

2022 IAFE Convention Online Registration Details

**NEED HELP? Call the IAFE office and ask for the Registrar 800-516-0313
or email registration@fairsandexpos.com**

Before you Register:

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| <ul style="list-style-type: none">• Registration Fee Options – These include full registration; one and two day passes and our special Plus One Sunday Special. During the registration process you will only be allowed to choose one registration fee type at a time. You can click on continue shopping in the shopping cart if you need to use multiple registration fees to register all Attendees. OR to make it easier, click on the form you need on the Register Page on the Website to download a fillable PDF. Complete the form and return it to registration@fairsandexpos.com and I will handle the registrations for you. |
| <ul style="list-style-type: none">• You are going to be asked to acknowledge having read the Cancellation Policy, agree to a Code of Conduct and Waivers for yourself and any others you are registering.<ul style="list-style-type: none">• Click here to read these Policies and Waivers.• If you are registering for someone other than yourself, you can print or email these Policies and Waivers for their reference. |
| <ul style="list-style-type: none">• You will be asked for the following information for yourself and/or any attendee you register<ul style="list-style-type: none">• Contact Information including: Cell Phone Number, Email Address, and Emergency Contact and their Cell Phone Number. You will also be asked for title or job description, and whether the Attendee is a first-time attendee or under 40 at the time of the convention.• Which Sessions or Fee Events are they planning to attend? Those include: IFM Course -Board Governance, CPP Workshop, Indy Experience Options (coming in the fall), and lunch tickets |
| <ul style="list-style-type: none">• Trying to register someone who is not listed with your organization?<ul style="list-style-type: none">• Email membership@fairsandexpos.com and ask to have the Attendee added to our database.• Please provide their name and email address. You may proceed with the registration as soon as you receive an email confirmation that the individual has been added. |

Beginning the Registration Process:

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| <ul style="list-style-type: none">• Click Here to be taken to the Register Page on the IAFE Convention website• Log in using your email address and password (No login? Email me at registration@fairsandexpos.com) |
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<u>Registering Yourself?</u>	<u>Registering someone other than yourself?</u>
<ul style="list-style-type: none">• Choose this option if you are registering only yourself and no one else• <i>Please do not choose Self Registration if you are registering for someone else</i>• <i>If you have a group to register you can register yourself with the group</i>	<ul style="list-style-type: none">• Choose this option if you are registering yourself and/or others.• <i>You will not be allowed to register yourself multiple times and change the badge name for different people.</i>
<ul style="list-style-type: none">• Your name will display along with the registration fees available.• Make your selection.• <i>Click Next</i>	<ul style="list-style-type: none">• Choose your organization. <i>Click Next</i>• Select Registration Fee Type for your Attendees. You can only register one registration fee type at a time.<ul style="list-style-type: none">○ If you have multiple registration fees and would prefer for us to help you with your registrations, click the appropriate form on the Register Page of the Website.• All people associated with your organization will appear on the Select Attendee Page. Choose the ones you want to register. <i>Click Next</i>• If an Attendee is not listed here, STOP and call the IAFE Office 800-516-0313 for assistance.• <i>Note: there could be multiple pages of names.</i>

All Attendees will complete the following steps

- Check the “Badge Name” box, top right - this is the name that will appear on your name badge. It should only be your first name or a nickname-do not insert a last name or designation.
- Enter the cell phone and an emergency contact name and their phone number.
- Check the box if they are under 40 or are a first-time attendee and they will receive additional communication about events specific to them.
- Choose title or job description from the drop-down menu for networking sessions. *Click Next*
- Answer the question regarding the reading IAFE’s Registration and Cancellation Policy.
- Agree to the Code of Conduct and Waivers. *Click Next*
- On the Select Sessions Page, select the sessions, t-shirt or lunch ticket they want to add on.
• *Click Next*
- **Consumer Protection Program** - If there are two or more Attendees from your Organization this year, make sure to choose the correct fee from the drop down if registering yourself or others.
- Verify each Attendee’s information on the “Confirm & Submit Registration” Page. *Click Register Now*

Finish the Registration and Payment Information

- You should now be on the Shopping Page.
- If you have more Attendees using a different registration fee, click continue shopping to choose another registration fee.
 - If registering **YOURSELF**, your total amount due will show as a subtotal at the bottom of page. If the total is correct, *click Check Out*.
 - If you are registering a **GROUP OF ATTENDEES**, the total due for all Attendees will show as one subtotal at the bottom of page. If this total is correct, *click Check Out*.
 - Enter payment information on the Checkout Page. *Click Purchase Now*.
 - **The registration is complete.**

Waitlists for Indy Experience Options:

- If you were placed on a waitlist for your Indy Experience Option, know that we will be monitoring these lists and moving Attendees if space opens. We will fill these open spaces according to the earliest registration date.
- We will notify Attendees that are not released from the waitlist prior to Convention and your registration fee will be refunded.

Email Confirmations:

- If your email address is in our database, you will receive two confirmation emails:
 - Purchase Confirmation is your receipt for the credit card purchase and will be received by the person making the registration.
 - Registration Confirmation from the IAFE Registrar’s office which contains information regarding your participation at the Convention.
- If you do not receive these emails, please contact the Registrar at registration@fairsandexpos.com