Welcome to the easy step-by-step instructions on how to register for the Energy Generation Conference.

Please note that the instructions in this document list 2017 - instructions have not changed for the 2019 conference.

If you have not created a profile account on our registration site before, you must do so before you can register. Click here to follow the link to create a new profile. **This step can be done any time prior to registering.** The name and contact information on this profile should be the primary booth contact person. This information will be included in the conference program book.

Once you create your account, please keep your username and password in a safe place for easy access because it will be required for any future registrations. **If you can't remember your username or password,** please call us at 701-224-5600 or 1-877-846-9387 and our staff will be happy to help you.

Please note that anytime it says “Student”, the term “Student” also applies to organization contacts and employees.

Start by clicking here to log in and to find the link to create a new profile.
If you already have a profile account, sign into our registration website.

If you have not created a profile account, this step can be done anytime prior to registering.
Any time you are on our registration website, you can go back to the page with all class listings by clicking here.

When you click “All Classes” you will arrive on this page. Scroll down until you see Conferences, EGC and then click on EGC Exhibitor.
Click “Add to Cart” to purchase an Exhibit booth.

PLEASE NOTE that each exhibit booth is 10x10’ and comes with one 8’ table.

If you want to purchase multiple booths (limit of 4), continue to click add to cart for each additional Exhibit Booth you want. (see page 6 for details)

You can also add sponsorships to your cart at this point.

Click add to cart.
When you “Add to Cart” an Exhibit Booth, the following information page will appear, and the information is required.

Exhibitor Information

Please enter the information below:

- Please enter: the first and last name, email address and phone number for the person responsible for distributing all correspondence regarding this conference to members of your organization. This information will not be listed in the conference program book.

- The 2007 legislative session passed House Bill 1074 requiring event organizers to submit a list of vendors that includes their ND Tax Permit No.

- As you make your aisle requests, please submit multiple options separated by commas.

- Enter companies you DO NOT wish to be located by. We make every effort to place you away from a competitor.

- Please limit your company description to 15-20 words. Any description that exceeds the 20-word limit may be edited to better fit in the program book. Descriptions must be submitted at the time of registration or it will not be included in the program book.

Please enter the required information:

- ND State Tax ID No.
- Aisle Preference
- Companies Not Located By
- Directory Description *
- Name (see instructions above) *
- Email Address *
- Work Phone *

Click submit when all fields are complete.

Sponsor Information

Please enter the information below:

- Please enter the first and last name, email address and phone number for the person responsible for distributing all correspondence regarding this conference to other members of your organization. This information will not be listed in the conference program book.

Please enter the required information:

- Company Website *
- Name *
- Email Address *
- Work Phone *

Click submit when all fields are complete.

PLEASE Note: If you are registering for multiple booths, the Exhibit Booth Information applies to all booths purchased. Multiple directory descriptions are not allowed.
If you want multiple booths (limit of 4), continue to click “Add to Cart” for another Exhibit Booth. If you receive a popup window indicating you have a scheduling conflict notification; click the OK button to override. You will receive another popup window (see below) confirming that you are sure that you want another Exhibit Booth since there is already one in your cart. You can just click the OK button. The Exhibit Information screen will display again. **If all is correct, click Submit to continue.**

**Add additional booths to cart**

If you want multiple booths (limit of 4), click “Add to Cart” again to purchase another exhibit booth.

Each booth is 10’x10’ with one 8’ table.
Items you selected are here in the shopping cart.

This window will pop up when you click “View Cart”.
Click Checkout to proceed.
You must agree to the refund policy for each item in your cart.

If everything looks correct, click the “Checkout” button to continue to the payment.

Payment method must be “credit card”. Click Continue.
If you receive any errors during this payment process, please verify information on credit card (ex. Name on card, credit card number, credit card expiration date and security code), and that you have sufficient credit available for the purchase. If you continue to receive the error message, please call our staff at 701-224-5600 (1-877-846-9387).

The Energy Generation Conference committee reserves the right to evaluate company booth requests on an individual basis, as deemed appropriate and/or necessary.

This is only a confirmation that BSC has received your registration, not a confirmation that you have received booth space. You will be notified of your acceptance into the show and your booth number by email on or before November 30.