



Job Fair & Graduate School Open House Booth Registration Instructions

To participate in the Job Fair and Graduate School Open House (GSOH), all departments and their representatives must complete the [booth](#) and [convention](#) registration process. Follow these step-by-step instructions to register for your booth:

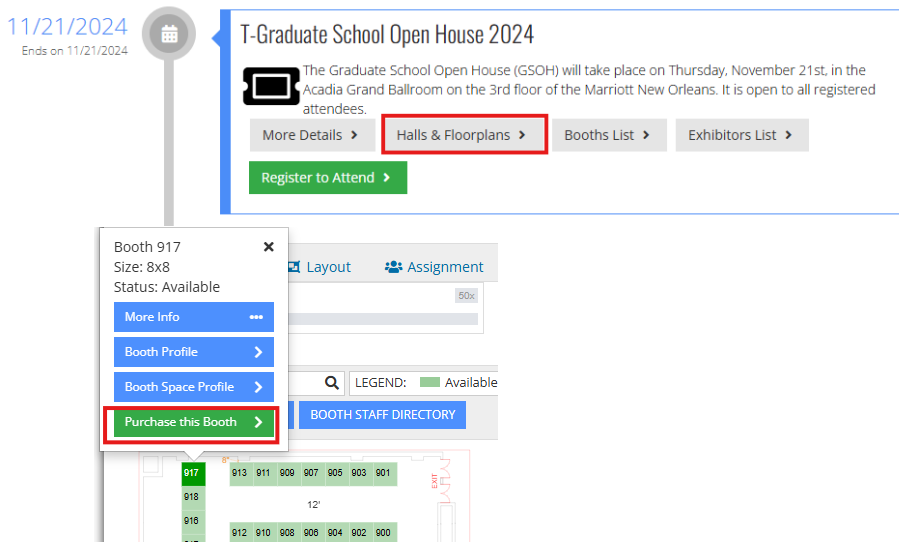
STEP 1: PURCHASE YOUR BOOTH

1. Complete the Booth Registration Form

- Visit the booth registration portal: <https://portal.natcom.org/exhibits/upcoming-exhibits>.

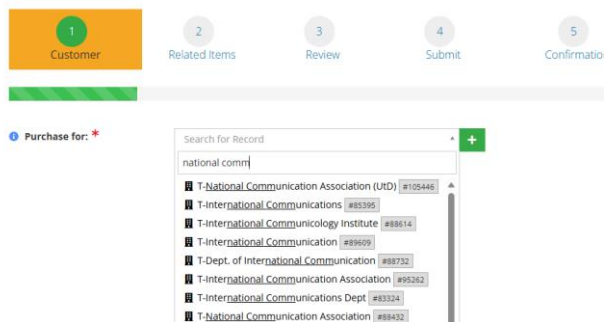
2. Select Your Booth

- Click on “Halls & Floorplans” to view the available booths.
- Choose your desired booth and click on “Purchase this Booth.”



3. Enter Company Information

- In the “Purchase for” section, enter your company name and select it from the dropdown list. Click on “Expand Your Search” if you don’t see the company name after entering a few characters.
- Each company and registrant must have a profile in our system to register. Once you have created your profile, you may proceed to register for the [booth](#) and the [convention](#). If you incur any issues, please contact convention@natcom.org for assistance.



4. Enter the Point of Contacts Name

- In the “Purchased By” section, enter your name and click “Next.”



5. Review Your Order

- Check your cart for accuracy. Once confirmed, click on “Checkout.”
- If you see the non-member price, it may indicate:
 - Your department does not have an active membership.
 - Your membership is active but not through December 1.
 - You are not logged into the department member account.

1 Related Items 2 Review & Submit 3 Confirmation

Purchasing for "T-National Communication Association" by "T-LaShawn T-Duckett"

You can click or tap on each item to go back and make changes.

Item	Quantity	Item Price	Item Total	Remove
 T-Booth Space 8x8 917: 8x8 (64 sqft) <small>Booth Space T-Graduate School Open House</small>	1	\$ 250.00	\$250.00	

Promo Code
Promo Code

Subtotal \$250.00

Subtotal does not include applicable taxes or shipping costs, if any.

6. Submit Payment

- Enter your credit card details and click on “Submit Your Order” to finalize the purchase. Booths will not be held without payment.

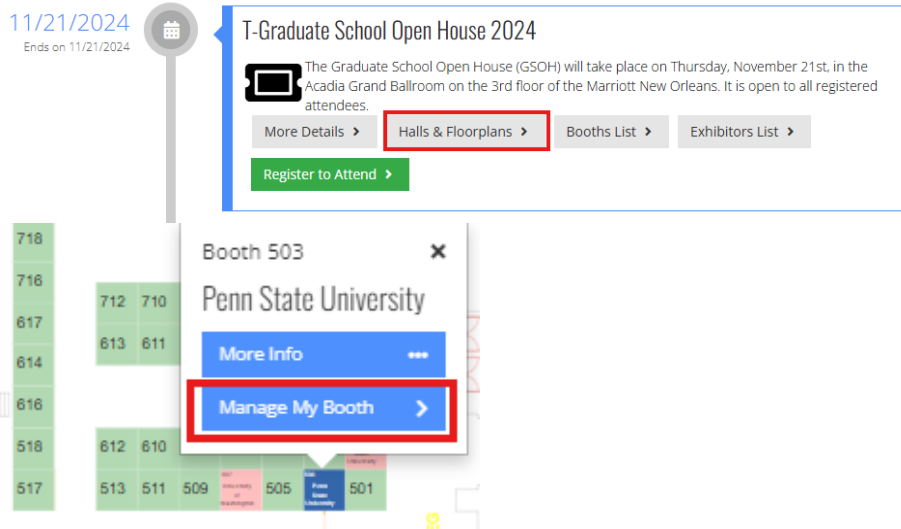
STEP 2: ADD BOOTH STAFF TO YOUR PURCHASE

This step helps notify NCA staff and volunteers who to contact onsite regarding the booth. Please note that this step does not register booth staff for the convention.

1. Visit the Booth Registration Portal: <https://portal.natcom.org/exhibits/upcoming-exhibits>.

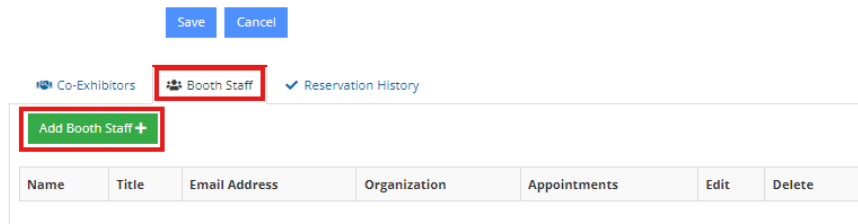
2. Select Your Booth

- Click on “Halls & Floorplans”.
- Locate your booth (highlighted in purple) and click on “Manage My Booth.”



3. Add Booth Staff

- Click on “Booth Staff,” then select “Add Booth Staff.”



- Enter the staff member's information, including name, email, and position title.
- Designate the primary contact for booth management by checking the “Primary” box.
- Click “Save.”

Add Booth Staff

Name or Email: *
Search for Record +

Primary:

Title: *

Save Cancel

STEP 3: REGISTER BOOTH STAFF FOR CONVENTION

After securing your booth, ensure that all individuals staffing the booth register as convention attendees. Visit the following link to register: <https://www.natcom.org/convention-events/registration-information>.

IMPORTANT NOTES:

- Review our [policies](#) before registering for a booth.
- Only registered annual convention attendees may work in your booth.
- All attendees must wear their convention badges for access to the exhibit hall.
- Booths not paid for by the deadline will be cancelled.

Questions?

For questions about the Job Fair or GSOH, contact convention@natcom.org.

For membership assistance, reach out to memberservice@natcom.org.