



Simple Steps to Submit Your Space Renewal Contract

1. Use your personalized link provided in the email to access your exhibitor console to review your contract.
2. In your console you can review and/or update:
 - a. Company information & contacts
 - b. Select your booth from the drop-down menu
 - c. Review your listing options (including add-on packages to help you generate more pre-market leads)
 - d. Enter your payment details
 - e. Electronically sign and submit
 - f. Once you have confirmed for Summer 2020 you'll have the option to review and select the NY NOW® Partner Program. (This is your opportunity to secure space at both NY NOW Summer 2020 and Winter 2021 markets at a reduced rate)

Helpful tips when using the exhibitor portal

Make sure to complete all information that contains an *

Select your booth under 'booth selection'

Choose your digital package to see the total due

Enter in all payment information (no spaces, special characters or dashes)

Be sure to click on the agreement/terms to review, then check the box