

THE FINEST  
HOLISTIC EXPO



BodyMindSpirit  
expo

## How to Purchase a Booth

- 1) If you have not done so already, the first thing you need to do is register as an Exhibitor. Click Exhibit tab at the top of the page > becoming an exhibitor > and fill out form. Your email address will become your User ID. If you have previously registered or purchased a booth you can skip this step.
- 2) Close out of your exhibitor admin and go to website and click on "Events" at the top of the page.
- 3) Click on the "Buy Booth" tab for the show you are interested in and it will bring you to our floor plan. (You will not be able to view the floor plan using an iphone or an ipad).
- 4) Click on the booth you would like to purchase (the green ones are available—single and double digits are for Readers and Healers only and triple digits are for Retail vendors). A box will appear that will ask you if you want to purchase the booth, click yes. (You will see the price of the booth on the right hand side before you actually purchase it.)
- 5) Select any extras **if you need them** and then click submit.
- 6) Click Update and then login where it lists your Cart Summary on the right.
- 7) Click update again and then a PayPal Buy Now button will appear in your Cart Summary.
- 8) Click the PayPal Buy Now Button and you will be redirected to the Paypal page where you may continue your purchase using Paypal or you can pay with Credit or Debit card using the grey tab at the bottom of the page.
- 9) Once you have purchased a booth you will receive an auto generated email. It is a good idea to read and keep this email as we do not have the ability to recreate it and there is important information on it that you will need.
- 10) If you would like to sign up for a lecture, you may do so after purchasing your booth from your exhibitor admin home page. Simply click on "Exhibitor Booths" and then "Select Lecture" then choose your time from the drop down box and click save. You will need to enter your information if you have not been in one of our shows before or if you want to update any of the information that is already listed.

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