INSTRUCTIONAL GUIDE FOR EXHIBIT SPACE SELECTION

LOGIN

Log in Screen: If you exhibited in 2023, please note your 2023 login credentials will not work for this year’s portal. You must, on the left side ‘click to start’, there will then be a box to enter your company name, as you start to type, this box will autofill. If you are new, you will also on the left ‘click to start’, but nothing will auto fill for you. Follow the prompts and fill in the requested information. If you just want to view the floorplan to see space availability, you may select ‘View Floor Plan’.

STOP: If you are a non-profit, you need to email me for our comp code to discount your purchase: kfeuling@oandp.org

BOOTH/TABLETOP SELECTION

To select your exhibit space, you may use the drop-down menu or the floorplan by hovering over your space of choice. If you are purchasing multiple booths or tables, please make sure to select them all, then over in the 'Selection Comments' please indicate that you would like these spaces merged. Please do not order more than two tables. If you need more than two tables, it’s time to upgrade to a booth! Once your space is selected, hit ‘Continue’. You will not be able to adjust your space location once submitted, so if you need adjustments, please email me.
NOTE: Do not select multiple locations as OPTIONS, what you are selecting here is your ACTUAL exhibit space.
SPONSORSHIP OPPORTUNITIES

After your exhibit space selection, a window will pop up to select sponsorships. Add what you would like or hit ‘Continue’ to skip. At this point, continue following the prompts on each screen, this will take you through our terms and conditions and payment. Payment options are via check, credit card, or wire transfer. If you need to pay via wire transfer, please reach out to me as I will have to provide you with our banking details. A 50% down payment is due at the time of reserving your space up until July 31st. After July 31st, you are required to pay the full amount.

WRAP UP

You will receive a confirmation email once you have completed the process.

You are now set up in the vendor portal, the confirmation email that was sent included a copy of your invoice and has your log in information, so keep that email close by. This site hosts useful information and a list of ‘TASKS’ for you to complete. Please review the task deadlines and complete them by that time. Once a task is complete, you will see a little green ✔.

![Tasks](tasks.png)

For questions, please contact Kate Feuling and [kfeuling@oandp.org](mailto:kfeuling@oandp.org), (414) 908-4931. See you in Chicago!