

# REGISTRATION FOR 2024 GASFA CONFERENCE AND TRADE SHOW

As you know vendor registration for GASFA is a challenge. We have limited booth spaces and many requests. We always fill up and develop a waiting list within a few weeks of opening registration. Out of respect for those of you that have supported GASFA for so long and desire to register early/claim a booth early, we have come up with a plan to try to accommodate this.

STEP 1 how to register for next year, 2024, **IF AND ONLY IF**, you **desire your same booth location**.

- On or about January 8<sup>th</sup>, those of you with a booth space in 2023 will be given an opportunity to register for the 2024 conference. Once you complete the registration process, we will assign your booth space to the same location as you had in 2023. This will be open for 2 weeks. Only the email of the person that registered in 2023 that is in the dashboard will get the invite email and can complete the registration. Please do not choose this step if you are interested in re-locating your booth space. Use Step 2.

STEP 2 how you can **select another available booth location**.

- On or about January 22<sup>nd</sup>, those of you with a booth space in 2023 will be given an opportunity to register and choose another location. At this registration, you must pick your booth space from the booths shown as available. This will be a first come first serve basis, but it will be up to you to go online, complete the process, and choose a booth. This will be open for 1 week. Only the email of the person that registered in 2023 that is in the dashboard will get this invite email and can complete the registration.

STEP 3 how **2023 Corporate sponsors get an opportunity** to secure a booth location for 2024.

- On or about January 29<sup>th</sup>, all those that sponsored as Corporate sponsors in 2023 will be allowed to complete the registration process and choose an available booth space. This will be on a first come first served basis, but it will be up to you to go online, complete the process, and choose a booth. This will be open for 1 week. Only the email of the person that registered in 2023 that is in the dashboard will get the email and can complete the registration.

STEP 4 how **those that were not sponsors at the 2023 conference can register for a booth in 2024**.

- On or about February 5<sup>th</sup>, Registration will be open to all for both vendors and participants.

STEP 5 Once booth spaces are all claimed.

- Once booth spaces are filled vendors will have the option to join as a Corporate Sponsor. If a booth space becomes available, they will be given the choice to switch to Gold sponsorship in the order they registered as Corporate.
- If a vendor is interested in attending, but not at the corporate level, they will be placed on a waiting list.

NOTES:

- For Vendors, payments or a deposit or prior arrangements with the Executive Director for booth spaces must be made by the end of February or you risk your booth space being cancelled.
- Hotel blocks are not usually available until late February or early March. You will be notified once the block is available.