

Sponsor Information and Instructions

See the full Sponsorship Prospectus [here](#).

Sponsorship Purchasing Instructions:

1. Login to [NABT.com](#) (top of page)
2. Select “Sponsor” from Conference Page at NABT.com or click [here](#).
3. Review the various options under Learn More
4. Select the items you wish to purchase
5. Click on shopping cart icon to purchase
6. Click “Add Item” to purchase
7. If you wish to purchase more than one item
 - a. Click “Main Storefront” or “Continue Shopping”
 - b. From Main Storefront, select a category
 - c. View item
 - d. Add Item

*Exhibit booths do NOT come with all sponsorships; you may have to add a booth to your sponsorship package. Exhibit booths are under the Conference Packages category.

8. Repeat Step 6 for additional items
9. Enter any discount promo codes if applicable
10. When complete, click Checkout
11. Confirm information and payment
12. Proceed to Confirmation
13. Complete Order
14. An email will immediately follow payment with a downloadable document that contains follow up action items, due dates, registration information, etc.

Attendee Registration Instructions

*Each attendee must be registered separately. Please log into each attendee’s account and logout once one registration is complete.

1. IMPORTANT: [Log into](#) attendee’s account OR Register/ Continue as Guest of not a member
2. Register [here](#).
3. Select “Business Partner/Industry Rep” as attendee type
4. Confirm/enter attendee information
5. Select the “Sponsoring Business Partner/Industry Rep” ticket
6. Save and Finalize Registration (IMPORTANT: DO NOT ADD ANOTHER ATTENDEE, unless bringing a social/guest attendee ONLY)
7. Enter Promo Code for free registration (if applicable)
8. Confirm billing/payment information
9. Proceed to confirmation
10. Complete Order
11. IMPORTANT: Logout of attendees account
12. Repeat steps 1 – 11 for all attendees.

Shipping Instructions

Shipping to NABT

- Must be shipped for receipt by July 26, 2019
- Must inform [Jennifer Brinkley](#) to expect package
- Shipment cannot exceed one (1) bankers size box or charges will apply
- Ship to NABT 7433 Spout Springs Road, Suite 101 #67, Flowery Branch, GA 30542

Shipping to Hilton Denver City Center

Ship packages to:

Hilton Denver City Center

NABT | Hold For: (Guest Name)

1701 California St.

Denver, CO 80202

- Do not ship packages to arrive more than three working days prior to the event (August 19).
- Shipping charges will apply for both inbound and outbound shipping and will be billed directly to the sponsor. Click [here](#) for shipping prices.