

Completing the Exhibitor Application Online –

Step 1 – [Login](#) - You must be logged in to the site – Please submit a Contact Us form if you need assistance with your credentials

Step 2 – Click Fall In!® Exhibitor Application Link under Calendar (Right Sidebar)

Step 3 – Click Register under Registration Information

Step 4 – Make your booth selection under Related Products and add the quantity needed. Select any additional items (Additional Badges) you wish to under Related Products

Step 5 – Complete the Registration Information Section making sure to fill in all * Required Fields – some fields will auto-fill from your profile.

Step 6 - Complete the Badge Request Section with a first name and last name for each person – nicknames or Minion 1, etc. are unacceptable. Don't forget to list yourself if you will need a badge. You receive 2 complimentary badges with the first booth and earn 1 badge for each booth after that. You may request Youth Badges for children age 14 or under – these are free. You may purchase additional Badges over the allotted amount for \$50 each – please indicate a quantity under Related Products and list names under Additional Badges.

Step 7 – Complete the Volunteer Rewards Program Acceptance Section.

Step 8 – Read the Terms and Conditions (Link is at Top of Page) and complete the Acceptance Section.

Step 9 – Complete the Electronic Signature

Step 10 - Click **Save & Finalize Registration** - A Pop-up “Finalize Event Registration” - Are you sure you want to finalize this event registration? Click Yes

If you have updated your profile information your contact information will auto-fill**


Step 11 – Checkout (Step 1 of 2). Your Recipient Information will auto-fill from the previous screens**. Please complete any required* field necessary.

Under Payment Information, Select your payment method. You may use the following:

- Paypal – Follow the Steps to Pay through Paypal
- Credit Card – American Express, Discover, MasterCard or Visa – Complete the Card information

You may mark the box next to Check here if the billing address is the same as the recipient information to auto-fill the Billing Information and then click PROCEED TO CONFIRMATION

Check out Step 2 – Verify information and then click COMPLETE ORDER.

Click the  View Invoice/Receipt to print out a receipt copy and save for your records.

CONGRATULATIONS YOU HAVE COMPLETED REGISTRATION – PLEASE PRINT YOUR EVENT REGISTRATION AND YOUR INVOICE/RECEIPT FOR YOUR RECORDS. WE STRONGLY SUGGEST BRINGING A COPY OF YOUR RECEIPT TO THE CONVENTION.