

PURCHASE YOUR EXHIBITION SPACE

We are pleased to partner with a2z, Inc., for preconference exhibition sales featuring real-time viewing of the exhibition hall floor plan and easy reservation and payment processing. Choose from a limited quantity of premier booths or select standard booth spaces in the exhibition hall.

PURCHASING DETAILS

- Booths may be purchased as singles or multiples in 10' x 10' structures.
- Booth reservations require a 50% non-refundable deposit via credit card online (preferred method of payment) or check.
- Full payment is accepted at time of reservation, if preferred.
- Final payments can be made in two installments due by March 1, 2019, and May 2, 2019.
- All reservations will be confirmed by email.
- All final payments are due May 2, 2019.

BOOTH PRICING

Log in to the a2z site to view pricing. See instructions on next page.

BOOTH PACKAGE INCLUDES:

- a) 10' x 10' booth with standard booth drapery (8' high back-wall and 3' high sidewall drape)
- b) One, three-sided skirted 72" x 24" x 30" table
- c) Two contour chairs
- d) One wastebasket
- e) One foam board exhibitor identification sign mounted to back-wall drape
- f) Lead retrieval services and post event analytics. All booth purchases include two (2) licenses for collecting real-time lead data compatible with your mobile device or tablet. Additional licenses may be purchased. Activation details will be included in the Exhibitor's Kit before the exhibition.

Note: The exhibition hall is not carpeted. The booth package does not include carpet, but carpet can be purchased.



HOW TO RESERVE YOUR BOOTH

Booth space is limited. Your space will be secured once Y-USA receives your non-refundable 50% deposit per booth or full payment.

The entire exhibition sales process will be handled on the a2z site.

Please refer to the steps below.

1. Click on the 'Exhibitor Login' button on the left menu of the Welcome page.
2. **Returning Exhibitors:** You will need your company password. If you do not remember your password, please contact exhibits@ymca.net and request your password.

New Exhibitors: Email exhibits@ymca.net to set up your company's account.
3. Once you have chosen a booth, you will receive (2) emails. One email will be for the booth reservation and the other email will be the confirmation email for your signed contract. If you do not receive both emails, please check your spam or junk folder.
4. Y-USA's exhibit coordinator will then confirm your booth space and charge your credit card a 50% non-refundable deposit or full payment if the due date for the booth is close to the payment deadline date.
5. If payment is by check, Y-USA's exhibit coordinator will confirm your booth space once the check has been received. All checks must be received **within 10 days** of the booth reservation date.
6. Once the **50% non-refundable payment** has been received, a confirmation letter and an invoice statement will be emailed to you from exhibits@ymca.net.

Questions regarding the General Assembly exhibition or the online booth reservation process? Email exhibits@ymca.net.