2020 Michigan Traffic Safety Summit Exhibitor Pricing:

Registration through February 21
- For-profit exhibitors: $295
- Non-profit exhibitors: $95

Registration after February 21
- For-profit exhibitors: $440
- Non-profit exhibitors: $135

To register as an exhibitor:

- Go to http://www.train.org/mi-train
- Enter login name and password then select the *Login* button
- At the top right corner Click the Search (magnifying glass) icon and in the "Search TRAIN" box enter either
    - Course number **1088100** for the For-Profit Exhibitor Michigan Traffic Safety Summit, or
    - Course number **1088087** for the Non-Profit Exhibitor Michigan Traffic Safety Summit
- Select the course
- Select the green *Registration* tab at the top right corner
- Select the *Add* buttons to add breakfast and lunch choices for each day
- If attending the Tuesday evening networking event, select the *Add* button for that event as well
- Select *Next* at the top of the page
- Select *Next* again
- Verify information for accuracy and select *Submit* at the top of the page
- A confirmation box will pop up, select *Continue*
- This will open a new window for the State of Michigan Payment Processing Center
- If a special code has been assigned, enter it at this time and select *Continue*
- If no special code has been assigned for registration, leave this box blank and select *Continue*
- Select who is responsible for payment and select *Continue*
- If you selected Employer, complete the information and select *Continue*

Select one of the two options for payment:

1. If you are **NOT** a State of Michigan agency, you **MUST** select the Credit Card option

- Select Credit Card and select *Continue*
- Verify student registrant information and select *Continue*
- Verify the additional information and select *Continue*
- Select *Pay by Credit Card* or *Pay by Electronic Check* and select *Next*
- Enter payment information and credit card number or routing and account numbers and select *Next*
- Confirm payment information and select *Pay Now*
- Print the Conference Payment Information for your records
- Registration is complete

2. State agency exhibitors **MUST** select the Invoice option

- Select Invoice and select *Continue*
- Verify student registrant information and select *Continue*
- Verify the additional information and select *Continue*
- Registration is complete
- An invoice will be emailed to the address associated with the account
- This invoice must be paid with 10 days with an IET document (Please use Event Type 14IN, Department 551, Account Template 5514500NHTSA, Program Code 451130, Dept. Obj. 6082, Program Period 4520PM)