

How do I purchase a single booth?:

Purchasing a booth through our software takes just a few steps and allows you far greater flexibility in payment options than through traditional methods. Follow these steps:

Step 1- View the floor plan: Our booth purchasing system is based around the new interactive floor plans for each expo. There are two ways you can reach these floor plans. You can reach the floor plans from the Buy Booth tab on the right hand side of the individual expo. If you use this method the software will preload the floor plan for this specific expo in advance.

The second path to the floor plan page is located on the event page at the top of the page inside the gold bar, you can click on Floor Plan or Buy Booth . You will arrive at the floor plans page but you will see that the floor plan is set to the default expo. In the upper right corner of the screen you will see a pull down list of all the expos we are producing during the next 12 months. Select the expo at which you wish to exhibit and the software will load the floor plan for that event. Be careful when selecting an expo city where we produce two events annually as you must purchase the correct expo.

You will notice that there are two colors of booths. The key on the floor plan will show you which color booths are available for purchase. Select the booth you wish to purchase and the software will ask you if you wish to purchase this booth. If you select no, the window goes away and you are free to choose a different booth. You can also see your neighbors by rolling over any taken booth.

Step 2- Select Your booth: When you find the perfect location, say yes to purchasing the booth. You will be taken to a screen showing your purchase and asking if you would like to add any extras such as additional tables or electricity. You can add these extras on this screen or at any point in the future from your secure, private admin panel which we will describe below. Once you make these choices you must click submit and it will lead you to the your shopping cart page, then click on update and to the right of that there is a box that is your cart summary and you will need to log in as a user to continue your purchase.

Step 3- Registration/Log In: Selecting log in will take you to a screen asking if you are already registered with our site. If you are already registered then enter your email and password and press enter. More likely (especially as the software is just starting) you will need to register. When you select register the site will ask you basic information such as your name, company name, address, phone as well as the password and email address that our software will use to identify you in the future. Please choose a password of at least 6 letters or numbers. You should use only alpha-numeric letters for this password. When you are happy with your choices click enter. Remember that you will have total access to change anything you enter here when you log on in the future to your private, secure admin panel.

Step 4- Select a Free Lecture Slot (optional): You have chosen your booth at this point. All booth purchases at BMSE entitle you to a free lecture slot during the weekend (space

permitting). To select this lecture slot you must return to the interactive floor plan page without leaving the BMSE site. To do so at this point choose the “Continue Shopping” button in the lower left. At the top of the floor plan you will see a number of meeting room icons in blue. They are identified as 1001 through 1005. By clicking on one of these icons you will see a list of the available and taken lecture slots in that meeting room. Select the room, day and time for the lecture slot you wish and select purchase. This will return you to your shopping. You will notice that the usual fee of \$95 for the slot is now waived and instead the cost is set to 0. If you are satisfied with your lecture selection click the “Update” button. Remember that you may change these lecture times after you have completed your sale at any point from your exhibitor admin.

Step 5- Update and Continue to Checkout: When you have registered or logged in you will return to a shopping cart showing your booth selection and any extras you requested. You will see two buttons in the lower left of the screen. These read “Continue shopping” and Update”. Since you are purchasing just a single booth on this occasion, choose Update”.

If you wish to delete the booth, lecture or extras, click the checkbox next to the appropriate item to be deleted and press update again. Your new list and updated price will be shown.

Step 6- Proceed through Google Checkout: You will notice that a box appears in the lower right that is the icon for Google checkout. We have chosen Google as our sales portal for a number of reasons. Most importantly, it promises you the most secure checkout system on the planet. Once you select and configure Google’s settings, you need remember just a single password not just for BMSE purchases, but at literally millions of other sites on the web and you will never need to enter your credit card information again. You will also have the added convince of being able to make your purchases with American Express, Discover, as well as Master Card and Visa. When you are ready to complete your purchase click on the Google icon.

When you select the Google icon you will be asked to either enter your Google Checkout email address and password or to register for first time as a Google Checkout user. If you are newly registering, the Gateway will ask you for address and credit card information. Enter this info and select proceed. If you already have a Google Checkout account, enter your email and password and select “Proceed.” You will see a confirmation window asking if you are ready to complete your purchase. Click yes and your card is authorized and your booth is reserved. **Please note that we will manually check your entry in our office before we actually permit Google to charge your card. We use this opportunity to confirm that the sale of the booth is appropriate to your company and confirm that another exhibitor has not purchased exclusive rights to sell this product or brand at the expo. On the rare occasion that we see that we can not complete your purchase, we will email and or call you telling you why this has happened.**

Once you have authorized your purchase from Google you will be taken to a confirmation screen asking if you wish to return to the BMSE site. Select this option and you will return to the BMSE.net site and see three options. You can make another purchase which will take you to the floor plans page. You can choose to go to the actual expo home page for the booth you just purchased, or you may go to your secure admin log in.

Step 7- Select a Free Lecture Slot If you have not already (optional): You have completed your booth purchase at this point and your booth now shows as sold on the floor plan. All booth purchases at BMSE entitle you to a free lecture slot during the weekend (space permitting). To select this lecture slot you must return to the interactive floor plan page without leaving the BMSE site. At the top of the floor plan you will see a number of meeting room icons in blue. They are identified as 1001 through 1005. By clicking on one of these icons you will see a list of the available and taken lecture slots in that meeting room. Select the room, day and time for the lecture slot you wish and select purchase. This will take you to a shopping cart much the same as you saw when purchasing your booth. You will notice that the usual fee of \$95 for the slot is now waved and instead the cost is set to 0. If you are satisfied with your lecture selection click the “Update” button. You will be taken to a confirmation page. showing your completed lecture time selection. You may now log in to your admin page to enter your lecture and exhibiting details.

Step 8- Enter your exhibiting and lecture details for the public to see: By selecting “admin log in” after completing Google Checkout , you will be taken to a log in screen for entering your exhibiting details. The address for this page is: <http://www.bmse.net/bmseweb/exhibitoradmin/adminhome.php> You can use this address at any time. Use the Guide named “How do I Enter my Exhibiting Details?” for a detailed explanation of how you can gain total control over how the public sees your booth on line.

That's it. You have just purchased your Body Mind Spirit Expo Booth. Enjoy the rest of your exhibiting experience. Remember that you can change your booth number or lecture slot within an expo at any time up to 10 days before an expo from within your admin panel. You can also change your booth from any expo to any later expo up to 10 days before an event for a \$50 change fee.