

How to Submit Your Vendor Registration in the MAS Member Portal (Engagiffi)



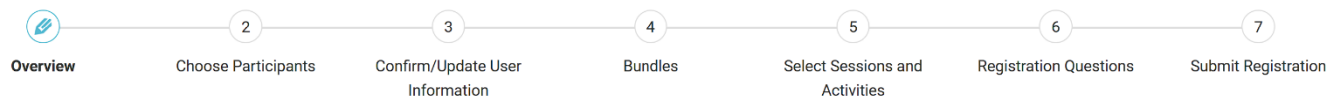
Follow these steps to complete your 2026 Annual Convention & Expo vendor registration from start to finish.

Step 1 - Overview

Review event details. No action required on this step of Event Registration.

Close

Next



Getting Started

1. Log in to the MAS Member Portal and locate **Vendor - 2026 Annual Convention & Expo**

Step 1 — Overview

3. Review the event overview, then click **Next**.

Step 2 — Choose Participants


4. Click **Participant(s)** and check the box next to each person from your organization who will attend. You may search for participants by selecting the search all persons field or at the bottom of the page you may select the next page to continue viewing people who are linked to your organization. Sometimes their name may be spelled differently. You can search for people by name, email address or cell phone number.
 - **Need to add someone who isn't listed?** Click the blue button *Add Person* make sure to scroll until you find the *Vendor Nonmember* type (even if your company has a membership with MAS) You will have to fill in their first name, last name, search for your organization name and enter a email address
 - ⚠ **Make sure to scroll down until you see the Save button and make sure to hit save.**
5. Click **Next**.

Step 3 — Confirm / Update User Information

6. Click each participant's name and review their **Basic Information** (title, email, cellphone, etc.).
7. Click **Edit** to update any details, then **Save**.
8. Repeat for every participant, then click **Next**.

Step 4 — Bundles (*Booths & Attendee Passes*)

9. Select the bundle(s) that match your registration package:
 - **Exhibit Booth (10x10)** — primary booth purchase
 - **Additional / Add-on Booth** — for double or triple booth configurations
 - **Comp'd Attendee Pass** — if your package includes complimentary attendees
 - **Additional Attendee** — purchase extra passes beyond what your package includes
 - **Program Ad** — 2.5" × 2.5" ad in the printed program
 - **Bulk Space** — select your size (10x30 Indoor/Outdoor, 20x20, 10x40, 20x30, 20x40, 20x50)
 - **Comp'd Booth** – if included with your sponsorship package
10. Review your running total at the top of the page, then click **Next**.

 **Tip:** *Bundles = what you're buying (booth, add-on booth, attendee passes, program ad). Sessions = your sponsorship selection (next step).*

Step 5 — Select Sessions and Activities (*Sponsorships*)

11. Choose your **Premier Sponsorship, Platinum, Gold, or Add-On Sponsorship** (Conference Bags, Branded Pens), if applicable.
12. Click **Next**.

Step 6 — Registration Questions

Complete the following for **each participant**. Under the **workflow steps** you will see each participants name, make sure to **select each name** and **check the box for the cancellation and acknowledgment policy**.

- **Acknowledgments (required):**
 - **MAS 2026 Annual Convention Vendor Cancellation Policy**
 - **MCCC Operational Policies** (load-in/load-out, fire & life safety, electrical, etc.)
 - **MAS 2026 Exhibitor Agreement**

If you are exhibiting please enter at least one onsite contact name and cell phone number. The following are optional questions:

- **Onsite contact name + cellphone number**
- **Program Ad artwork upload** (*if included in your package*) — 2.5" × 2.5" PNG, JPG, or PDF. May also be emailed to annualconvention@massup.org by **Monday, May 18**.
- **Company logo upload** (Premier Sponsors only, Optional) — transparent-background PNG, 300 dpi, minimum 1000 px on the long side.
- **Hospitality suite request** (*if applicable*)

You will have to

13. Click **Next** once all participants are complete.

Step 7 — Submit Registration

14. Review your **Finance Contact** and **Billing Contact** — update if needed.

- Under the finance contact/ billing contact you may enter additional email addresses if you would like someone else to receive the invoice/receipt.

15. Review your **Registration Items** and **Grand Total**.

16. Check the certification box at the bottom of the page confirming all information is true and correct.

17. Click **Register**, then **Submit Registration**.



What Happens Next

After you submit, you'll receive a **confirmation email** with:

- Your invoice and payment link
- Hotel block booking instructions
- You can pay online or pay later by check to 7 Riverbend place, Flowood, MS 39232

Questions? Reach the MAS Office at annualconvention@massup.org or call **601-353-2741**.

