

Registration Services



Pre-Event Registration

ASET maintains its flexibility in order to meet the individual needs of your organization. Our full registration service offers the following options: Receipt and processing of registrants via mail, batch or Internet; Creation of show badges with appropriate bar-coding for lead retrieval and/or session tracking purposes; Creation of high quality event tickets; Collation and mailing of show materials along with badges; Delivery of printed badges to show site for distribution to attendees and much more.



Online Registration

ASET can provide an out-of-the-box solution or custom design an online registration site according to your specific needs. We can host your secure website to accept on-line advance registrations including credit card payments. On-line registrations will be automatically confirmed with event session and payment information.



Adam

Adam Michelin
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Pre-Event Badge Production

Following the completion of pre-conference registration, your organization will send the registrant database to ASET. ASET will process the database and return the completed badges to your organization within a specified period of time. Additional services include the option to have ASET ship badges directly to registrants along with other conference materials.



On-Site Registration

ASET will set up an agreed upon number of registration terminals. Our staff of hardware and software experts can provide hands-on support to maintain the registration process throughout the show. ASET will train all temporary staff personnel in the use of the on-site registration system. On-site registrants are processed and given badges via our own computer system. We provide all necessary equipment, and staff is provided as required to service your registration needs. Our on-site computer system can be custom-designed to meet your specific registration needs.

For more information, please call Adam Michelin at 1-800-852-2258 x216 or email to info@allservice-et.com.

Visit us on the web at www.allservice-et.com

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