How to submit your FIA Boca 2027 Sponsorship/Exhibit Contract

1. Review the FIA Boca 2027 Sponsorship & Exhibit opportunities here: https://s7.goeshow.com/fia/boca/2027/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. Enter the registration logistics contact information.
    e. 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 (if applicable)**
    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