

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. Check box to agree to terms of service (this means you agree to follow all rules and regulations)
12. Click print if you wish to print the terms of service
13. Click "Next"
14. Review order
15. Selection (Optional) pay in full or pay amount due (1/2 of the amount)
16. If all information is correct, click "Pay Online" or "Invoice"
17. Enter credit card information
18. Click "Submit Your Payment"