

Exhibitor/Sponsor Registration Instructions

Step #1

Before you begin the registration process, please note our system does not allow you to create and account under your name and then register multiple people. You must create an account for or log into an existing account for the person who is actually attending the conference.

Click on registration link, which launches the sponsor & exhibitor registration page
http://register.sourcemediaconferences.com/iebms/reg/reg_p1_form.aspx?oc=10&ct=EXHIBITOR&eventid=5686

EmployeeBenefit news presents
23RD ANNUAL Benefits FORUM & EXPO
ILLUMINATING THE NEXT HORIZON
September 26-28, 2010 | Boca Raton Resort | Boca Raton, Florida

Welcome to Registration!

EVENT INFORMATION
Event: 23rd Annual Benefits Forum & Expo
Event Dates: Sunday, 09/26/10 12:00 AM - Tuesday, 09/28/10 12:00 AM

► Please Select Your Rate Below to Register:*

- Exhibitor/Sponsor Conference Pass (included with your package) - \$0
- Exhibitor/Sponsor Additional Conference Pass (not included in your package) - \$595.00
- Exhibitor Booth Staff Exhibit Hall Pass - \$50.00
- Grand Celebration - \$99.00

Step #2

Select Your Rate, workshops, activities and read and accept the cancellation terms and conditions. Please refer to your Sales contract to find the number of Exhibitor/Conference passes your receive at no additional cost.

Exhibitor/Sponsor Conference Pass (included with your package) - \$0

Exhibitor/Sponsor Conference Passes are purchased as part of your exhibitor package and are full conference passes. Full conference passes included access to all the sessions, exhibit hall, and grand celebration. Workshops and activities are additional.

Exhibitor/Sponsor Additional Conference Pass (not included in your package) - \$595.00

If you would like to purchase additional full conference passes for your staff choose this option

Exhibitor Booth Staff Exhibit Hall Pass - \$50.00

If you would like your staff to have access only to the exhibit hall and not attend any sessions, choose this option.

Grand Celebration - \$99.00

If you would like to purchase a pass for the grand celebration for a staff member or a spouse use this option.

Step #2 Session Information

Select which tracks you are likely to attend.

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Order Information

Grand Total: \$0.00
[View Order](#)

► Help us plan for the event by selecting which tracks you are most likely to attend (select your top 3 interest areas):

- Cost Containment
- Employee Engagement
- Health Care
- Legal & Regulatory
- Retirement & Personal Finance
- Voluntary Benefits
- Wellness

► Would You Like a FREE Subscription to *Employee Benefit News*?

- Yes, Send me information so I can become a subscriber
- No, I do not want to subscribe at this time

Review the information above and submit form to continue.

Step #4 Review Your Order Detail / Logon / Create New Account

1. Review your order details for accuracy



Register Now by Creating an Account

ORDER DETAILS

23rd Annual Benefits Forum & Expo

- Welcome to Registration!

Item	Quantity	Price	Charge
Exhibitor/Sponsor Conference Pass (included with your package) - \$0	1	\$0.00	\$0.00
I Hereby Accept the Cancellation & Refund Policy (Required)	1	\$0.00	\$0.00

- Demographic Information

Item	Quantity	Price	Charge
Cost Containment	1	\$0.00	\$0.00
Employee Engagement	1	\$0.00	\$0.00
Health Care	1	\$0.00	\$0.00

2. LOGON

If you have attended a SourceMedia event or have created an account to register for a SourceMedia event in the past, then you **must** "LOGON" using your email address and password. If you have forgotten your password you can have it sent to you.

OR

CREATE NEW ACCOUNT

If you have never registered yourself for a past SourceMedia event before you **must** create an account with YOUR contact information. CLICK "Add Account"

If you logged-on select your name from the list and proceed to step #5.

If you already have an account, click the button below.

Already Registered?

Please create an account to register yourself.

To complete your registration, please enter your User Name and password. Your User Name is your email address. If you have never attended a SourceMedia event before, please create an account. Fields indicated by an asterisk are required and must be completed in order to proceed.

First Name, Last Name:*

Organization Name:*

Title:*

Address (Line 1):*

Address (Line 2):

City:*

Country:

State/ Province:

Postal Code:*

E-Mail Address:*

Direct Phone:*

Fax:

Create a Password:*

Confirm Password:*

Logon

ORDER DETAILS

23rd Annual Benefits Forum & Expo

- Welcome to Registration!

Item	Quantity	Price	Charge
Exhibitor/Sponsor Conference Pass (included with your package) - \$0	1	\$0.00	\$0.00
I Hereby Accept the Cancellation & Refund Policy (Required)	1	\$0.00	\$0.00

- Demographic Information

Item	Quantity	Price	Charge
Voluntary Benefits	1	\$0.00	\$0.00
No, I do not want to subscribe at this time	1	\$0.00	\$0.00
Total Charge:			\$0.00

If you are an existing user, please logon.

E-Mail Address:

Password:

Forget Your Password? [Send password to my e-mail](#)

Edit account after logon

Step #5 Payment / Verification

Review all of your information and enter payment information if required.

CLICK "Submit"

Payment/Verification - Step 2 of 3

The next page will be a printable confirmation for your records.

EVENT INFORMATION ▶ **Order Information**

Event: 23rd Annual Benefits Forum & Expo **Grand Total: \$0.00**

Event Dates: Sunday, 09/26/10 12:00 AM - Tuesday, 09/28/10 12:00 AM

ORDER DETAILS

23rd Annual Benefits Forum & Expo
Registration

Usha James - [Edit Items](#)

- **Welcome to Registration!**

Item	Quantity	Price	Charge
Exhibitor/Sponsor Conference Pass (included with your package) - \$0	1	\$0.00	\$0.00
I Hereby Accept the Cancellation & Refund Policy (Required)	1	\$0.00	\$0.00

- **Demographic Information**

Item	Quantity	Price	Charge
Voluntary Benefits	1	\$0.00	\$0.00
No, I do not want to subscribe at this time	1	\$0.00	\$0.00

Total Charge: \$0.00

Step #6 Confirmation

You are now finished registering and should see the confirmation page. You will also receive an email with your registration confirmation. If you do not receive a confirmation email, call our customer service department at 1-800-803-3424 and they can confirm that you have been registered or provide assistance.

You cannot make changes and/or corrections to existing Registrations through this online system. In order to make any changes/corrections you must call customer Service at

07/09/10 03:49 PM [Return To Home Page](#) | [Printer Friendly Version](#)

Registration Confirmation -

Thank you for your registration. The following information has been received by our system. To print this page, select print from your browser's file menu on the top toolbar.

OPTIONS

[Add Another Order](#)

EVENT INFORMATION

Event: 23rd Annual Benefits Forum & Expo

Event Dates: Sunday, 09/26/10 12:00 AM - Tuesday, 09/28/10 12:00 AM

GENERAL INFORMATION

Account: Usha James
Meeting Manager
SourceMedia

Registrant: Usha James

ORDER INFORMATION

Order Number: 160091

Order Account: Usha James
Meeting Manager
SourceMedia

E-Mail: usha.james@sourcemedia.com

ORDER DETAILS