

How to submit your FIA Boca 2023 Sponsorship/Exhibit Contract

1. Review the FIA Boca 2023 Sponsorship & Exhibit opportunities here: <https://s7.goeshow.com/fia/boca/2023/opportunities.cfm>
2. Click on the name of the item you would like to view more information about.
 - a. When you have selected what item you would like to purchase, click the "Purchase Sponsorship" button on that pop-up window.
 - i. *Please note that you can select multiple sponsorships at a later step.*
3. **Welcome**
 - a. Click on the "Start" button.
4. **Company Look Up**
 - a. Type in a portion of your company name in the box then click "Search"
 - i. You do not need to enter your entire company name. You only need to put in a portion of it.
 - b. If your name and your company is listed, click on the circle next to your company name and then click "Start".
 - c. If your company is listed but your name is not in the "Individual Name" field, click on the button next to your company, then click "New Contact".
 - d. If your company is not listed in the boxes, please click "New Registration" or, if you would like to search for your company again, please click "New Search".
5. **Company (Private) Information**
 - a. Complete all of the fields in red
 - i. ***Please note that the company address may not match your address. Please update it with the company address that you would like the invoice to be addressed to.***
 - b. Enter the secondary contact information.
 - c. Enter the accounting contact information.
 - d. Click "Continue"
6. **Directory (Public) Information**
 - a. Enter the information you would like to be visible on your online company profile including:
 - i. Company Name, Address, Website, Twitter Handle (if applicable), Company Logo, Sales Contact
 - ii. Company Description (this can also be added later in the Sponsor/Exhibitor Service Center)
 - iii. Product Categories (these can also be added late in the Sponsor/Exhibitor Service Center)
 - b. Click "Continue"
7. **Sponsorship Selection**
 - a. Click the checkbox next to the item(s) you would like to purchase then click "Continue"
8. **Space Preferences**
 - a. If you have selected to purchase an exhibit space or sponsored meeting space, please select your top 3 space locations.
 - b. Click continue
9. **Purchase Review**
 - a. Review the item(s) you have selected then click Continue.
10. **Payment**
 - a. Please use the drop-down to select to pay by credit card, check, wire transfer, purchase order or send invoice.
 - i. If you select to pay via credit card, you will be charged immediately.
 - ii. If you select to pay by check, wire transfer, purchase order or send invoice, you will receive an invoice from FIA's accounting team.
 - b. Enter your second contact's email address
 - c. Check the box to confirm your email address
 - d. Check the box to confirm you agree to the General Terms & Conditions
 - e. Click "Complete Submission"
 - i. You will receive a confirmation via email