On July 9 at 12 p.m. ET / 11 a.m. CT, you will click the link on the NAAA Website at www.agaviation.org/exhibitors that says NAAA Trade Show Booth Sales Now Open.

1. After you click NAAA Trade Show Booth Sales Now Open (live on July 9 at 12 p.m. ET / 11 a.m. CT) from the NAAA Website (http://www.agaviation.org/exhibitors) you will see this first screen. Select your NAAA Member company name from the drop-down menu. If you do not see your company name, you are not a member as of July 9th. Proceed as a non-member (click Pay Later on the payment screen) and we can alter the price of your booth to a member booth once we receive your membership dues. **Click Submit**

2. On the next screen, choose your company size. If you’re unaware of the company size level that you pay your membership dues on, please see the Allied section of the 2020 NAAA Membership Directory or email me at lbarber@agaviation.org in advance of July 9th. Knowing this information in advance will save you time on July 9th. If the company size is incorrect, NAAA staff will contact you after booth sales to alter the amount of money you owe (or are owed). **Click Submit.**
3. On the next screen, you will choose your booth space. Click on the booth that you want to purchase (do not click on a booth that you do not intend to purchase!) **If you’re purchasing multiple booths, go to #4 below.**
   a. Once you click your one booth, the payment screen will appear. DO NOT DELETE THE BOX THAT POPS UP BECAUSE THIS IS HOW YOU CONFIRM AND PAY FOR YOUR SPACE. Go to #6.
   
   *PLEASE NOTE: THE SCREEN SHOTS BELOW ARE NOT THE 2020 FLOOR PLAN.*

4. If you’re purchasing multiple booths, such as a 10x20, click the red Purchase Multiple Booths in the upper left-hand corner of the screen. A smaller screen will pop up.
5a. If it isn’t already shown, select ‘2’ as the number of booths you want to purchase. Click Submit

5b. Enter the two booth numbers you are purchasing and Click Submit. After you click Submit, the payment screen will appear. DO NOT DELETE THE BOX THAT POPS UP BECAUSE THIS IS HOW YOU CONFIRM AND PAY FOR YOUR SPACE.

6. On the box that pops up, fill out the company contact and billing contact information. Do not forget to click the “I agree” button below the question ‘Do you agree with the exhibitor terms and conditions?’

Please review the Terms & Conditions in advance at http://www.agaviation.org/exhibitors.

a. You can enter a company description in the box that says, “Company Product or Service Description”. Attendees will see information on the website and on the NAAA Ag Aviation App. You can also go back later and enter this information.

b. You can also add your logo or log in later to add your logo.

Terms and Conditions. You must click “I agree” to proceed
7. On the final screen, you can enter booth personnel (while there are red asterisks next to the names, you do not need to enter them during the booth purchase; you can log in at a later date to add names and/or change names). On this screen, you can also purchase Monday Kickoff Breakfast tickets ($45 each) or Thursday Excellence in Ag Aviation Awards Banquet tickets ($80). Select your payment option to proceed.
   a. Click Register to pay for your booth in full.
   b. Click Pay with 50% Deposit to pay the required deposit.
   c. Click Pay Later to receive an invoice by email. If you chose this option, you are required to pay 50% or the full amount within ten days or we will release the space.

![Booth Personnel Form]

8. Once you finish the payment, you should receive a confirmation email. Sometimes this email goes into Junk or Spam boxes; if you do not receive the confirmation, email Lindsay for a confirmation and receipt.

**REMINDERS:**
- The priority on July 9th is to select your booth space(s) and pay for space. You can go back into the system later to add your booth personnel (names are not due until mid to late October), to purchase banquet tickets, add your logo and company description.
- You receive four (4) booth personnel spaces per 10x10. These personnel receive tickets to all events except the Monday Kickoff Breakfast and Excellence in Ag Aviation Awards Banquet. Tickets for these can be purchased separately for $45 and $80, respectively.