in cases of emergency or to apprise you of urgent updates regarding the event while on-site. Under no circumstances will your contact information be shared.

#### Red Fields = Required

Note: All address block fields have been marked as Read Only. Any text that comes into this form will not be able to be edited. You can login to your ACTE account to make any profile changes (email, mailing address, phone number, title etc.).

Received a Promotional Code? Enter your code here:	WFDCTE25	
Salutation	Ms.	~
First Name	Laura	
Last Name	Scott	

- 5. Complete the Booth Staff Information page and click "Continue"
- 6. On the Registration Fees page, select "Workforce Development Summit Add On" and the Booth Staff Registration item of your choice, then click Continue"

#### **Registration Fees**

Please select your registration fee below. Register early and save!

Interested in membership? Receive a discount on your registration fee by joining ACTE's thriving community of CTE professionals and gaining access to a wealth of world-class CTE resources. Learn more at <u>www.acteonline.org/join</u>.

If you are a student or retiree, please reach out to registration@acteonline.org or 800-826-9972 for more information.

Clear	Selection	
V	WORKFORCE DEVELOPMENT SUMMIT	EARLY BIRD (THRU 7/31)
	Workforce Development Coalition Summit Add On	\$375.00
V	BOOTH STAFF REGISTRATION	PRICE
	Complimentary Booth Personnel Full Registration 4 Left.	
	Complimentary Booth Personnel Expo ONLY 12 Left.	
	Additional Booth Personnel Full Registration	\$250.00
	Additional Booth Personnel	\$100.00
Back	Continue	

- 7. On the Review page, you can select "Add Additional Booth Staff", if needed. Otherwise, review your selections and click "Continue"
- 8. On the Payment page, enter your payment information. When finished, click "Complete Submission" to finalize your payment.