

**Instructions for Setting up Exhibitor/Sponsorship Conference Registration**  
**ACET Spring 2022 Conference**  
**Embassy Suites Conference Center, San Marcos, Texas**

Greeting Sponsors and Exhibitors,

We learned a few things during our previous registration so we want to give you a heads up on things to do during/for ACET 2022 Spring Conference Registration. I know it is lengthy but due to our registration system, this is how we need to handle registration to assure an accurate list of persons to be in attendance:

The person who registers your company under the **Exhibitor Registration** needs to be the person who is responsible for billing and will be the contact person receiving the invoice and for any documents provided by/requested from ACET.

1. Press the “**Exhibitors’ Registration**” button at the top of the homepage, or go to the “**Member’s Portal**” located in upper left hand corner of ACET website.
  
2. If you have been with us over the past several conferences, “Log In” (area on left of the log in page), using your **Username** and **Password** and it will take you to the member account page. You will see the welcome “*member name*” message below the row of blue buttons about the middle of the page. (If you have forgotten Username/Password, click on the blue “password” button above the login section, enter your user name in the menu popup and you will receive an email with instructions to reset your password.
  
3. **If you have not been with us in several conferences**, go to the “Register” area on (the right side of the log in page of the Member Portal) and register a new account on the site using your email address and creating a password.

**NOTE:** Exhibitor Registration page is divided into three options: Exhibitor, Gold Sponsor, or Platinum Sponsor. Each option has boxes for selecting various choices in the option areas .

If the company person who registered the company will not be the person “monitoring” the “on site” booth, please send an email to Shirley Coleman [Shirleycoleman@acetx.org](mailto:Shirleycoleman@acetx.org) or Eileen Lytle [admin@acetx.org](mailto:admin@acetx.org) informing us of the person who will be designated to be handing the “on site” booth at the conference so we can watch for their registration, **THEN...**

The person who is designated to be on site to “monitor” the company booth needs to register for the conference on the General Registration side as a member (by going through the Member’s Portal as described above). We will watch for their registration and credit their invoice once Exhibitor registration payment has been finalized.

**NOTE:** Platinum Level Sponsorship has two persons per booth for the conference. If either of them (or neither of them) are not the company person who registered the company then use **Second** and **Third** steps for them.

**ACET accepts three forms of payments: Credit Card, EFT, or Check.**

We hope this information will help you process your company registration for the ACET 2022 Spring Conference. If you have further questions, please give us a call: Shirley Coleman (832)644.5020 or Eileen Lytle (254) 292.2757

Sincerely,

Shirley Coleman  
ACET Executive Director