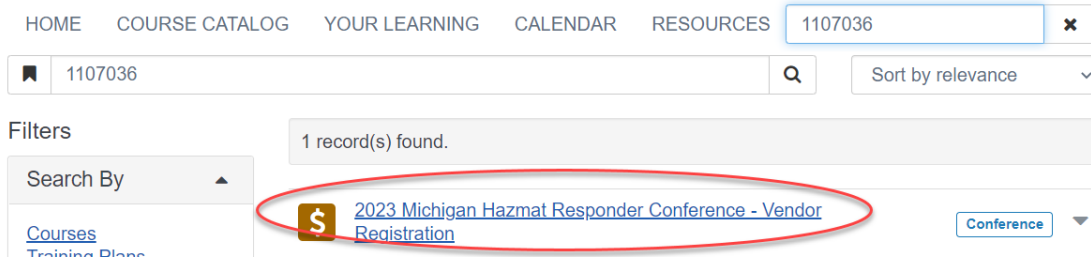


How to Register as a Vendor for the 2023 Michigan Hazmat Responder Conference

Starting Registration:

*Please note you must have a MI-TRAIN account before registering, see [MI-TRAIN Account Instructions](#).

[Log in here](#) then type in "[1107036](#)" in the search box and click **Enter**.



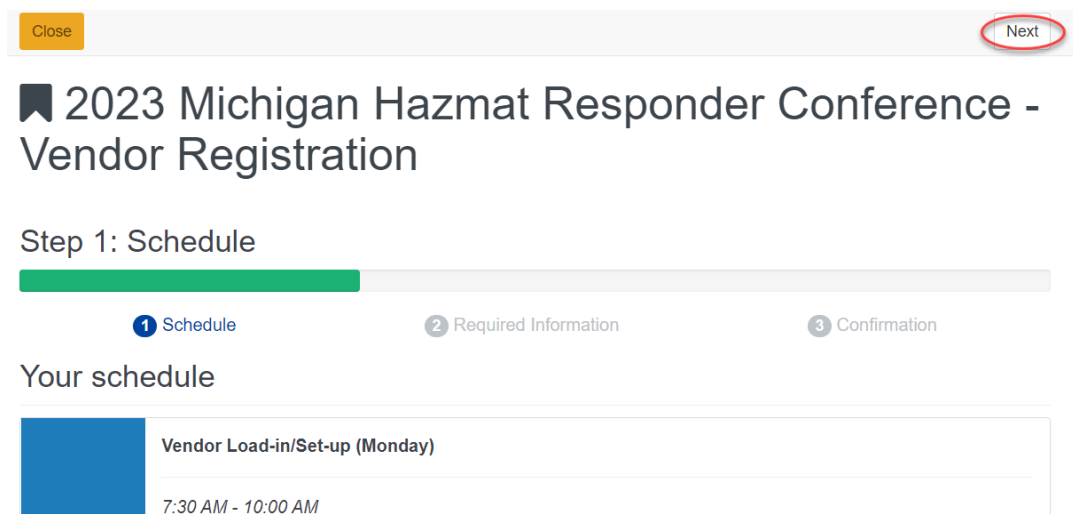
Click on the title, **2023 Michigan Hazmat Responder Conference - Vendor Registration** to register.

Click on the green "**Register**" button to continue.

2023 Michigan Hazmat Responder Conference - Vendor Registration



Click on the "**Next**" button at the top of the screen to continue.



Click on the **“Next”** button at the top of the screen to continue.

The screenshot shows the registration page for the 2023 Michigan Hazmat Responder Conference. At the top, there is a navigation bar with a yellow 'Close' button on the left, and 'Back' and 'Next' buttons on the right. The 'Next' button is circled in red. Below the navigation bar is the title '2023 Michigan Hazmat Responder Conference - Vendor Registration'. Underneath is the heading 'Step 2: Required Information'. A progress bar is shown with three steps: 1. Schedule, 2. Required Information (highlighted in green), and 3. Confirmation. Below the progress bar, it says 'No additional info required.'

Click on the **“Submit”** button to continue.


The screenshot shows the registration page for the 2023 Michigan Hazmat Responder Conference. At the top, there is a navigation bar with a yellow 'Close' button on the left, and 'Back', 'Submit', and 'Print' buttons on the right. The 'Submit' button is circled in red. Below the navigation bar is the title '2023 Michigan Hazmat Responder Conference - Vendor Registration'. Underneath is the heading 'Step 3: Confirmation'. A progress bar is shown with three steps: 1. Schedule, 2. Required Information, and 3. Confirmation (highlighted in green). Below the progress bar, it says 'Confirmation' and 'Costs'. A table lists the costs:

Item	Amount
Registration Fee <small>An exhibit space includes a 8' covered and skirted display table, two chairs, one wastebasket and booth id sign with booth # printed on sign. Badges and meals will be provided for two booth representatives. An additional booth representative can be added for an additional fee.</small>	\$500.00

Click on the **“Continue”** button to continue.

The screenshot shows a confirmation dialog box titled 'Confirmation' with a close button (X) in the top right corner. The text inside the dialog reads: 'There is a fee associated with this content. To proceed for additional payment information please click "Continue".' At the bottom of the dialog, there are two buttons: 'Cancel' (yellow) and 'Continue' (green). The 'Continue' button is circled in red.

Next you will see the Payment Processing Center page, no special code is required, click **“Continue.”**



WELCOME TO THE PAYMENT PROCESSING CENTER.

The next step in your registration is to enter your special code below. If you do not have a special code please continue with your registration by clicking continue..

Special Code:

NOTE: The registration process will end if left idle for more than 15 minutes.

On the Registration Information page, please read each question very carefully as several questions are defaulted to **“No.”** After all applicable selections have been made, click **“Continue”** at the bottom of the page.

NOTE: [Booth layout information](#) and [sponsorship information](#)



REGISTRATION INFORMATION

Please fill out the following registration information:

	Additional Fee	
Your registration fee includes an 8-foot table, would you like to upgrade to 2 – 8-foot tables?	\$250.00	<input type="button" value="No"/> ▾
What company name would you like on your booth sign?		<input type="text"/>
Please indicate your first booth choice		<input type="text"/>
Please indicate your second booth choice		<input type="text"/>
First Name, Last Name of Booth Attendee 1:		<input type="text"/>
First Name, Last Name of Booth Attendee 2		<input type="text"/>
Would you like the to add a third booth representative?	\$50.00	<input type="button" value="No"/> ▾
If you chose to add a third booth representative, enter First/Last Name:		<input type="text"/>
Will you need an electrical outlet for your booth?	\$25.00	<input type="button" value="No"/> ▾
Please list any special dietary needs here or list N/A for none.		<input type="text"/>
Would you like to be a Gold Sponsor?	\$4,000.00	<input type="button" value="No"/> ▾
Would you like to be a Silver Sponsor?	\$2,000.00	<input type="button" value="No"/> ▾
Would you like to be a Bronze Sponsor?	\$1,000.00	<input type="button" value="No"/> ▾

If exiting out at this point in the registration process: YOU ARE NOT REGISTERED!

Next, select “Self” when asked who is responsible for payment. Click **Continue**.



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The Official State of Michigan Website

Who is responsible for the payment of this course/conference:

Self
 Employer

If exiting out at this point in the registration process: YOU ARE NOT REGISTERED!

When you reach the Payment Method page, the Invoice box is checked, **please indicate if you want to pay by invoice or with a credit card. If paying by credit card you will need the card information to finish the registration process.** Click “Continue.”



Michigan State Police

Michigan.gov
The Official State of Michigan Website

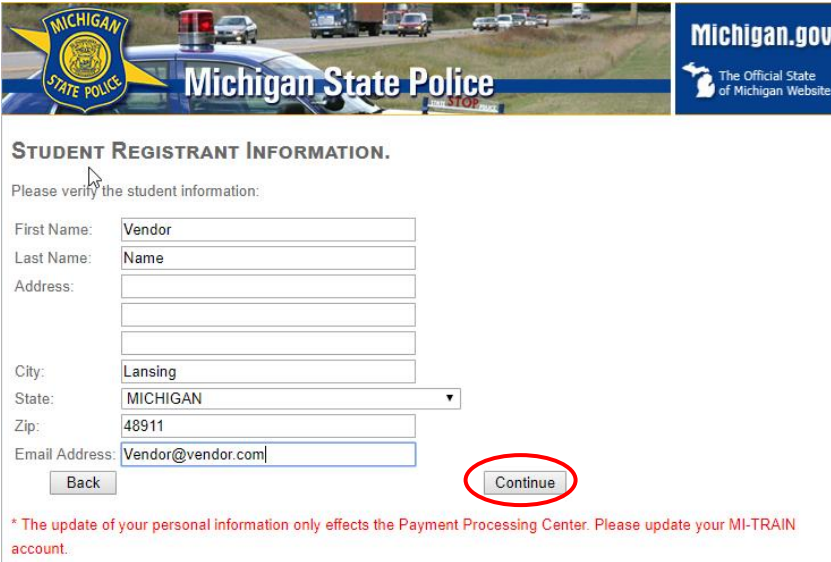
PAYMENT METHOD

Please select your method of payment:

Invoice
 Credit Card

If exiting out at this point in the registration process: YOU ARE NOT REGISTERED!

Next, verify your information, then click “Continue.”



Michigan State Police

Michigan.gov
The Official State of Michigan Website

STUDENT REGISTRANT INFORMATION.

Please verify the student information:

First Name: Vendor
Last Name: Name
Address:
City: Lansing
State: MICHIGAN
Zip: 48911
Email Address: Vendor@vendor.com

** The update of your personal information only effects the Payment Processing Center. Please update your MI-TRAIN account.*

Then you will see the Verification of Additional Information page, please review, and click on the “**I agree**” **checkbox** to the terms and conditions at the bottom of the page. Then click “**Continue**.”

TERMS & CONDITIONS

If you need to cancel your registration, please contact EMHSTC@michigan.gov. If cancelled by February 28, 2023, you will receive a 100% refund. If cancelled between March 1-March 31, 2023, you will receive a 50% refund.

I agree

Continue

You are now registered for the conference. Thank you and we look forward to seeing you at the conference!



You have now completed your course/conference registration.

Mi-Train Status: Payment status was successfully updated in MI-TRAIN

[Return to MI-TRAIN](#)