

# HOW TO ORDER YOUR EXHIBIT SPACE

at The Annual Family Cafe



Thank you for your interest in showcasing your organization at this year's Annual Family Cafe! Exhibiting at our event is a great way to connect with thousands of attendees, share your resources, and make a lasting impact. This guide will walk you through the steps to purchase exhibit space through our website. Follow along to secure your spot!



## Step One

Visit [annual.familycafe.net](http://annual.familycafe.net) and click "Exhibitors" on the navigation bar. Then, click the **"Register Here"** button to get started.

Select the number of **registration fees** you would like to purchase **beyond the two included** with each exhibitor fee

Expand this menu to view and add **A la Carte add-ons** like quarter, half, and full-page program ads and meeting room space

The screenshot shows a registration selection interface with three main options and an add-ons section. Each option has a price and a quantity selector (a dropdown menu with '0' and a downward arrow). Red callout lines connect the callout text to the quantity selectors and the add-ons menu.

Registration Type	Price	Quantity
<b>Exhibitor</b> Each table has 2 tickets Available until: Friday, June 6th 10' x 10' draped booth furnished with one skirted table, two chairs, and pipe and drape; includes two registration fees... <a href="#">View More</a>	\$2,500	0
<b>Additional Exhibitor Representative</b> Available until: Saturday, June 14th Select this ticket type to add additional Exhibitor Representatives (beyond the two included with each... <a href="#">View More</a>	\$250	0
<b>Brigade</b> Each table has 4 tickets Available until: Wednesday, Apr 30th Upgrade your exhibit booth as a Brigade Exhibitor! Enjoy a booth location of your choice, designation as a Featured... <a href="#">View More</a>	\$7,500	0

**Add-ons**

- A La Carte Sponsorship Menu  
\$2,500 - \$7500

Select the number of standard **10' x 10' exhibit booths** you would like to purchase

Add this option to **upgrade** to our featured exhibitor sponsorship, "Brigade"

If you wish to add **additional booths** to the Brigade package, you can combine it with the **standard** exhibitor fees above

# HOW TO PURCHASE EXHIBIT SPACE

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Bringing a Display Vehicle?  
You'll need two booth spaces.

Registration fees apply to all representatives from your organization, regardless of the nature or level of participation in the event. Individuals with disabilities and their family members are exempt.

Review our Exhibitor options and select the combination that best fits your organization's needs. For standard **10' x 10' booth spaces**, select one or more "Exhibitor" tickets. Each space includes **two registration fees** for representatives from your organization. Additional representatives may be added for an extra fee.

## Step Two



Exhibiting organizations can register as many representatives as needed through the **Additional Exhibitor Representatives** ticket option.



## Step Three

Fill out the **Primary Contact's** information first. This individual's name will appear on your invoice or sales receipt, and they will be the main **point of contact** and receive all communications from The Family Cafe unless otherwise specified. Then, fill out your organization's contact information **exactly as it should appear in the event program** and click **"Continue."**

## Step Four



Fill out the contact information for the **representatives** who will be attending the event. The Primary Contact's information will automatically be added to "Ticket 1," but you can replace it if they are not attending the event. You will have the option to **transfer tickets** within the Exhibitor portal but we ask that all transfers are completed prior to your arrival at the event. Click **"Continue"** once all tickets have been assigned.



## Step Five

**Select** your payment method. Payment can be made by debit or credit card at the time of registration, or by requesting an invoice to pay later. Invoices will be sent to the **Buyer** identified at the beginning of the form.

## Step Six



**Submit** your registration! Should you **need to add** additional representatives to your booth at a later date, return to the Exhibitor registration page and simply purchase Additional Exhibitor Representative tickets, or have them register separately as a **professional** in our general registration.

## Contact Information

### Payment and Billing

Tanya Hansen  
Financial Administrator  
[thansen@familycafe.net](mailto:thansen@familycafe.net)

### Other Assistance

Sarah Fahey  
Event Manager  
[sfahey@familycafe.net](mailto:sfahey@familycafe.net)