

## INSTRUCTIONS - HOW TO REGISTER FOR A BOOTH

### FIRST STEP

- Have your login information and password that was emailed to you.

### SECOND STEP

- Go to: <http://www.expocadweb.com/17tuhe/ec/forms/exhibitor/login.aspx>
- Select your company information and enter your password.

Times Union Home Expo 2/19/2016 - 2/21/2016

**Exhibitor Login**

Select your company from the list and enter your password to access the digital booth editor. The password field is case sensitive.

Not in the list? Please click [here](#) to send us an email and request to be added to the list.

Type to search:

518 Remodel llc

A & K Home Improvement

A-1 Barton Water Conditioning

Adirondack Basement Systems

Adirondack Precision Cut Stone

Adirondack Winery

Advanced Custom Modular

Advanced Energy Panels

Advanced Power LLC

Advanced Spray Foam, Inc.

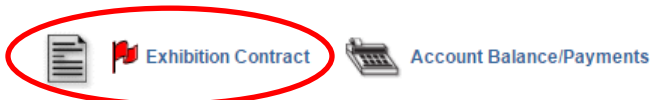
Password:  (case sensitive)

[Forgot your password?](#)

- Don't see your company name - go to: **“Not in the list? Please click [here](#) to send us an email and request to be added to the list.”** Show Management will add you to the list once your request is received. You will receive an email with login instructions.

### THIRD STEP

- Click on the “Exhibition Contract” link – see red circle.



**VIEW BOOTH**

Business Card	Badges
Categories	Brands List
Company Profile	Administrative Contact
Company Contacts	
Change Password	

#### FOURTH STEP

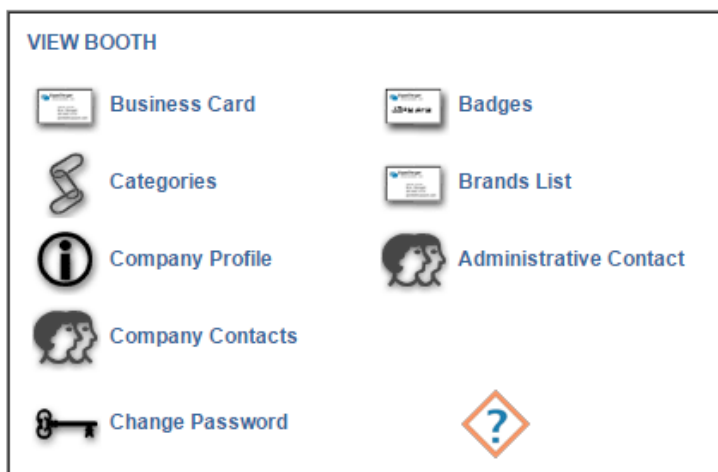
- Complete the online application.
- On page 2 of the application – “Booth Number Selection” view the floor plan and list your booth location preferences in the text boxes below. While every effort will be made to accommodate your request, there are no guarantees.
- **Floor Plan Link:** <http://www.expocadweb.com/18tuhe/ec/forms/attendee/indexTab.aspx>
- You will receive a Booth Confirmation email to verify your booth assignment once Show Management has reviewed your application and assigned you a booth.

#### FIFTH STEP

- View/Print Contract
- *\*You will receive an email (could take up to 2 days) with your Booth Assignment.*

**AT THIS POINT YOU ARE FINISHED SUBMITTING YOUR APPLICATION!!!**

At any time you can login to your account and access the information below and make any necessary changes. You will need your login information and password to be able to login to the system and access your information.



- **Exhibition Contract** - order additional items, view your contract and orders.
- **Account Balance/Payments** – view your balance and make a payment.
- **View Booth** – once you have been assigned a booth – you can view your exhibitor online digital profile.
- **Business Card** – update your company information that is posted online once you are assigned to a booth.
- **Categories** – view the category you selected when you registered which can also be changed. You will only be allowed to select one category unless you paid for additional categories.
- **Company Profile** – updated the description of your company that you entered when you registered.
- **Company Contacts** – you can add additional person to show up online in your exhibitor online digital profile.
- **Password** – you can change your password.
- **Badges** – you can add the names of exhibitors that will be manning your booth at the show.
- **Brands List** – you can post any “brands” that you want to show in your exhibitor online digital profile.
- **Administrative Contact** – you can change the contact if needed. This person will receive all email communication regarding the show. This information is only for Show Management.