

# HOW TO Purchase a Booth

- 1** Register as an Exhibitor. Click EXHIBIT (at the top of the page) > BECOMING AN EXHIBITOR then fill out the form. **Your email address will become your User ID.** If you've registered or purchased before, you can skip this step.
- 2** Close out of your **exhibitor admin** and go to the website and click "EVENTS" at the top of the page.
- 3** Click "Buy Booth" tab for the show you are interested in and it will bring you to our **floor plan.** (You won't be able to view the floor plan using an iPhone or iPad).
- 4** Click on the booth you'd like to purchase (Green=Available - Single/Double digits are for **Readers & Healers** only & Triple digits are for **Retail Vendors**). A box will appear asking if you want to purchase the booth, click yes. (You will see the booth price 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'd like to **sign up for a lecture**, you may do so after purchasing your booth from your exhibitor admin home page. Click on Exhibitor Booths > Select Lecture. 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 already listed info.

