

2016 Exhibitor Badge Registration Program & Event Ticket Instructions

Welcome! We are pleased to rollout the new on-line Exhibit Badge Registration Program. With this easy to use program you will be able to register your booth workers, spouses and invited guests, purchase additional badges and event tickets. You will also be able to make corrections to your existing badge registrations up to the time of convention. If you need further assistance please contact your exhibit coordinator.

Okay - let's get started!

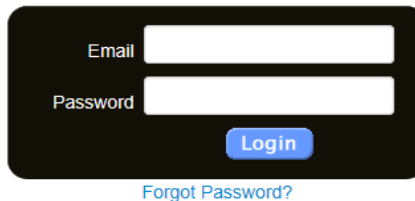
1) Exhibitor Service Center Login

- Click on the link, <http://showsci.org/exhibitor/service-center/> and enter your Login and Password.

Exhibitor Service Center

Take advantage of the following online features designed to assist you in your pre-show planning.

- Pre-show checklist for exhibitor manager
- Exhibitor Service Manual
- Register your booth personnel
- Update your booth profile



2) Exhibitor Welcome Screen

- Click the **START** button to continue.

Exhibit Staff Registration

WELCOME

Welcome to SCI's 44th Annual Hunters' Convention and the official SCI Exhibitor Staff Registration portal. Please review all contractual documents to ensure you receive the correct total number of complimentary exhibitor staff registrations. Two full exhibitor staff registrations are included with each booth under contract for the first four booths and one each additional booth thereafter. For Hunt/Fishing/Firearm or other tangible donations, one full complimentary exhibitor staff registration is included for a donation value of \$1,500 - \$7,499, and two full complimentary exhibitor staff registrations for a donation value of \$7,500 and above. Cash donations are excluded from receiving complimentary exhibitor staff registrations. Once all complimentary exhibitor staff registrations are exhausted, any additional exhibitor staff registration must be purchased. You also have the option to purchase a one day spouse/invited exhibitor guest staff registration. For additional Exhibitor Services or general show information visit our website at www.showsci.org.

Start

3) Exhibitor Search Screen

- Please enter your First and Last Name **OR** Email Address **NOT BOTH** and click SEARCH.
- A New Registration is someone who has never been to convention before. Please enter their Email Address and click **New Registration**.

Member:

Please enter either the First and Last name **OR** Email Address and click SEARCH:

First Name:

Last Name:

Email Address:

Search Cancel

Create New Account

New Registration:

A New Registration is someone who has never been to convention before. Please enter the Email Address and click **New Registration**.

Email Address:

New Registration

4) Exhibitor Member Screen

- Please note the primary contract/owner's membership must be current through convention month.
- If your membership status is current it will **GREEN** and if you need to renew it will be **RED**.
- Confirm individual and company name and click **START**. Your group registrants are covered under the current primary contact/owner's membership.

Exhibit Staff Registration

SEARCH

Please select your member record below and click **START**

Individual Name	Organization	City, State/Province	Member Status	Member Number
<input checked="" type="radio"/>			No	



5) Exhibitor Attendee Information

- Please confirm the highlighted information and click **CONTINUE**.

First Name

Last Name

Suffix

Credentials


Title

Email

Organization

6) Exhibitor Registration Badge Options

- Exhibitor Registration is the number of complimentary badges you are allotted.
- Add Spouse Registration (Only select Spouse Registration if they are **NOT** going to receive a complimentary badge and need to **purchase** a badge)
- Add Youth Badge registrations (Youths must be 17 years of age or younger)
- Please assign **all** of your badges before purchasing additional ones and click **CONTINUE**



<input checked="" type="checkbox"/> Exhibitor Registration Fees	Price
<input checked="" type="checkbox"/> Exhibitor Registration 5 Left.	Complimentary
<input type="checkbox"/> Four - Day Exhibitor Registration (includes complimentary one year membership)	\$300.00
<input type="checkbox"/> Two - Day Spouse/Invited Exhibitor Guest Registration WED/THURS	\$195.00
<input type="checkbox"/> Two - Day Spouse/Invited Exhibitor Guest Registration WED/FRI	\$195.00
<input type="checkbox"/> Two - Day Spouse/Invited Exhibitor Guest Registration WED/SAT	\$195.00
<input type="checkbox"/> Two - Day Spouse/Invited Exhibitor Guest Registration THURS/FRI	\$195.00
<input type="checkbox"/> Two - Day Spouse/Invited Exhibitor Guest Registration THURS/SAT	\$195.00
<input type="checkbox"/> Two - Day Spouse/Invited Exhibitor Guest Registration FRI/SAT	\$195.00
<input type="checkbox"/> One - Day Spouse/Invited Exhibitor Guest Registration WEDNESDAY	\$105.00
<input type="checkbox"/> One - Day Spouse/Invited Exhibitor Guest Registration THURSDAY	\$105.00
<input type="checkbox"/> One - Day Spouse/Invited Exhibitor Guest Registration FRIDAY	\$105.00
<input type="checkbox"/> One - Day Spouse/Invited Exhibitor Guest Registration SATURDAY	\$105.00
<input checked="" type="checkbox"/> Spouse Registration	Regular
<input type="checkbox"/> I would like to register a spouse	Priced per selection
<input checked="" type="checkbox"/> Youth Registration	Regular
<input type="checkbox"/> Youth Pass 17 years of age or younger	Complimentary



7) Adding Spouse Registration

- If Spouse is being assigned a complimentary badge do **NOT** select Spouse Registration. They need to be entered individually.
- Only select Spouse Registration if they are **NOT** going to receive a complimentary badge and need to **purchase** a badge.
- Spouses are not required to hold a current membership.

Exhibitor Registration Fees		Price
<input checked="" type="checkbox"/>	Exhibitor Registration 5 Left.	Complimentary
<input type="checkbox"/>	Four - Day Exhibitor Registration <i>(includes complimentary one year membership)</i>	\$300.00
<input type="checkbox"/>	Two - Day Spouse/Invited Exhibitor Guest Registration WED/THURS	\$195.00
<input type="checkbox"/>	Two - Day Spouse/Invited Exhibitor Guest Registration WED/FRI	\$195.00
<input type="checkbox"/>	Two - Day Spouse/Invited Exhibitor Guest Registration WED/SAT	\$195.00
<input type="checkbox"/>	Two - Day Spouse/Invited Exhibitor Guest Registration THURS/FRI	\$195.00
<input type="checkbox"/>	Two - Day Spouse/Invited Exhibitor Guest Registration THURS/SAT	\$195.00
<input type="checkbox"/>	Two - Day Spouse/Invited Exhibitor Guest Registration FRI/SAT	\$195.00
<input type="checkbox"/>	One - Day Spouse/Invited Exhibitor Guest Registration WEDNESDAY	\$105.00
<input type="checkbox"/>	One - Day Spouse/Invited Exhibitor Guest Registration THURSDAY	\$105.00
<input type="checkbox"/>	One - Day Spouse/Invited Exhibitor Guest Registration FRIDAY	\$105.00
<input type="checkbox"/>	One - Day Spouse/Invited Exhibitor Guest Registration SATURDAY	\$105.00
<input checked="" type="checkbox"/>	Spouse Registration	Regular
<input type="checkbox"/>	I would like to register a spouse	Priced per selection
<input checked="" type="checkbox"/>	Youth Registration	Regular
<input type="checkbox"/>	Youth Pass 17 years of age or younger	Complimentary

CLEAR

- Spouse Registration Options

Qty	Exhibitor Registration Fees	Price
<input type="checkbox"/>	Four - Day Exhibitor Registration <i>(includes complimentary one year membership)</i>	\$300.00
<input type="checkbox"/>	Two - Day Spouse/Invited Exhibitor Guest Registration WED/THURS	\$195.00
<input type="checkbox"/>	Two - Day Spouse/Invited Exhibitor Guest Registration WED/FRI	\$195.00
<input type="checkbox"/>	Two - Day Spouse/Invited Exhibitor Guest Registration WED/SAT	\$195.00
<input type="checkbox"/>	Two - Day Spouse/Invited Exhibitor Guest Registration THURS/FRI	\$195.00
<input type="checkbox"/>	Two - Day Spouse/Invited Exhibitor Guest Registration THURS/SAT	\$195.00
<input type="checkbox"/>	Two - Day Spouse/Invited Exhibitor Guest Registration FRI/SAT	\$195.00
<input type="checkbox"/>	One - Day Spouse/Invited Exhibitor Guest Registration WEDNESDAY	\$105.00
<input type="checkbox"/>	One - Day Spouse/Invited Exhibitor Guest Registration THURSDAY	\$105.00
<input type="checkbox"/>	One - Day Spouse/Invited Exhibitor Guest Registration FRIDAY	\$105.00
<input type="checkbox"/>	One - Day Spouse/Invited Exhibitor Guest Registration SATURDAY	\$105.00

8) Purchasing Exhibitor Event Tickets

- Event tickets will print out with the Primary Contact/Owner's exhibitor badges.
- It is the responsibility of the Primary Contact/Owner to hand out the tickets accordingly.

EVENT TICKETS

Purchase additional SCI event tickets below.

Qty	Dinner Tickets	Price
<input type="checkbox"/>	Tues 02/02 - Beretta / SCI Foundation Award Gala Single	\$300.00
<input type="checkbox"/>	Tues 02/02 - Beretta / SCI Foundation Award Gala Couple	\$500.00
<input type="checkbox"/>	Wed 02/03 - Blood Sweat & Tears Single	\$125.00
<input type="checkbox"/>	Wed 02/03 - Blood Sweat & Tears Reserved Table (tables seat 10 guests)	\$1,250.00
<input type="checkbox"/>	Thurs 02/04 - Record Book Night of the Hunter Awards Single	\$50.00
<input type="checkbox"/>	Fri 02/05 - Ron White, Comedian Single	\$125.00
<input type="checkbox"/>	Fri 02/05 - Ron White, Comedian Reserved Table (tables seat 10 guests)	\$1,250.00
<input type="checkbox"/>	Sat 02/06 - Merle Haggard Single	\$130.00
<input type="checkbox"/>	Sat 02/06 - Merle Haggard Reserved Table (tables seat 10 guests)	\$1,300.00
Qty	Breakfast Tickets	Price
<input type="checkbox"/>	Fri 02/05 - First Light Prayer Breakfast, Tray Ardese	\$50.00
Qty	Luncheon Tickets	Price
<input type="checkbox"/>	Fri 02/05 - Sables Luncheon and Auction, Eagles Tribute Band	\$100.00

- If purchasing a table please be sure to check the table name before you click CONTINUE.

Table Name (if applicable):

9) Exhibitor Registration Confirmation

- **Congratulations!** You have successfully registered yourself for convention.
- Review the information carefully and Go Back if you need to make changes.

Carefully review the Exhibit Staff Registration information below to confirm the exhibit company registration is correct.

If you would like to add a person to your **EXHIBIT STAFF REGISTRATION GROUP**, click the **+ Person icon** below to add to your Exhibit Staff Registration Roster.

Then, click Continue to submit, along with any applicable payment, and complete the exhibit staff registration process.

Qty	Description	Amount
1	Exhibitor Staff Registration	\$0.00
1	3-Year Membership Canada/Mexico	\$150.00
Balance Due		\$150.00

10) Adding Exhibit Group Registrations

- Click on the **GROUP REGISTRATION** icon to add your exhibit workers/invited guests and click **CONTINUE**.
- It will take you back to the Search Screen please add each group member one by one.



GROUP REGISTRATION

Click the + Person button to ADD an attendee to your group.

Have you entered all Exhibit Staff in your GROUP?

Click the + Person Icon above to add your Exhibit Staff group attendees.

Member:

Please enter either the **First and Last name** **OR** **Email Address** and click **SEARCH**:

First Name:

Last Name:

Email Address:

Create New Account

New Registration:

A New Registration is someone who has never been to convention before. Please enter the Email Address and click **New Registration**.

Email Address:

11) Duplicate Exhibitor Record

- Please be careful when choosing from multiple records.
- It is very important to choose the right individual associated with your company. If name is listed select name and click **START**.
- If the name is NOT listed please click **START** and enter badge information in **required fields**.

Please select your member record below and click **START**

Individual Name	Organization	City, State/Province	Member Status	Member Number
<input type="radio"/>			No	
<input type="radio"/>			No	

Salutation

First Name

Last Name

Suffix

Credentials

Title

Email

Work Phone

Phone Ext

Organization

12) Adding New Registrations

- If the individual has NOT been to convention before they are considered New Registration. Please enter their Email Address and click **NEW REGISTRATION**.

Create New Account

New Registration:

A New Registration is someone who has never been to convention before. Please enter the Email Address and click **New Registration**.

Email Address:

13) Exhibitor Payment Screen

- If there is an outstanding balance payment must be made to complete your registration.

Exhibit Staff Registration

PAYMENT

If Applicable, please enter your company payment information below.
Read and check the required boxes below before submitting your exhibit staff registration.

Amount Due : \$150.00

Payment Method

Accepted Credit Cards



Credit Card Number

Expiration Date

Name on Card

CVV Code ?

14) Complete Registration

- Please confirm the email address you would like the Exhibit Staff Registration Receipt emailed to.
- Check boxes to complete registration.
- For SCI Convention Policies, Rules and Regulations, and Guidelines, visit <http://www.showsci.org/exhibitor>.

CONFIRMATION EMAIL ADDRESS

GROUP CONTACT EMAIL ADDRESS

Please click here to confirm your email address above is correct.

In accordance with the SCI 44th Annual Hunters' Convention Exhibitor Contract, Exhibitor represents that he/she/it has read and understands the Convention Policies, Rules and Regulations, and Guidelines, visit <http://www.showsci.org/exhibitor/>

IMPORTANT INFORMATION: Lost/Stolen exhibitor staff registrations are subject to a \$75 replacement fee per exhibitor badge. There is no advanced exhibitor badge mailing; ALL EXHIBITOR STAFF REGISTRATION PRINTING WILL BE DONE UPON ARRIVAL AT THE EXHIBITOR SERVICE DESK/EXHIBITOR STAFF REGISTRATION KIOSK ON-SITE AT THE MBCC. There will be no exhibitor staff registration purchase refunds. There will be no exhibitor staff registration exchanges, unless approved by show management on a strict case by case basis.

Note: Only click the 'Complete Registration' button **ONCE**. Clicking the button twice may result in double payment and duplicate records. To update your exhibit staff registration in any way, click the Go Back button below.

15) Exhibitor Staff Registration Receipt

- Print print your Exhibti Staff Registration Receipt for your records.



SAFARI CLUB INTERNATIONAL

ULTIMATE HUNTERS' MARKET • LAS VEGAS, NV • FEB 3-6, 2016

EXHIBIT STAFF REGISTRATION RECEIPT

Thank you for registering your exhibit staff for SCI's 44th Annual Hunters' Convention!

Please visit our website www.ShowSCI.org to find up-to-date convention information.

Member Information:

Login: _____ Password: _____


E-mail: _____

Thank you for your continued support of SCI and its mission to be the leader of protecting the freedom to hunt and in promoting wildlife conservation worldwide.

Exhibit Staff Registration Information:

photos and/or video footage taken during the SCI Convention or related events is for personal or SCI use only.

- You will receive a Barcod
- You will receive a Barcode Blast in last January. The Barcode Blast will allow you to print your badges at our Scan & Go kiosks.

Scan at the Express Check-In	Registration Information
 <small>* 7 6 9 0 2 7 *</small>	

[If you are having trouble viewing the above barcode image. Click Here to print your barcode.](#)

If you need assistance please contract your Exhibit Service Team at (520) 620-9313