

SGCI 2017 Conference Registration: Step by Step Instructions for the Vendors, Publishers & Programs Fair

Thank you for your interest in participating in the Vendor, Publisher & Program Fair at the 2017 SGCI Conference in Atlanta, GA! Online registration for the Fair will be open during the Early Bird phase of registration, which ends at midnight on January 15, 2017. You must be an active SGCI Member to register online; if you have a current membership, you should have an email with a special passcode. If you are not a current member, you will purchase your annual SGCI Membership during the registration process.

The Fair is free and open to the public. Therefore, you are welcome to bring assistants, colleagues, friends or partners to help you at your table during the Fair - they do not have to register for the conference. However, only individuals who have a Full Conference lanyard will be allowed to attend other conference programming. Level 1 registration includes 1 Full Conference registration; Level 2 and Level 3 registration includes 2 Full Conference registrations.

Please see the following step-by-step instructions for more information. If you have any questions, you can email the Registration Coordinator, Deborah Sosower, at web@sgcinternational.org. We look forward to seeing you in Atlanta in March 2017!

1. Go to the registration portal site (etouches.com/sgci2017), and click the “New Registration” button to get started.



2. Enter your best email address at the top of the page. Select the “Vendors, Publishers & Programs” category. Press the “Continue” button.

- Vendors, Publishers & Programs

*Individuals & Groups who wish to take part in the SGCI 2017 Conference Vendor/Publisher/Program Fair, consisting of the following categories: **Publishers:** Disseminators of all things print or printmaking-related; **Programs:** Organizations and Institutions nurturing all things print and printmaking-related; **Vendors:** Purveyors of all things print and printmaking-related. Select your level on a first come, first-served basis. The levels include the following: Level 1: 1 Table + 1 Full Conference Registration Level 2: 2 Tables + 2 Full Conference Registrations Level 3: 3 Tables + 2 Full Conference Registrations.*



Please choose the category that best describes your registration needs!

You must obtain a special passcode to register as an Awardee or Honoree, Conference Presenter, Volunteer, or SGCI Employee or Steering Committee Member.

Please choose "Vendor, Publisher & Programs" ONLY if you want to register for the Vendor/Publisher/Program Fair.

Please choose "Catalog Advertising" ONLY if you'd like to purchase an ad in the conference catalog.

Email Address*

ID Code

(If you have been given a special identifier please enter it here)

Please select from the following options:*

- Awardees & Honorees [\(More Info\)](#)
- Conference Presenters [\(More Info\)](#)
- Conference Attendees
- Volunteers [\(More Info\)](#)
- Vendors, Publishers & Programs [\(More Info\)](#)
- Catalog Advertising [\(More Info\)](#)
- SGCI Employees & Conference Steering Committee [\(More Info\)](#)

* = Required Field

3. Choose your preferred Level. Press the “Continue” button.



Please select your preferred Level for the 2017 Conference Fair.

Level 1: 1 Full Conference Registration + 1 Table (\$350)
Level 2: 2 Full Conference Registrations + 2 Tables (\$500)
Level 3: 2 Full Conference Registrations + 3 Tables (\$550)

Please select from the following options:*

- Level 1 \$350.00 [\(More Info\)](#)
- Level 2 \$500.00 [\(More Info\)](#)
- Level 3 \$550.00 [\(More Info\)](#)

* = Required Field

4. Enter your contact information. If you attended either the SGCI conference in San Francisco or the SGCI conference in Portland, your information may automatically fill in - you are welcome to make any changes as necessary. For Level 2 and Level 3 registrations, fill out the attendee information for the Fair Colleague who will also receive a Full Conference Registration.

Please fill out all of your contact information below * = Required Field

Verify Email Address* test@test.com
Prefix (Mr, Mrs, Dr etc) 2
First Name* test
Last Name*
Job Title
Company
Address Line 1* test
Address Line 2
City* test
US State
State/Country/Province (Non-US)
Zip (Postal Code)* test
Country* United States
Work Phone*
Fax
Mobile Phone
or email
Skype/IM/Twitter ID

Total Cost \$75.00

Continue

Welcome → Attendee Information → Select Agenda → Options → Payment → Registration Record

Attendee Information Vendor/Publisher/Program Fair Colleague

You are currently testing this event

Please fill out all of your contact information below * = Required Field

Colleague Email Address test2@test2.com
Colleague Prefix (Mr, Mrs, Dr etc)
First Name Test 2
Last Name test
Company
Address Line 1
Address Line 2
City
US State
Zip (Postal Code)
Work or Mobile Phone 222222222222

Total Cost \$500.00

Continue

5. Select your designation & purchase your SGCI Membership. If you are a current SGCI member and your membership status will remain active during the 2017 conference, you should receive an email with a special passcode to skip past this page. Press the “Continue” button.

In order to pre-register for the 2017 Conference online, you must be an active SGCI member. If you are not a current or Lifetime member, choose your annual membership from the list. Vendors, Publishers, and Programs only need to purchase ONE SGCI Membership, even if you opt to register as a Level 2 or Level 3 vendor!

Welcome → Attendee Information → **Select Agenda** → Options → Payment → Registration Record

You are currently testing this event

Select your Designation!

Please choose the best descriptor of your offering - Vendor, Publisher, or Program.

Purchase your SGCI Membership!

In order to pre-register for the 2017 Conference online, you must be an active SGCI member. Current individuals whose membership will stay active during the 2017 conference, including all current Lifetime Members, have been contacted and need a special passcode to move on to the rest of the registration page. If you are not a current or Lifetime member, choose your annual membership below.

(All memberships are annual, except Lifetime Membership, which is a one-time fee.)

For more information on SGCI Membership, please visit <https://sgcinternational.org/membership/>. If you have any questions, please contact SGCI Administrative Assistant Kate McQuillen, admin@sgcinternational.org

* = Required Field

- * Conference Fair Designation [\[Clear Selection\]](#)
 - Vendor [\[More Info\]](#)
 - Publisher [\[More Info\]](#)
 - Program [\[More Info\]](#)
- * SGCI Membership - Conference Presenters, Organizers & Fair-goers [\[Clear Selection\]](#)
 - Student \$35.00
 - Professional \$75.00
 - Sustaining \$100.00
 - Patron \$250.00
 - Lifetime \$500.00
 - Already an Active or Lifetime Member

Total Cost \$425.00

[Continue](#)

6. Select any optional conference programs, tours, or swag (...there will be a custom Terminus/Orpheus Brewing Growler for sale at the 2017 conference!). If you accidentally click on an option and do not want to purchase or reserve it, click the mint green [\[clear selection\]](#) link to the left of the option buttons. Once you’ve made your final selections, press the “Continue” button.

Please sign up for any of the options below! All options are available to sign up for on a first-come, first-served basis while supplies or sessions last. The Member Exchange Print option has no maximum of sign-ups, but is limited to SOCI Members who pre-register for the conference online.

If any sessions or supplies are still available after online registration ends, items or tickets will be available for purchase at the Registration Desk at the Loews Hotel during the following registration periods:

Wednesday, March 15, 2017, 12 pm - 5 pm
Thursday, March 16, 2017, 8 am - 6 pm
Friday, March 17, 2017, 8 am - 6 pm
Saturday, March 18, 8 am - 12 pm

IF YOU HAVE ONLY REGISTERED FOR A SINGLE DAY AT THE CONFERENCE:

Please only pre-register for the options that occur on your day! Here is a breakdown of the schedule of events:

Orpheus Growlers - all days (they will be available at the Registration Desk when you check in)

Member Print Exchange - drop off days are Wednesday, Thursday, and Friday. The pick-up day is Saturday.

Open Portfolio - Saturday only

Career Mentorship Session - Thursday and Friday only

The High Museum Works on Paper Room Tour - Wednesday, Thursday and Friday only

The Hudgens Center Bus & Tour - Saturday only

Commemorative Orpheus Growler \$10.00 per item
[\[More Info\]](#)
You can select a maximum of 1000

SOCI Member Print Exchange \$20.00 [\[More Info\]](#)

Please indicate your preferred designation for the Member Print Exchange

[\[Clear Selection\]](#)

- Student
- Emerging
- Professional
- Open Portfolio Session \$20.00

Career Mentorship Session [\[More Info\]](#)

How would you describe yourself? [\[Clear Selection\]](#)

- Undergraduate Student
- Graduate Student
- Emerging Artist
- Mid-Career Artist

I am interested in receiving mentoring assistance with: [\[Clear Selection\]](#)
Please choose only one

- Artists' Portfolio Review
- Graduate School Placement & Advice
- Career Placement & Advice
- Academic Advancement &/or Tenure Advice
- Independent Presses, Nonprofits, & Community-Based Art

Please list 3-5 of the most important questions or goals you have for this session. (300 character limit)

The High Museum Works on Paper Tour

Enjoy a 60-minute, behind-the-scenes tour of historic and contemporary prints from The High Museum archive in their Works on Paper room.

This is a complimentary opportunity and is available for sign up on a first-come, first-served basis. [\[Clear Selection\]](#)

Catalog Advertisement [\[Clear Selection\]](#)

- Full Page Ad \$400.00
- Half Page Ad \$250.00
- Quarter Page Ad \$150.00

Concierge's Tour with Curlee Holness of the exhibition **A Creative Adventure in Printmaking: Prints from the Experimental Printmaking Institute**

- 11 am - 1:30 pm Bus ride & Tour **40 remaining**
- 11:30 am - 2 pm Bus ride & Tour **40 remaining**

Also on view: Atlanta Printmakers Studio: The Best of PRINT SOCI and Deep South and Down Under Portfolio Exchange * light refreshments will be served *
Buses leave the Loews Hotel at 11:00am and 11:30am for the Hudgens Center for the Arts. Buses leave the Hudgens Center to return to the Loews Hotel at 1:30 & 2pm. Bus ride is 30-40 minutes. This is a complimentary tour opportunity for SOCI Conference Attendees. Sign up is on a first-come, first-served basis. The Hudgens Center for the Arts 6400 Sugarloaf Parkway, Bldg 300 Duluth, GA 30097 770-623-6002

[\[Clear Selection\]](#)

Total Cost \$995.00

[Continue](#)

* - Required Field

7. Review your registration and membership selections. If everything looks correct, proceed with payment. We accept Discover, MasterCard and Visa credit cards.

Attendee Information	
Reference Number	20979016
Email Address	test@test.com
First Name	test
Last Name	Test
Job Title	Test
Company	Test
Address Line 1	test
City	test
Zip (Postal Code)	test
Country	United States
Work Phone	1111111111

Selection	Cost
Attendee Category Vendors, Publishers & Programs	
Sub Category Level 1	\$350.00
Conference Registration	
Full Conference Registration	
SGCI Membership - Conference Presenters, Organizers & Fair-goers Professional	\$75.00
Commemorative Orpheus 3 Growler	\$30.00
Total	\$455.00

Date	Transaction Type	
10/18/2016	Transaction Amount	\$455.00
	Balance	\$455.00

Please select your method of payment

Credit Card

We accept the following cards



Credit Card Number *

Expiration Date * Month Year

Card Security Code * [What is this?](#)

Cardholder Name * First Name
Last Name

Billing Address *
Billing Address 2
Billing Address 3

Billing City *

Billing State/Province *

Billing Zip *

Cancellation Policy

Up to 50% refund is available for cancellation on or before January 31, 2017.

No refund will be offered for cancellation after January 31, 2017, in order to not jeopardize programming. Any concerns should be taken up with the executive board.

You should be redirected back to the SGCI 2017 Conference Website (sgciatlanta.com) after you complete your registration, and you will receive a confirmation email (receipt) to the email address you entered on the first page. This will include your unique registration number, which you can use if you decide to modify your registration after completion. (Incomplete registrations, unfortunately, cannot be modified.)

If you're unable to sign up for an option during online registration before the capacity has been met, you can check to see if any sessions or items have opened up onsite at the conference. We will sell any

additional Growlers, Open Portfolio session tickets, or sign you up for tours or a Career Mentorship session at the Registration Desk in the Loews Hotel during Registration hours. (In order to participate in the Member Print Exchange, you must preregister online. There is no limit to the number of participants for this program!).

In case of cancellation, up to 50% reimbursement is offered on or before January 31, 2017. No refund will be offered after January 31, 2017.

Table(s) based on your Level, 2 chairs, and an ID placard are included in you Fair registration. For all other needs (**wifi**, foliage, shipping & drayage, etc), Freeman Expositions Inc will be your contact for the 2017 Conference.

FREEMAN EXPOSITIONS INC

841 Joseph E. Lowery Blvd

Atlanta, GA 30318

Phone: 404- 253-6463

Fax: 404-898-0673

<http://www.freemanco.com/>

Your Atlanta Steering Committee Liaisons are Michael Marling de Cuellar (michael.Marling@ung.edu) and Melissa Harshman (mharshma@uga.edu). Please contact them if you have any questions regarding the Fair.

If you have any additional questions, please don't hesitate to contact Registration Coordinator, Deborah Sosower - web@sgcinternational.org. We look forward to seeing you in Atlanta in March of 2017!