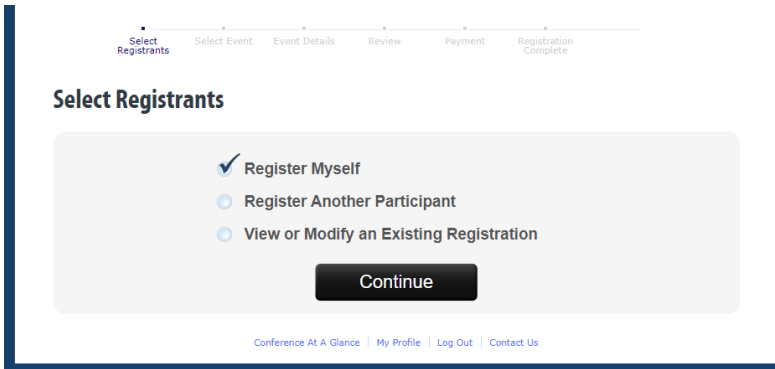


How to Register Your Booth Staff

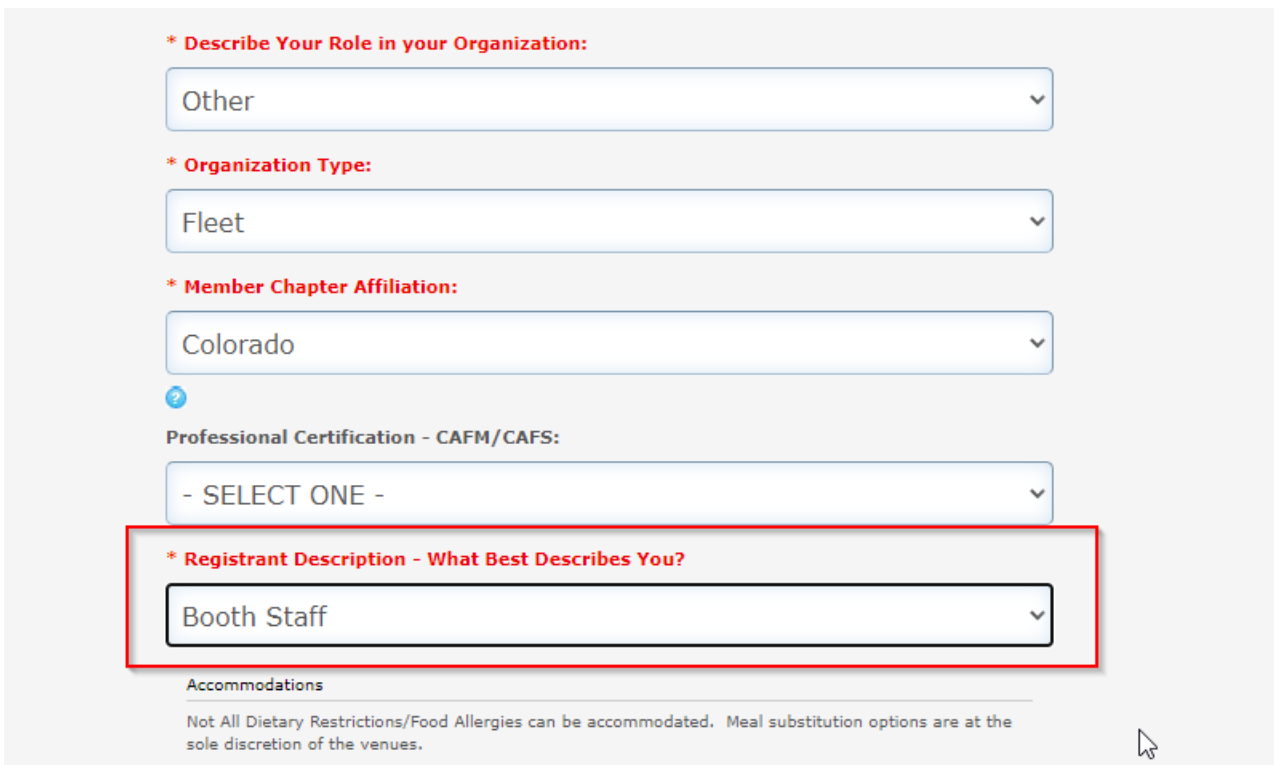
Log into Clear Thunder at: <http://events.clearthunder.com/22FLEETCON>

Select **Register Myself** if registering yourself or **Register Another Participant** to register other people in your organization and click Continue:



The screenshot shows a progress bar at the top with six steps: Select Registrants, Select Event, Event Details, Review, Payment, and Registration Complete. The 'Select Registrants' step is currently active. Below the progress bar, the title 'Select Registrants' is displayed. There are three radio button options: 'Register Myself' (which is selected with a checkmark), 'Register Another Participant', and 'View or Modify an Existing Registration'. A black 'Continue' button is positioned below these options. At the bottom of the page, there are links for 'Conference At A Glance', 'My Profile', 'Log Out', and 'Contact Us'.

Fill in information and under Participant Details – What Best Describes You? Select Booth Staff and click Continue:



The screenshot shows a registration form with several dropdown menus. The first dropdown is labeled '* Describe Your Role in your Organization:' and has 'Other' selected. The second dropdown is labeled '* Organization Type:' and has 'Fleet' selected. The third dropdown is labeled '* Member Chapter Affiliation:' and has 'Colorado' selected. Below these is a question mark icon and the text 'Professional Certification - CAFM/CAFS:'. The dropdown for this section is currently set to '- SELECT ONE -'. The fourth dropdown is labeled '* Registrant Description - What Best Describes You?' and has 'Booth Staff' selected. This dropdown is highlighted with a red rectangular box. At the bottom of the form, there is a section titled 'Accommodations' with the text: 'Not All Dietary Restrictions/Food Allergies can be accommodated. Meal substitution options are at the sole discretion of the venues.'

Continue to next page:

Select **Member** or **Nonmember Booth Staff** (if you are unsure, please contact the Business office at 800-667-6362 or email business.manager@fleetpros.org before continuing):

Event Selection

Registering: Heather Dyer

Available Events

[Order Alphabetically](#)

Booth Staff are to be registered separately. Instructions for registering your booth staff will be provided, after confirmation of booth registration, to the contact listed on the Exhibitor registration.

****IMPORTANT NOTE:** If the person listed as the primary contact for the Exhibitor AND will be working onsite as booth staff, the individual will need to be registered as Booth Staff, as well, and counts toward the allotted Booth Staff Passes.

Each Booth Package comes with a set number of conference passes based on the size of the booth as listed below.

10x10: Two (2) Booth Staff Passes

10x20: Two (2) Booth Staff Passes

10x30: Three (3) Booth Staff Passes

20x20 or 10x40: Four (4) Booth Staff Passes

All Booth Staff must be registered by August 1, 2021.

Additional Booth Staff

If an Exhibitor wishes to have additional staff above the allotted number for the booth, the Exhibitor must purchase an additional Booth Staff Pass at the prevailing rate of the Attendee Full Conference Pass (pricing can be found on this site at the Attendee Registration page). We do not make allowances for trading conference badges or expo only time.

Click on any of the event names below for more information about the event including event requirements.

Member Booth Staff

\$529.00

Booth Staff are registered separately. Instructions for registering your booth staff will be provided, after confirmation of booth registration, to the contact listed on the Exhibitor registration.

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Additional Booth Staff

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Nonmember Booth Staff

\$729.00

Booth Staff are registered separately. Instructions for registering your booth staff will be provided, after confirmation of booth registration, to the contact listed on the Exhibitor registration.

****IMPORTANT NOTE:** If the person listed as the primary contact for the Exhibitor AND will be working onsite as booth staff, the individual will need to be registered as Booth Staff, as well, and counts toward the allotted Booth Staff Passes.

Each Booth Package comes with a set number of conference passes based on the size of the booth as listed below.

Register

OR

Register

Continue to next page:

Select the each of meals each booth staff will be attending. FleetPros will use these counts for submitting food counts to the venue so it is important to be accurate! Click Submit.

Registration Details

Heather Dyer
Member Booth Staff

Additional Information

Please select the meals that you would like to participate in during the conference. It is critical that we have accurate food counts.

*** Monday Evening Opening Reception:**

1 Meal
- SELECT ONE -
1 Meal
No Meal Needed

*** Tuesday Lunch:**

1 Meal

*** Tuesday Awards Ceremony & Dinner:**

1 Meal

*** Wednesday Breakfast:**

1 Meal

*** Wednesday Lunch:**

1 Meal

*** Wednesday Evening Closing Reception:**

1 Meal

[Back](#) [Submit](#)

* Required Fields

Continue to next page:

Enter the Discount Code you have been provided and click Apply to bring the cost to \$0.00.

Pending Registrations

Clear Cart

Options Event Price

Remove Booth Staff - Member Booth Staff \$ 529.00

Edit Participant Edit Options Switch Participant

Participant: Heather Dyer

Discount Code

Discount Code: Apply

Total: \$ 529.00

Use this if we need an adjustment
Admin - Adjustments to Fees :

Apply

Additional Registration Complete

Click Additional Registration if you need to add another booth staff (this will take you back to the beginning to add another registration) or click Complete the registration:

Pending Registrations

Clear Cart

Options Event Price

Remove Booth Staff - Member Booth Staff \$ 529.00

Edit Participant Edit Options Switch Participant

Participant: Heather Dyer

Discount Code

Discount Code: Apply

Total: \$ 529.00

Use this if we need an adjustment
Admin - Adjustments to Fees :

Apply

Click here to add your additional booth staff, based on the # of people allowed

Additional Registration Complete

Click here if complete - I'm done!

****Important note:** If you have registered for your booth **and** also are going to be booth staff, you will need to register as Booth Staff. The booth registration is **ONLY** for the booth. As the saying goes, people eat – booths don't, so please help us with accurate counts by registering each person that will be working at your booth! Thank you!

For any questions or issues, please contact the Business office and Megan will be able to assist you!

Business Office: 800-667-6362 or email: business.manager@fleetpros.org