

## **Exhibit Registration Process & How to Register**

Table-top assignments are based on a first-come, first-served system. Sponsors have the first opportunity to reserve space, followed by the previous year's exhibitors. General exhibit reservation is on a first-come, first-served basis.

*Schedule coming soon!*

Follow these steps to reserve your table top once expo reservations open:

1. Login to the website. Under the "Events" tab at the top, select "Upcoming Trade Shows" from the dropdown list.
2. Select "2021 CEBA Expo"
3. Select "Add a Booth"
4. Either choose a booth number from the drop-down menu and hit "Search" OR leave the booth number menu empty and select "Search" (If you do not see a booth number in the drop-down, it has already been reserved and is unavailable)
5. Hit "Select" next to your desired table top. It should appear in gray when the cursor is moved away from the item
6. Click "Save and add booth personnel"
7. Select your booth person from the drop-down list - NOTE: If you would like to register someone who is not listed, please contact me
8. Hit "Save & Checkout" and review your order
9. If all the information looks correct, click "Check-Out" and select your payment method

Please note your reservation is not complete until you select "Submit Order" on the final page of the checkout menu