# ISPOR 2024 Exhibitor Registration

*Exhibit Booth Personnel have two registration options.*
*Please see the below descriptions of each option and the step-by-step guide.*

**Option #1**: **Code Redemption\* using exhibit package registrations**
**Deadline: April 24, 2024**

ISPOR Show Management will provide the complimentary registration code(s) included in your exhibit package via email to the primary contact on file. All codes become active once your exhibit payment is received and processed. Note: Please allow 7-10 **business** days after payment has been received for processing. \*See pages 2-4 for the step-by-step guide to redeeming these codes.

**Option #2: Additional Purchase Option- Exhibit Hall Only**

ISPOR is pleased to offer two additional Exhibit Hall Only registrations per 10x10 exhibit space at a discounted rate of $632.50 (50% discount). A separate invoice will be sent from ISPOR for each additional exhibit hall only registration processed. To purchase an additional exhibit hall only registration, please submit your request by April 24, 2024. **Limit 2 per 10x10.**

### *Additional Registrations*

To purchase any registrations above and beyond your exhibit package inclusions, please visit ISPOR 2024 Registration . Registrations are processed using individual ISPOR profile accounts. Please select "Attendee" registrant type for all additional full registrations.

Note: "Exhibitor" registrant type is only used for code redemption. No additional exhibitor codes will be provided. The ISPOR Exhibits Team is not accepting bulk registration list requests.

## Code Redemption Step-by-Step Guide

ISPOR Show Management will provide the complimentary registration code(s) that are included in your exhibit package to the primary contact on file.

Please complete the following steps once you have received your codes via email.

1. Visit the [ISPOR 2024 Registration Information](#) page and select the "Register Now" button.



2. Select the "Login and Register" button.



3. Login to your ISPOR profile. *A unique profile is required to register each attendee.

4. Select the "Individual Registration" button.



5. Select the **Registrant Type "**Exhibitor" for Full Registration codes OR "Exhibit Hall Only" for Exhibit Hall Only Registration codes.



6. **Scroll down to Event Fees**- Either "Full Registration- Exhibitor" OR "Exhibit Hall Only Registration" options will appear. This is based on your Registrant Type selection.
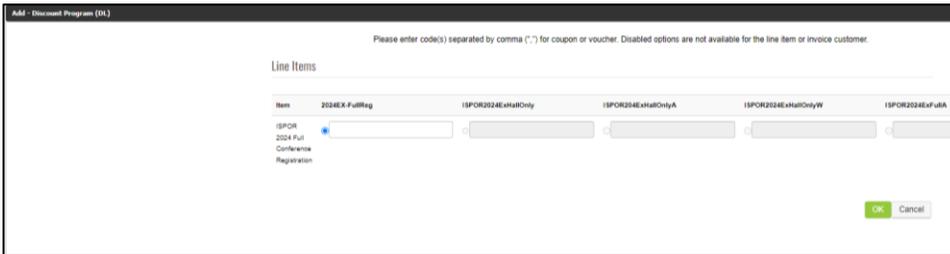
7. Complete the remaining registration questions and select "**Add to Cart**" when finished.
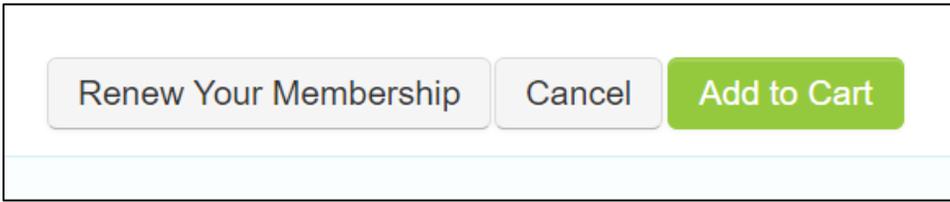


8. On your shopping cart page, scroll down and select "**Apply Discount Program for Exhibitors/Sponsors**"



9. Select the radio button to activate desired field and enter code



**Select "OK" to complete the registration.**