

## Reserve your exhibit booth in the Expo:

- 1. Enter your company password from your AMCP booth invitation email.
- 2. At Booth Choice, select "Click here to select your booth choices."
- 3. Blue booths are available. Booths in yellow have already been assigned. (Hover over assigned booths to see the company name.)
- 4. To secure a 10x10, click a booth and click "Reserve Booth" in the green box at the top of the screen.
- 5. To secure a 10x20 or 10x30, select booths front-to-back (e.g., 2114 and 2116) and not side-by-side and click on "Reserve Booth" in the green box.
- 6. To secure a 20x20 or if you'd like an island booth, email exhibits@amcp.org.
- 7. Review your Order Details.
- 8. Enter credit card information and proceed to Contract Info or select the "Please Invoice" payment option dropdown and proceed to Contract Info. Invoices will be sent via email within 48 hours.
- 9. Enter authorized contract information, review and download the Exhibit Terms & Conditions, then check the box indicating you agree to the Terms & Conditions.
- 10. Click "Reserve Booth." An automatic email confirmation will be sent and additional instructions will follow from AMCP.