



## EDUCAUSE Annual Conference 2022: Step-by-Step Guide for Exhibitor Registration and Housing

EDUCAUSE 2022 primary logistics contacts are responsible for managing staff registration and housing for the event.

**The following is a step-by-step guide to:**

- Your Exhibitor eConsole and Maritz Registration Dashboard:
  - First time logging into your Maritz Registration Dashboard
  - Housing information
- Common registration scenarios
- Important reminders

**Please note:** If you plan to attend this year's event, you will need to complete your own event registration. Primary logistics contacts are not automatically registered.

## Your Exhibitor eConsole and Maritz Registration Dashboard

Each exhibiting organization has a unique [Exhibitor eConsole](#) where you can access your staff registration and housing, along with other logistical details. You should have received an email from EDUCAUSE staff with a unique link and password to your company's [Exhibitor eConsole](#).

Within your console, you will find the Maritz Registration Dashboard, which is where you will:

- Find the number of complimentary exhibit staff registrations allotted to your company based on your booth size (outlined in red in the example below).\*
- Determine who will staff your booth during the event.
- Upload or enter your staff's contact information.
- Send unique registration invitations to your personnel, so they can complete their own event registration. (Each attendee will be prompted to log in or create an [EDUCAUSE Profile](#) as part of the registration process.)

*\* **Below is an example of what your registration dashboard looks like.** If your company received complimentary full-conference registrations as a benefit of participation beyond your booth, they will **not display** in your dashboard. Please refer to the email from EDUCAUSE when your company secured an additional opportunity (i.e. a sponsorship or presentation), which includes a promo code that allows you to fulfill this benefit.*

## Dashboard

Welcome to your Dashboard for the EDUCAUSE Annual Conference 2022. From here you may manage your group and review financials.

Complimentary exhibitor badge registrations are determined based on your participation as communicated separately. Exhibitor badges beyond the allotted amount will cost \$129.00 for each additional registration through August 8, 2022. After August 8, 2022 the rate for additional exhibitor badges will increase.

If purchasing a full conference registration, note that early-bird registration ends August 8, 2022. After this date the registration rate increases.

[Manage Group](#) [Add/Edit Personnel →](#)

Registration Type(s)	Allotment Total	Total Registered	Allotment Available
Exhibit Hall Staff	5	0	5

[Contact Profile](#) [View →](#)  
*Brandy Salazar*

[Click here to view Participant List](#)

### Group Financial Summary

Registration Total	\$0.00
Room Total	\$0.00
Booking Total	\$0.00
Payments	\$0.00

The best thinking in higher ed IT convenes in...

**137:10:46:20**  
days hours min sec

## First Time Logging Into the Maritz Registration Dashboard

When you first log in to your Maritz Registration Dashboard, you will need to select one of the following options to indicate your hotel needs:

- “9 or less”  
If you are booking 9 rooms or less, they will need to be booked individually. You will not be able to request a room block for this amount.
- “10 or more”  
If you want to request a block of hotel rooms, there is a 10-room minimum (your block must be managed by you, the primary logistics contact).

## Housing Information

- Registration and housing can be completed independently.
- If you request a room block, each individual—whether attending as booth staff or for professional development—will only be presented with rooms within your organization’s block during registration. **This means rooms could be reserved by staff who are not working the event before your booth staff have had a**

**chance to register, and you could run out of rooms for your booth staff.**

Please keep this in mind when requesting the quantity of rooms required.

- If you request a room block, all rooms require name assignments by **5:00 p.m. ET on September 9**. Please work with [Maritz](#) directly if you would like to submit a rooming list.
- You can pay for additional exhibit staff or exhibitor full-conference registrations as well as reserve any hotel rooms from the Maritz Registration Dashboard. Credit card guarantee is required for hotel rooms.
- Cancellation of your conference registration does not mean cancellation of your hotel reservation. You must cancel each separately. Registrations and hotel reservations canceled after certain dates are subject to processing or other fees.

If you have questions regarding registration or housing or if you experience system difficulties, please contact Maritz Global Events by email at [educauseexh@maritz.com](mailto:educauseexh@maritz.com) or call 864-208-2275.

---

## **Common Registration Scenarios**

The following are common registration scenarios you may encounter for either:

- Individuals affiliated with your company
- Individuals affiliated with an institution

### **Individuals Affiliated with Your Company**

Individuals affiliated with your company may register as one of the following:

- Complimentary Booth Staff (no payment required)
- Additional Booth Staff (fee-based)
- Complimentary Full-Conference (no payment required)
- Full-Conference (fee-based)

### **Complimentary Booth Staff**

**(No payment required)**

EDUCAUSE 2022 booths include **five complimentary exhibitor** registrations per 100 sq. feet of exhibit space (a 10' x 10' booth is 100 sq. ft). The number of complimentary exhibitor staff registrations provided to your company will display in your dashboard.

***Please note:** When adding personnel to the Maritz Registration Dashboard (found in your [Exhibitor eConsole](#)), you only need to designate a registration type for those who are part of your **complimentary exhibit staff allotment**. You will not designate a registration type for any other registration types.*

*If your company has received **complimentary full-conference** registrations as a benefit of participation beyond your booth, **they will not display in your dashboard**.*

*Please refer to the email that you received from EDUCAUSE staff when your company secured an additional opportunity (i.e. a sponsorship or presentation), which includes a promo code that allows you to fulfill this benefit.*

This option is recommended for anyone who will work at your booth and who will use one of your complimentary exhibitor registrations. To add these individuals to your roster and send them a unique invite to register:

1. Log in to your [Exhibitor eConsole](#) to access the Maritz Registration Dashboard.
2. Select the “Exhibitor Registration and Housing” tile.
3. Click “Add/Edit Personnel” to add them to your group.

## Dashboard

Welcome to your Dashboard for the EDUCAUSE Annual Conference 2022. From here you may manage your group and review financials.

Complimentary exhibitor badge registrations are determined based on your participation as communicated separately. Exhibitor badges beyond the allotted amount will cost \$129.00 for each additional registration through August 8, 2022. After August 8, 2022 the rate for additional exhibitor badges will increase.

If purchasing a full conference registration, note that early-bird registration ends August 8, 2022. After this date the registration rate increases.

[Manage Group](#) [Add/Edit Personnel →](#)

Registration Type(s)	Allotment Total	Total Registered	Allotment Available
Exhibit Hall Staff	5	0	5

[Contact Profile](#)  
*Brandy Salazar* [View →](#)

[Click here to view Participant List](#)

### Group Financial Summary

Registration Total	\$0.00
Room Total	\$0.00
Booking Total	\$0.00
Payments	\$0.00

The best thinking in higher ed IT convenes in...

**136:12:54:40**  
days hours min sec

4. Insert their first name, last name, and email address (you must use either the email address associated with their EDUCAUSE Profile or an email that they can access to receive their unique invite).
5. Set “Have a promo code?” to “No.”
6. Under “View Allotment Summary,” click the “Please Select” button.

Please complete the following fields.

\* Indicates required fields.

\* First Name

jimmy

\* Last Name

Mcgill

\* Email

zzjimmyc@test.comzz

▶  Have a promo code?

No

[View Allotment Summary](#)

Please Select ▶

Please select the registration type if you are assigning a complimentary staff badge.

Cancel

Add

7. In the pop-up window, click the radio button to designate them as "Exhibit Hall Staff."

### Select a Registration Type ✕

Exhibit Hall Staff - \$0.00

Should the person you are inviting receive one of your complimentary allotments? If so, please select "Exhibit Hall Staff" above. Anyone that does not have this selected will pay the staff badge fee based on the date their registration is completed or the appropriate fee for the badge type they select, even if you have badge allotment available. If you are applying a promo code please leave this blank.

Continue

8. Click "Continue."
9. Click "Add" to add them to your roster.
10. If they have been added, you will see them on your roster when you scroll down to the bottom of this page.
11. Click the checkbox next to their name.
12. Select the "Invite Selected" button. This will send an email invitation to each staff member, asking them to register for the event.

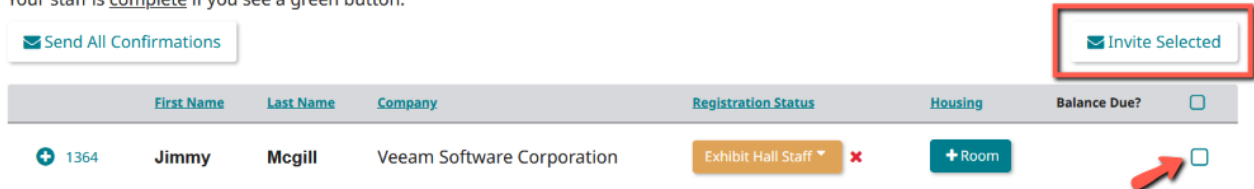
**To help you understand if your staff is registered:**

Your staff is not registered if you see a blue "Update Invite Type" box. They either need to be invited or we are just waiting for your staff to complete.

If you are assigning a **complimentary** "Exhibit Hall Staff" badge you must select that category for them. Otherwise, do not select a registration category and simply send their invite. If they are assigned a promo code, do not assign a registration category.

Your staff is not yet complete if you see an orange button.

Your staff is complete if you see a green button.



13. Each individual will receive an email invitation to complete their event registration. If they have been designated correctly, they will not be prompted for payment or to select a registration location or type.
14. When they have completed their registration, the orange button in your dashboard (under Registration Status) will turn green.
15. If you would like to upload a group of names into your roster rather than adding each person individually, you may utilize the template provided under "Import Personnel" in step 3 above.

## Additional Booth Staff

### (Fee-based; pricing will increase after August 8)

This option is recommended for anyone who will work at your booth but **will not** use one of your complimentary exhibitor registrations. To add these individuals to your roster and send them a unique invite to register:

1. Log in to your [Exhibitor eConsole](#) to access the Maritz Registration Dashboard.
2. Select the "Exhibitor Registration and Housing" tile.
3. Click "Add/Edit Personnel" to add them to your group.



## Dashboard

Welcome to your Dashboard for the EDUCAUSE Annual Conference 2022. From here you may manage your group and review financials.

Complimentary exhibitor badge registrations are determined based on your participation as communicated separately. Exhibitor badges beyond the allotted amount will cost \$129.00 for each additional registration through August 8, 2022. After August 8, 2022 the rate for additional exhibitor badges will increase.

If purchasing a full conference registration, note that early-bird registration ends August 8, 2022. After this date the registration rate increases.

[Manage Group](#) [Add/Edit Personnel →](#)

Registration Type(s)	Allotment Total	Total Registered	Allotment Available
Exhibit Hall Staff	5	0	5

[Contact Profile](#)  
*Brandy Salazar* [View →](#)

[Click here to view Participant List](#)

### Group Financial Summary

Registration Total	\$0.00
Room Total	\$0.00
Booking Total	\$0.00
Payments	\$0.00

The best thinking in higher ed IT convenes in...

**136:12:54:40**  
days hours min sec

4. Insert their first name, last name, and email address (you must use either the email address associated with their EDUCAUSE Profile or an email that they can access to receive their unique invite).
5. Set “Have a promo code?” to “No.”
6. Under “View Allotment Summary,” **do not click the “Please Select” button**, so these individuals are not designated as “Exhibit Hall Staff.”

Please complete the following fields.

\* Indicates required fields.

\* **First Name**

\* **Last Name**

\* **Email**

▶ **✓ Have a promo code?**  
No

---

[View Allotment Summary](#)

**Please select** ▶ Please select the registration type if you are assigning a complimentary staff badge

7. Click "Add."
8. If they have been added, you will see them on your roster when you scroll down to the bottom of this page.
9. Click the checkbox next to their name.
10. Select the "Invite Selected" button. This will send an email invitation to each staff member, asking them to register for the event.

**To help you understand if your staff is registered:**

Your staff is not registered if you see a blue "Update Invite Type" box. They either need to be invited or we are just waiting for your staff to complete.

If you are assigning a **complimentary** "Exhibit Hall Staff" badge you must select that category for them. Otherwise, do not select a registration category and simply send their invite. If they are assigned a promo code, do not assign a registration category.

Your staff is not yet complete if you see an orange button.

Your staff is complete if you see a green button.

The screenshot shows a table with the following columns: First Name, Last Name, Company, Registration Status, Housing, and Balance Due?. The first row contains the data: 1364, Jimmy, McGill, Veeam Software Corporation, Update Invite Type, + Room, and a checkbox. A red box highlights the 'Invite Selected' button in the top right corner, and a red arrow points to the checkbox in the 'Balance Due?' column.

11. When these individuals go to complete their registration, first they will be prompted to select an attendance location of Denver or Online. They should select Denver.

## Attendance

Please complete the following question.

Where or how will you attend?

Denver, CO

Online

Next →

← Back

← Start Over

12. They will then be prompted with registration options and should select "EP – Exhibit Hall Staff Paid."

Please select your registration type.

	Early Bird Through August 8
<input type="radio"/> EP - Exhibit Hall Staff Paid (Member) <a href="#">+ More Info</a>	<b>\$129.00</b>
<input type="radio"/> EFC - Exhibitor Full Conference (Member) <a href="#">+ More Info</a>	<b>\$889.00</b>
<input type="radio"/> EWED - Exhibitor Wednesday Only (Member) <a href="#">+ More Info</a>	<b>\$539.00</b>
<input type="radio"/> ETHUR - Exhibitor Thursday Only (Member) <a href="#">+ More Info</a>	<b>\$539.00</b>
<input type="radio"/> EFRI - Exhibitor Friday Only (Member) <a href="#">+ More Info</a>	<b>\$269.00</b>

I. If *they* are paying, they will be prompted for payment at the end of their registration.

II. If *you* are paying, have them complete the registration all the way through until they get to the payment screen and then close out. You will be able to pay for their registration from your dashboard.

### **Complimentary Full-Conference (No payment required)**

Some sponsorship and presentation opportunities include complimentary full-conference registrations as part of package benefits, which can be used for either the online or both online and in-person experience (based on your purchased opportunity).

#### **If your organization has secured an additional opportunity beyond your booth:**

- EDUCAUSE staff will send you (the primary logistics contact) a confirmation email when an opportunity has been secured. Complimentary full-conference registrations **will not** display in your dashboard allotment.

- The confirmation email will include a promo code for you to share with applicable personnel. These promo codes can be used by your company’s personnel or you may share them with your institutional clients or presenters.

Full-conference registrations are recommended for anyone who would like to attend the event for professional development (i.e. access all event activities, including sessions and networking opportunities).

To add to your roster (and send a unique invite to register) to individuals from your organization who want to attend the event with full-conference access, follow the steps below.

**Please note:** *If you share your complimentary full-conference promo code with someone outside of your organization, please review the “Individuals Affiliated with an Institution” section.*

1. Log in to your [Exhibitor eConsole](#) to access the Maritz Registration Dashboard.
2. Select the “Exhibitor Registration and Housing” tile.
3. Click “Add/Edit Personnel” to add them to your group.

## Dashboard

Welcome to your Dashboard for the EDUCAUSE Annual Conference 2022. From here you may manage your group and review financials.

Complimentary exhibitor badge registrations are determined based on your participation as communicated separately. Exhibitor badges beyond the allotted amount will cost \$129.00 for each additional registration through August 8, 2022. After August 8, 2022 the rate for additional exhibitor badges will increase.

If purchasing a full conference registration, note that early-bird registration ends August 8, 2022. After this date the registration rate increases.

The screenshot shows the Maritz Registration Dashboard. At the top left, there is a teal button labeled "Manage Group" and a teal button labeled "Add/Edit Personnel" with a right-pointing arrow. Below these buttons is a table with the following data:

Registration Type(s)	Allotment Total	Total Registered	Allotment Available
Exhibit Hall Staff	5	0	5

Below the table, there is a teal button labeled "Contact Profile" with the name "Brandy Salazar" and a "View" button with a right-pointing arrow. At the bottom, there is a teal button labeled "Click here to view Participant List".

To the right of the "Add/Edit Personnel" button is a "Group Financial Summary" section with the following items:

- Registration Total: \$0.00
- Room Total: \$0.00
- Booking Total: \$0.00
- Payments: \$0.00

On the far right, there is a white box with a teal border containing the text "The best thinking in higher ed IT convenes in..." and a large red digital timer showing "136:12:54:40" with labels "days", "hours", "min", and "sec" below it.

4. Insert their first name, last name, and email address (you must use either the email address associated with their EDUCAUSE Profile or an email that they

- can access to receive their unique invite).
- Set “Have a promo code?” to “Yes” and enter the promo code provided in your confirmation email from EDUCAUSE.

\* Indicates required fields.

\* **First Name**

\* **Last Name**

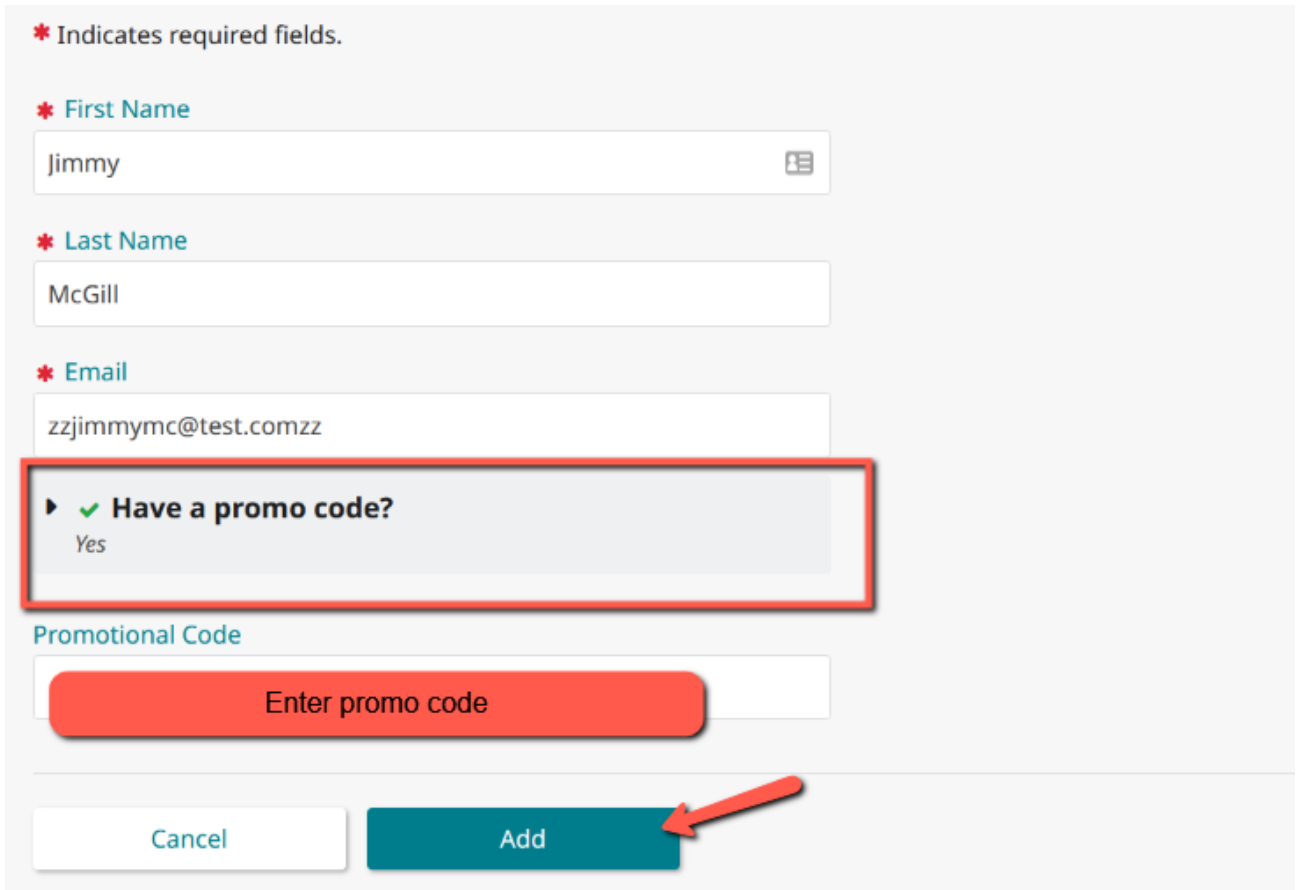
  

\* **Email**

▶ **✓ Have a promo code?**  
Yes

Promotional Code

- Under “View Allotment Summary,” **do not click the “Please Select” button**, so these individuals are not designated as *any* registration type.

Please complete the following fields.

\* Indicates required fields.

\* **First Name**

\* **Last Name**

\* **Email**

▶ **✓ Have a promo code?**  
No

---

[View Allotment Summary](#)

**Please select** ▶ Please select the registration type if you are assigning a complimentary staff badge

7. Click "Add."
8. If they have been added, you will see them on your roster when you scroll down to the bottom of this page.
9. Click the checkbox next to their name.
10. Select the "Invite Selected" button. This will send an email invitation to each individual, asking them to register for the event.

To help you understand if your staff is registered:

Your staff is not registered if you see a blue "Update Invite Type" box. They either need to be invited or we are just waiting for your staff to complete.

If you are assigning a **complimentary** "Exhibit Hall Staff" badge you must select that category for them. Otherwise, do not select a registration category and simply send their invite. If they are assigned a promo code, do not assign a registration category.

Your staff is not yet complete if you see an orange button.

Your staff is complete if you see a green button.

<input type="button" value="Send All Confirmations"/>							<input type="button" value="Invite Selected"/>
First Name	Last Name	Company	Registration Status	Housing	Balance Due?		
+ 1364	Jimmy	Mcgill	Veeam Software Corporation	<input type="button" value="Update Invite Type"/>	<input type="button" value="+ Room"/>	<input type="checkbox"/>	

11. When these individuals go to complete their registration, first they will be prompted to select an attendance location of Denver or Online. They should select Denver.

## Attendance

Please complete the following question.

Where or how will you attend?

Denver, CO

Online

Next →

← Back

← Start Over

12. They will then be prompted with registration options and should select **"EFC - Exhibitor Full Conference"**.
13. If the promo code has been applied correctly, they will not be prompted for payment.



Please select your registration type.

	Early Bird Through August 8
<input type="radio"/> EP - Exhibit Hall Staff Paid (Member) <a href="#">More Info</a>	\$129.00
<input type="radio"/> EFC - Exhibitor Full Conference (Member) <a href="#">More Info</a>	\$0.00 <del>\$889.00</del>
<input type="radio"/> EWED - Exhibitor Wednesday Only (Member) <a href="#">More Info</a>	\$539.00
<input type="radio"/> ETHUR - Exhibitor Thursday Only (Member) <a href="#">More Info</a>	\$539.00
<input type="radio"/> EFRI - Exhibitor Friday Only (Member) <a href="#">More Info</a>	\$269.00

## Full-Conference

### (Fee-based; pricing will increase after August 8)

This option is recommended for anyone who would like to attend the event for professional development (i.e. access all event activities, including sessions and networking opportunities), but will need to provide payment.

To add to your roster (and send a unique invite to register) to individuals from your organization who want to attend the event with full-conference access:

1. Log in to your [Exhibitor eConsole](#) to access the Maritz Registration Dashboard.
2. Select the “Exhibitor Registration and Housing” tile.
3. Click “Add/Edit Personnel” to add them to your group.

## Dashboard

Welcome to your Dashboard for the EDUCAUSE Annual Conference 2022. From here you may manage your group and review financials.

Complimentary exhibitor badge registrations are determined based on your participation as communicated separately. Exhibitor badges beyond the allotted amount will cost \$129.00 for each additional registration through August 8, 2022. After August 8, 2022 the rate for additional exhibitor badges will increase.

If purchasing a full conference registration, note that early-bird registration ends August 8, 2022. After this date the registration rate increases.

[Manage Group](#) [Add/Edit Personnel →](#)

Registration Type(s)	Allotment Total	Total Registered	Allotment Available
Exhibit Hall Staff	5	0	5

[Contact Profile](#)  
*Brandy Salazar* [View →](#)

[Click here to view Participant List](#)

### Group Financial Summary

Registration Total	\$0.00
Room Total	\$0.00
Booking Total	\$0.00
Payments	\$0.00

The best thinking in higher ed IT convenes in...

**136:12:54:40**  
days hours min sec

4. Insert their first name, last name, and email address (you must use either the email address associated with their EDUCAUSE Profile or an email that they can access to receive their unique invite).
5. Set “Have a promo code?” to “No.”
6. Under “View Allotment Summary,” **do not click the “Please Select” button**, so these individuals are not designated as *any* registration type.

Please complete the following fields.

\* Indicates required fields.

\* First Name

jimmy

\* Last Name

Mcgill

\* Email

zzjimmyc@test.comzz

▶  Have a promo code?

No

[View Allotment Summary](#)

Please select >

Please select the registration type if you are assigning a complimentary staff badge

Cancel

Add

7. Click "Add."
8. If they have been added, you will see them on your roster when you scroll down to the bottom of this page.
9. Click the checkbox next to their name.
10. Select the "Invite Selected" button. This will send an email invitation to each individual, asking them to register for the event.

**To help you understand if your staff is registered:**

Your staff is not registered if you see a blue "Update Invite Type" box. They either need to be invited or we are just waiting for your staff to complete.

If you are assigning a **complimentary** "Exhibit Hall Staff" badge you must select that category for them. Otherwise, do not select a registration category and simply send their invite. If they are assigned a promo code, do not assign a registration category.

Your staff is not yet complete if you see an orange button.

Your staff is complete if you see a green button.

<input type="button" value="Send All Confirmations"/>							<input type="button" value="Invite Selected"/>	
First Name	Last Name	Company	Registration Status	Housing	Balance Due?			
+ 1364	Jimmy	Mcgill	Veeam Software Corporation	<input type="button" value="Update Invite Type"/>	<input type="button" value="+ Room"/>		<input type="checkbox"/>	

11. When these individuals go to complete their registration, first they will be prompted to select an attendance location of Denver or Online. They should select Denver.

## Attendance

Please complete the following question.

Where or how will you attend?

Denver, CO

Online

Next →

← Back

← Start Over

12. They will then be prompted with registration options and should select "EFC - Exhibitor Full Conference".

# Registration

Please select your registration type.

	Early Bird Through Jul 25
<input type="radio"/> EP - Exhibit Hall Staff Paid (Member) + More Info	\$129.00
<input type="radio"/> EFC - Exhibitor Full Conference (Member) + More Info	\$889.00
<input type="radio"/> EWED - Exhibitor Wednesday Only (Member) + More Info	\$539.00
<input type="radio"/> ETHUR - Exhibitor Thursday Only (Member) + More Info	\$539.00
<input type="radio"/> EFRI - Exhibitor Friday Only (Member) + More Info	\$269.00

I. If *they* are paying, they will be prompted for payment at the end.

II. If *you* are paying, have them complete the registration all the way through until they get to the payment screen and then close out. You will be able to pay for their registration from your dashboard.

---

## Individuals Affiliated with an Institution

**If you are sharing one of your complimentary full-conference registrations with an institutional client or presenter:**

- Include your promo code—provided in your confirmation email from EDUCAUSE staff when you secured your opportunity (i.e. a sponsorship or presentation)—and the link to [EDUCAUSE Annual Conference Registration](#) in your message, so invitees can register themselves as an attendee.

- Ask your invitees to enter the promo code at the beginning of their registration. This will \$0 their full-conference, in-person registration fee.

Your invitees may redeem your promotional code during their event registration at any time. Please be sure to use all of your complimentary registrations, as they are non-refundable.

**If you are paying for an institutional client or presenter's registration:**

- Include the link to [EDUCAUSE Annual Conference Registration](#) in your message, so invitees can register themselves as an attendee.
- Have them complete their registration all the way through until they get to the payment screen and then close out. Then, contact Maritz Global Events at 864-641-6856 to provide credit card payment for this registration over the phone.

**If you have purchased a registration bundle through our Corporate Give-Back opportunity to share with an institutional client or presenter:**

- Include your promo code—provided in your confirmation email from EDUCAUSE staff when you secured your opportunity—and the link to [EDUCAUSE Annual Conference Registration](#) in your message, so invitees can register themselves as an attendee.
- Ask your invitees to enter the promo code at the beginning of their registration. This will \$0 their full-conference, in-person registration fee.

Your invitees may redeem your promotional code during their event registration at any time. Please be sure to use all of your complimentary registrations, as they are non-refundable.

---

## **Important Reminders**

- We highly recommend that all staff and presenters who are attending the event register as soon as possible and **no later than September 23** in order to receive

necessary communications in advance of the event.

- **Complimentary exhibitor registrations must be processed in advance, by 11:59 p.m. ET on October 20.** Any exhibitor registrations completed after this date and time (including on-site registrations) will be charged \$169, even if your allotment hasn't been used. This includes additional exhibitor badges beyond the complimentary number. (There are administrative costs to process registrations after October 20.)
- **Lunch will not be provided on-site** for any registration type. There are several local food outlets available nearby.
- We are unable to accommodate complimentary registrations over what was included with your purchased opportunity. You are welcome to register additional attendees at the [designated registration fee](#).
- To check the status of your staff's registrations, log in to your [Exhibitor eConsole](#) at any time and select the Exhibitor Registration and Housing tile.
- If you have questions regarding registration or housing or if you experience system difficulties, please contact Maritz Global Events by [email](#) or call 864-208-2275.