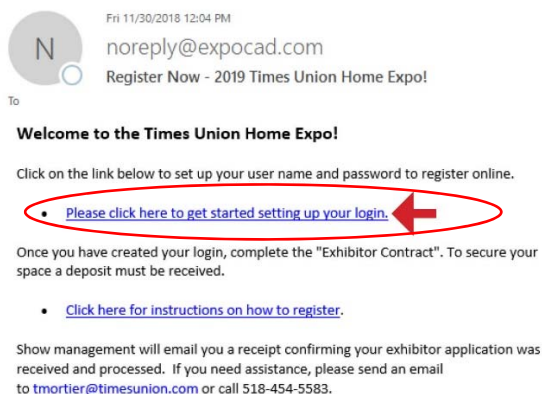


**STEP 1)** Go to Floor Plan, select a Booth and E-mail your contact information to [tmortier@timesunion.com](mailto:tmortier@timesunion.com).

- Go to: [www.timesunionhomeexpo.com/floorplan](http://www.timesunionhomeexpo.com/floorplan)
- Click on an "Available" booth
- Click on the email [tmortier@timesunion.com](mailto:tmortier@timesunion.com)
- In the body of the email it will automatically list the booth # you are requesting. *Example: "Request to Rent Booth 122"*
- Complete the information in the body of the email:
- Contact Name, Company Name, Company Address, Phone #, E-mail, Website

**STEP 2)** You will receive an e-mail message, subject line: Register Now – 2019 Times Union Home Expo!

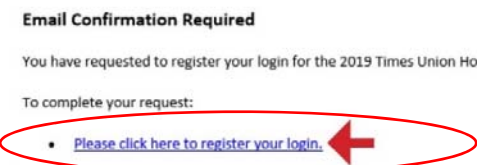
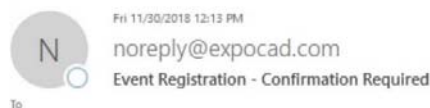
*Please note there could be a slight delay receiving this email. Below is the message you will receive. Click on "Please click here to get started setting up your login."*



**STEP 3)** Enter your e-mail and click "Send E-mail"

The screenshot shows the 'Registration Request' form. At the top is the 'TIMES UNION Homeexpo' logo. Below the logo is a blue gradient bar. The form title is 'Registration Request' and it says 'Begin your Login Registration.' The instructions are: 'Use this page to begin setting up your login. Enter your email address and click the "Send Email" button. An email will be sent to you with a link to the registration form for this event.' There is an 'Email:' label and a text input field containing '123@youreemail.com'. Below the input field is a blue 'Send Email' button. At the bottom, it says 'Already registered? Click here to login.'

**STEP 4)** You will receive a second email immediately. Click "Please click here to register your login."



**STEP 5)** Enter the e-mail you submitted when requesting your booth #. Enter desired password. Click “Register”.

### Register your Login

Enter your email address and password to register your login for this event.

Email:

Password:   
Password must have at least 6 characters. It must have at least one letter and at least one number.

Confirm Password:

**STEP 6)** Click “Edit your digital booth” blue button.

### Register your Login

Enter your email address and password to register your login for this event.

Your login has been registered successfully.

Email:

Password:   
Password must have at least 6 characters. It must have at least one letter and at least one number.

Confirm Password:

**STEP 7)** Click “Exhibitor Contract”.

VIEW BOOTH

- Administrative Contact
- Brands
- Business Card
- Categories
- Company Profile
- Company Contacts
- Badges

Download/Upload your digital booth data...

**STEP 8)** Complete contract and submit. On Page 2, make sure to click the “Add” button.

Exhibit Space Selection

Exhibit Space Pricing  
200 sq ft | 11.25 / Square Foot

Select Space:

Booth Type: 200 sq ft	Size: 10x20	Number of Booths: 1 <small>You may select 1 booth(s) of this type.</small>	<input type="button" value="Add"/>
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Your Selection(s):

Booth Type	Size	Booths	Cost
No space selections have been added.			

**STEP 9)** View/Print contract for your files.

*\*You will receive an e-mail (could take up to two days) with your receipt/invoice.*

**AT THIS POINT YOU ARE FINISHED SUBMITTING YOUR CONTRACT**

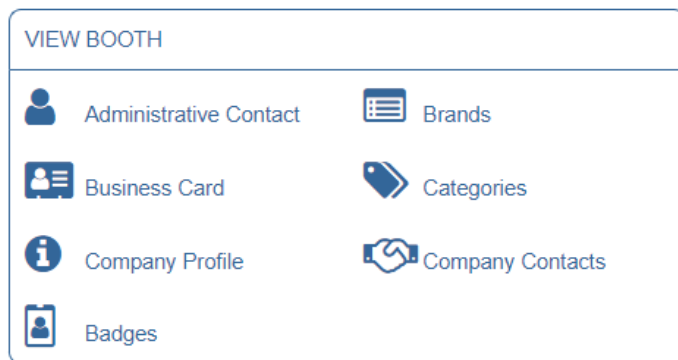
**50% DEPOSIT REQUIRED TO SECURE YOUR BOOTH. AFTER 12/31 FULL AMOUNT IS DUE TO SECURE A BOOTH.**

Deposits must be made via credit card. If made by check, we must receive the check within **one week** of your contract submission date. After this one-week period, the booth(s) you requested will be taken off hold.

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.

Login: <https://timesunionhomeexpo.com/login>

 Exhibition Contract   Account Balance/Payments 



- **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.
- **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.
- **Business Card** – update your company information that is posted online once you are assigned to a booth.
- **Company Profile** – updated the description of your company that you entered when you registered.
- **Brands** – you can post any “brands” that you want to show in your exhibitor online digital profile.
- **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 Contacts** – you can add additional person to show up online in your exhibitor online digital profile.
- **Badges** – You can add the names of exhibitors that will be manning your booth at the show.