

## Exhibitor Registration Instructions

1. Choose registration type: Member or Non-member
  - If member, click “Enter code”, enter the member code, then click “Verify”
  - If market vendor, click “Enter code”, enter the member code, then click “Verify”
  - If non-member, click on green “Select” button
2. Hover mouse over booth for information (booth #, booth type, dimensions, and cost)
3. Click on booth(s) to select
4. View selection(s) on the right
5. Click “Continue to Checkout”
6. Booth and Service Selections for Booth add-ons and market vendors
  - a. Select the add-ons that apply
7. Standalone Services includes available sponsorships. If you wish to sponsor:
  - a. Select quantity from the dropdown menu for that sponsorship
8. Click “Update services selection: Next”

NOTE: If you need to go back to a previous screen at any step, click on the blue tabs at the top of the page

9. Enter information
  - a. Exhibitor – Public Information is what will show on the website/floor plan that is available to the general public
  - b. Exhibitor – Administrative Information is only available to HBA staff
10. Click “Update Exhibitor Profile: Next”
11. Select Basic or Expanded Profile
  - a. Expanded profile cost is included at no additional cost for 2024. (This will be an additional cost for 2025.)
  - b. Expanded profile features include:
    - i. List personnel who will be working in the booth
    - ii. List products and services
    - iii. Upload photos
    - iv. Upload videos
    - v. Contact information
12. Click “Update Profile Selection: Next”
13. If you selected expanded profile, enter email address
14. Click “Update Account Email: Next”
15. Check box to agree to terms of service (this means you agree to follow all rules and regulations)
16. Click print if you wish to print the terms of service
17. Click “Next”
18. Review order
19. Selection (Optional) pay in full or pay amount due (1/2 of the amount)

20. If all information is correct, click "Pay Online" or "Invoice"
21. Enter credit card information
22. Click "Submit Your Payment"