Conference and Event Registration Services

From basic e-invites to complex registration for conferences, special events and vendor fairs - we can help!

Our team offers the expertise and technology to ensure your registration process is hassle-free. Plus, we provide personalized customer support for you and your event attendees. Note, there are fees for this service because we manage software and payment gateway costs, and credit card transaction fees. Please review the service packages below or ask us for a custom quote suited to your event needs.

Why work with us for registration services? We provide an easy-to-use platform for your guests and delegates and give you more time to focus on organizing the event.

> ➢ We configure a **custom form** that is tailored to your event's specific requirements and your brand identity.
> ➢ Attendees stay informed and engaged with **automated confirmations & reminders.**
> ➢ **Secure payment processing** with Visa, MasterCard, and American Express is supported.
> ➢ Use **real-time reporting** to monitor payments and attendance and grow your database for future events.
> ➢ **Customer support** for attendees and event organizers during regular business hours.
> ➢ If you are hosting a recurring event(s), ask us for a **custom rate.**

Green Package $200.00 per form	Gold Package $600.00 per form
Registration forms are built with payment collection and approximately 8 fillable fields with unlimited registration types. E.g.: first name, last name, mailing address, email, organization, phone number, dietary restrictions.	Registration forms are built with payment collection and unlimited number of fillable fields and registration types. Suitable for events with multiple sessions, group or individual registrations, and optional activities.

- $10.25/registration for software and customer management, and payment gateway with fraud management.
- 2% per transaction for Merchant Credit Card fees.
- Registration form contained within an URL address that can be hyper-linked on any website.
- Event organizers have unlimited access to view real time reports that contain delegate/guest and payments details.
- Administrative phone and email support provided to registrants.
- Group or individual registration configuration is available.
- Secure and privacy compliant payment and refund processing with Visa, Mastercard, and American Express.
- Coupon codes for volunteers, guest speakers, etc.... to register for free.
- Date limits are specified to include early bird rates, late registration rates, and form closure.
- Ability to setup "store" items for purchase. E.g.: merchandise, supplemental excursions.
- Automated email message sent to registrants with confirmation and receipt.

RSVP Package Custom Price Available	RSVP forms are built without payment collection and basic RSVP fields. E.g.: first name, last name, organization, phone number, email, and dietary restrictions.

- Registration form contained within an URL address that can be hyper-linked on any website.
- Event organizers have unlimited access to view real time reports that contain delegate/guest registration information.
- Administrative phone and email support provided to registrants.
- Group or individual registration configuration is available.
- Date limits are specified to include form open/closure.
- Automated email message sent to registrants with confirmation.