



SOCIETY OF DIAGNOSTIC MEDICAL SONOGRAPHY

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Exhibitor Management System User Guide

How to Purchase Exhibit Space

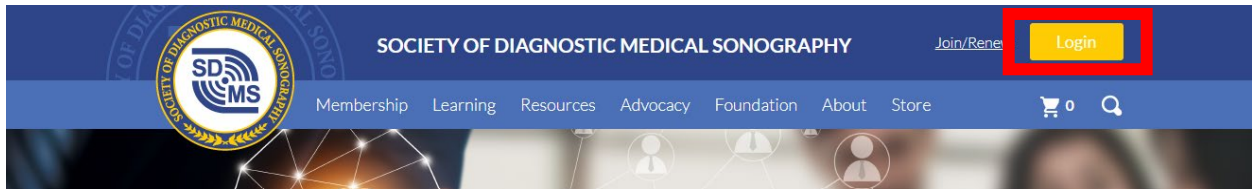
This user guide exists to guide SDMS members and non-members to successfully purchase a booth or tabletop for the *SDMS Annual Conference* through the SDMS Exhibitor Management System.

Login & Access Your Organization Profile

NOTE: If you are already on your organization profile, skip this section and go straight to the Exhibitor Management System – Purchase Your Exhibit Space section.

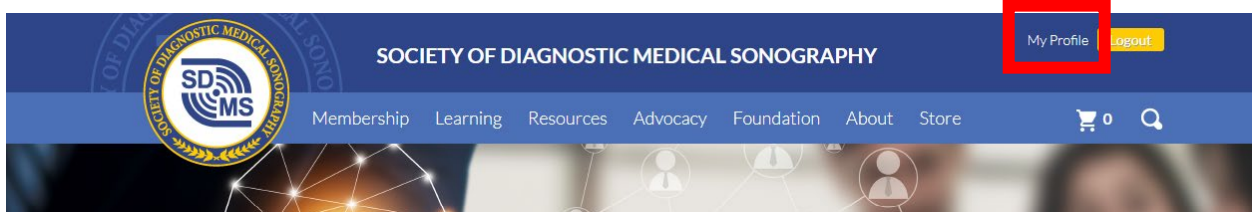
The SDMS Exhibitor Management System is available and listed on the Organization profile. As the Primary Contact or Exhibits Manager for the organization, you will have access to view/edit the organization profile. Follow these steps to access your organization profile.

Step One: Login to SDMS.org

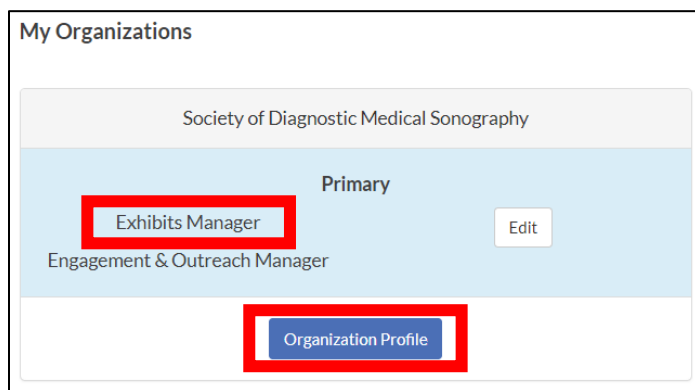


Note: if you currently do not have login credentials, contact events@sdms.org.

Step Two: Click “My Profile”



Step Three: Scroll Down to “My Organizations”



To purchase/manage exhibit booths on behalf of your organization, you will have to be listed as the **Exhibits Manager, Primary or Billing Contact**. If you do not have one of these options listed, please contact events@sdms.org.

Click **Organization Profile**.

Step Four: Update Profile & Organization Exhibits

You can update the company logo and company bio by selecting **Edit Main Profile Information**. This information can also be updated when you enter the SDMS Exhibitor Management System. Navigate to the **Organization Exhibits** tab to begin/manage your exhibit purchase.

Organization Profile
Society of Diagnostic Medical Sonography

Organization Profile Organization Staff Organization Billing **Organization Exhibits**

Main Profile **Edit Main Profile Information**

Society of Diagnostic Medical Sonography (SDMS)

Organization Type: SDMS Vendor Primary Contact: Mr. Donald Eugene Kerns, JD, CAE (dkerns@sdms.org) Website: http://www.sdms.org/

Company Bio
The Society of Diagnostic Medical Sonography (SDMS) is a professional membership organization founded in 1970 to promote, advance, and educate its members and the medical community in the science of diagnostic medical sonography. The SDMS is the largest association of sonographers and sonography students in the world.

Step Five: Launch Exhibitor Wizard

Organization Exhibits
SDMS TEST Select Organization: SDMS TEST

Organization Profile Organization Staff Organization Billing **Organization Exhibits**

Welcome to the SDMS Exhibitor Management System
If you need assistance please contact exhibitors@sdms.org.

Exhibitor Quick Links

- [SDMS Exhibitor Prospectus](#)
- [Freeman Quick Facts](#)
- [Freeman Full Exhibitor Kit](#)
- [Freeman Online](#)

My Exhibits

You currently do not have any exhibit or sponsorship records. Ready to make your purchase?

Launch Exhibitor Wizard

Exhibitor Wizard – Purchase Your Exhibit Space

Step 1 of 5: Exhibitor Information

Verify your contact information for accuracy, upload/update your company logo, and add/update your company bio.


As the **Exhibits Manager** you will automatically be listed as the **Exhibitor Primary Contact**. If you are also the onsite contact, check the **Same as Primary Contact** box. Otherwise, you will need to add the individual who will be the onsite contact. If this person is already listed as a customer in the SDMS database, their information will automatically be populated, if not, you will need to create a profile for them.

Click **Next** when finished with this section.

Step 1 of 5: Exhibitor Information

Please verify your contact information for accuracy.

Exhibitor Information

Directory Name <input type="text" value="Society of Diagnostic Medical Sonography"/>	Company Logo 
Address <input type="text" value="2745 Dallas Pkwy Ste 350"/>	<input type="text" value="Choose file..."/> <input type="button" value="Browse"/>
Phone <input type="text" value="214-473-8057"/>	
Website <input type="text" value="http://www.sdms.org/"/>	
Bio <input type="text" value="The Society of Diagnostic Medical Sonography (SDMS) is a professional membership organization founded in 1970 to promote, advance, and educate its members and the medical community in the"/>	
Exhibitor Primary Contact Alyssa Meek <input type="button" value="Clear"/>	
Exhibitor Onsite <input type="checkbox"/> Same as Primary Contact	
<input type="text" value="Search Email Address"/>	<input type="button" value="Search"/>
<input type="button" value="Create Individual"/>	
<input type="button" value="Next"/>	

Step 2 of 5: Sponsorship Opportunities

Select the sponsorship opportunity you are interested in. For more information on what is included with each sponsorship, click on the link to the *SDMS Annual Conference Sponsorship page*.

All sponsors can reserve a date to host a sponsored event, this option will become available once you have made your sponsorship selection. Click **Next** when finished with this section.

If you do not wish to purchase a sponsorship, click **Next**.

Step 2 of 5: Sponsorship Opportunities

Purchase an SDMS Annual Conference sponsorship; sponsorships include complimentary or discount pricing on exhibit booths and advertising opportunities.

See the [SDMS Annual Conference Sponsor page](#) for more information on the benefits included with each sponsorship opportunity.

\$17,000 Sponsorship

- Conference Food & Beverage (includes breaks and lunch) - \$17,000.00 (1 Remaining)
- Conference Website - \$17,000.00 (1 Remaining)
- General Sessions (Thursday, Friday, and Saturday) - \$17,000.00 (1 Remaining)
- Grand Prize - \$17,000.00 (1 Remaining)
- Registration - \$17,000.00 (1 Remaining)

\$12,000 Sponsorship

- Hydrate & Refresh - \$12,000.00 (1 Remaining)
- Massage Lounge - \$12,000.00 (1 Remaining)
- WiFi (choose password) - \$12,000.00 (1 Remaining)

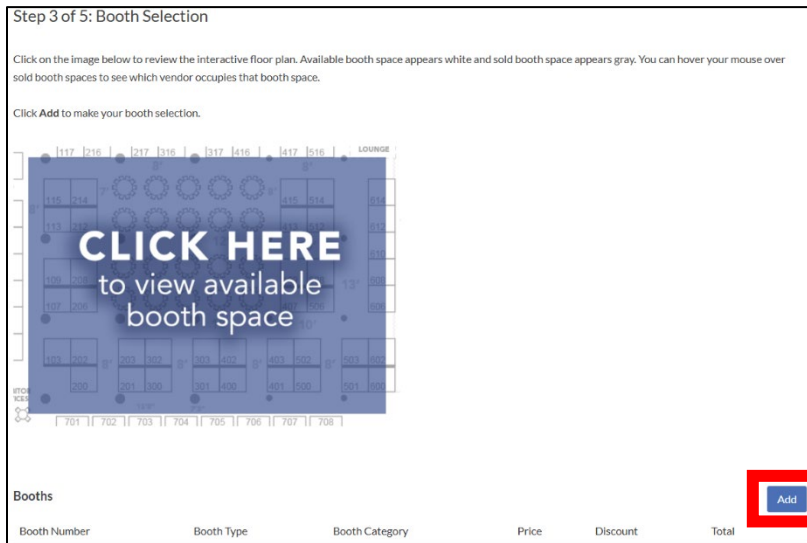
\$7,000 Sponsorship

- Poster Display - \$7,000.00 (1 Remaining)
- Track: Abdominal+ - \$7,000.00 (1 Remaining)
- Track: Cardiac - \$7,000.00 (1 Remaining)
- Track: Educator - \$7,000.00 (1 Remaining)
- Track: OB/GYN - \$7,000.00 (1 Remaining)
- Track: Vascular - \$7,000.00 (1 Remaining)
- Yoga Sessions (Thursday, Friday, and Saturday) - \$7,000.00 (1 Remaining)

Step 3 of 5: Exhibit Space Selection

Click on the image to review the interactive floor plan. Available exhibit space appears white or yellow and sold exhibit space appears gray. You can hover your mouse over sold exhibit spaces to see which vendor occupies that space.

Click **Add** to make your booth or tabletop selection.



Once you have clicked **Add**, select:

- **Type**; select 10 x 10 Exhibit Booth or 6 x 24 Draped Table
- **Category**; select Preferred (yellow spaces) or Standard (white spaces) or Tabletop
- **Option**; select your desired space.

Click **Save**.

If purchasing more than one booth, continue this process until all your selections have been made and are listed.

Note: if you selected a sponsorship, your booth discount will be applied once you hit save.

Booths

Your sponsorship(s) include a discount on the following booths:
1 10 x 10 Exhibit Booth Booth(s)

Booth Type: 10 x 10 Exhibit Booth
Booth Category: Standard

Booth Option: Booth 106 - 10 x 10 Exhibit Booth Standard (\$3,250.00)

Price: \$3,250.00
Discount: \$3,250.00
Total: \$0.00

Cancel **Save**

Step 4 of 5: Advertising Opportunities

Purchase advertising opportunities you are interested in.

If you do not wish to purchase advertising, click **Next**.

Note: if you selected a sponsorship opportunity that receives advertising benefits, please select the advertising benefit for your advertising discount(s) to be applied.

Step 4 of 5: Advertising Opportunities

Purchase advertising opportunities at the SDMS Annual Conference.

Session Break
Showcase your company with a static advertisement displayed during session breaks across all five educational tracks. Your ad will be included in a looping rotation visible to attendees.

Education Session Break (2026) - \$950.00

Lead Retrieval System (FREE)
Complimentary with your booth purchase. Capture attendees contact information, take notes for follow up, and download your lead information.

Lead Retrieval (2026) - \$0.00

Conference Website Ad
Promote your company through an advertisement on the conference webpages.

Conference Website Ad (2026) - \$950.00

Totebag Insert
Supply an insert or promotional item in the conference participants' totebags. Promotional items such as hand sanitizer, stress balls, or ultrasound gel are encouraged.

Totebag Insert (2026) - \$750.00

Social Media Post
Promote your company to the followers of the SDMS social media account of your choice. Drive conference attendees to your booth and provide information to other SDMS social media followers.

Facebook Post - \$750.00

Step 5 of 5: Terms and Conditions

Take the time to review the **SDMS Exhibitor Rules & Regulations**. A new browser window will open for you to view and download a copy of the rules and regulations. Agreeing to the terms and conditions serves as your company signature for your exhibit purchase.

Step 5 of 5: Terms and Conditions

[SDMS Exhibitor Rules & Regulations](#)

Checking the box below indicates understanding and agreement to comply with all policies, rules, regulations and conditions issued by the SDMS regarding its Annual Conference; acknowledgement of having read the rules and regulations and agreement that the 2026 SDMS Annual Conference Exhibitor Rules and Regulations are an integral and binding part of this contract. Agreement also indicates I have read and understand the SDMS Cancellation Policy. I authorize the SDMS to reserve exhibit space on our behalf.

I hereby agree and acknowledge that I have read, understand, and agree to comply with the SDMS Exhibitor Rules and Regulations and SDMS Cancellation Policy.

Please only click the **Next** button one time. Hitting **Next** multiple times could cause the system to error.

Order Summary

Review your order summary and make sure all items you intended to purchase are listed and any discounts received have been applied. Select your payment preference to continue.

Order Summary			
Product	Price	Discount	Total
2026 SDMS Annual Conference – Preferred Booth	\$3,750.00		\$3,750.00
			Total: \$3,750.00
Pay in full by credit card to reserve your booth immediately.		<input type="button" value="Pay by Credit Card"/>	
Make a 50% deposit by check (due upon receipt) and pay the remainder by August 21.		<input type="button" value="50% Deposit by Check"/>	
Make a 50% deposit by credit card and pay the remainder by August 21.		<input type="button" value="50% Deposit by Credit Card"/>	

Once you complete your payment preference, you will receive a confirmation email with a summary of your exhibit purchases and important due dates. Be sure to mark your calendar!

The email will also contain a link to **Organization Exhibits** where you will be able to manage your exhibit purchase, add booth personnel, and pay open invoices. The Organization Exhibits tab also contains important resources (i.e., Freeman Online, Electricity Order Form, etc.).

Reference the [EMS User Guide – How to Manage Your Exhibit Purchase](#) for additional details.