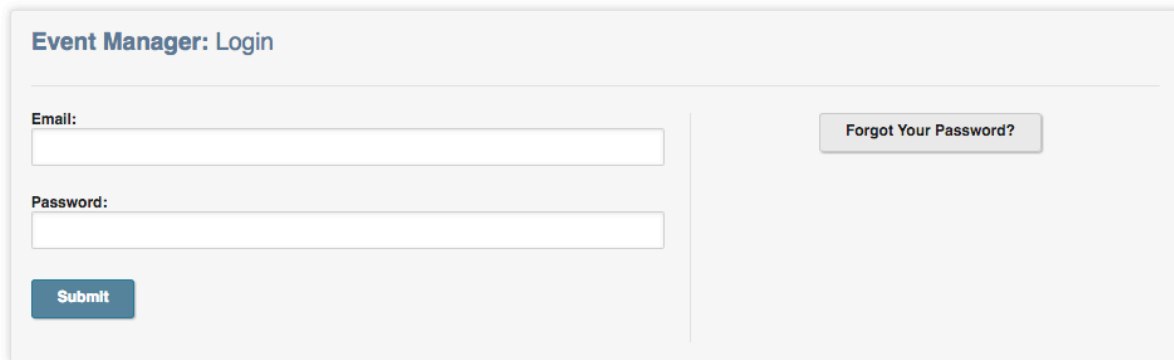


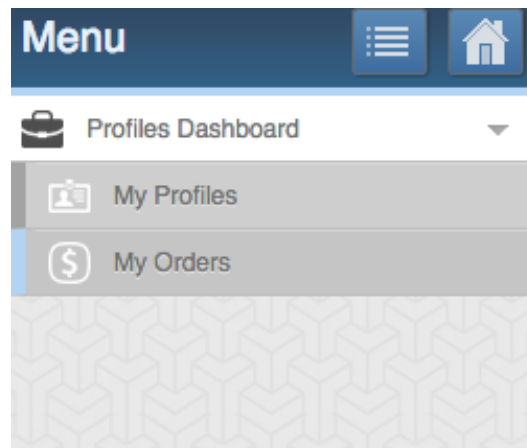
## How to Complete Your Exhibitor Profile & Pay for Booth Space

1. Click on the following link to access your profile: <https://admin.map-dynamics.com/login.php>
2. You should see the following screen. Enter your email address and the password that was created when you purchased your booth. If you have forgotten your password, click “Forgot Your Password?” to reset.



The image shows a login form titled "Event Manager: Login". It has two input fields: "Email:" and "Password:". Below the "Password:" field is a blue "Submit" button. To the right of the input fields is a button labeled "Forgot Your Password?".

3. Once logged in, you will be directed to the Home page. The Home page lists your Profiles and Orders.



- **My Profiles:** lists the specific profile associated with your show booth. **IMPORTANT:** If you are missing a profile, please check with Theresa Kennedy at [theresa@hmcba.org](mailto:theresa@hmcba.org) to make sure the process for signing up for the event has been completed and that you have been sent an invitation to edit.
- Click on **Spring Home + Garden Show** to access your company profile. **Your company profile will be viewable to the consumer on the Show website. BE SURE TO FILL THIS OUT – IT IS A VERY IMPORTANT BENEFIT OF THE NEW SOFTWARE.**

## How to Complete Your Exhibitor Profile & Pay for Booth Space

**My Profiles: Quick Start**Close X

Welcome to Profiles Dashboard. From here, select the profile or session you'd like to work with. Each profile is tied to the specific event you'll be appearing at.  
**Important:** If you're missing a profile, please check with your event manager to make sure the process for signing up for the event has been completed and that you have been sent an invitation to edit.

**My Profiles**

You have 1 order with an open balance. To review this, please click [here](#)

**My Exhibitor Profiles (1)**

#	Company Name	Event	Facility, City & State	Start Date	End Date
Search Records					
1	HMCBA Marketing	Spring Home + Garden Show	Von Braun Center, South Hall, Huntsville, Alabama	2019-03-01	2019-03-03
#	Company Name	Event	Facility, City & State	Start Date	End Date

- Click the tabs at the top of the screen to populate your profile with information.
- To purchase sponsorship and advertising opportunities, click the blue button in the upper right-hand corner that says “Need to purchase booth services? Click here.”

**Exhibitors List : Update Record**

**Main Profile** | Contact Us | In The Booth | Products & Services | Videos | Contact Form | Administrative

[Need to purchase booth services? Click here.](#)

Company Name

HMCBA Marketing

Description

Marketing

Exhibitor Logo

No file selected.  
Accepted formats: jpg, gif and png

Keywords

These are searchable keywords. Put anything here that wouldn't appear in the categories or the business description.

Categories

Select the applicable categories for this profile

☐ Accessibility Equipment

☐ Audio/Visual

☐ Bathroom Remodeling

☐ Building Materials

☐ Closets/Garage Organizers

☐ Education

☐ Electronics

☐ Entertainment

☐ Exhibiting/Marketing

☐ Automobiles/Auto Service

☐ Brick/Stone

☐ Cabinetry/Refinishing

☐ Countertops

☐ Electrical Services

☐ Food & Beverage

☐ Appliances

☐ Bank/Credit Union/Mortgage Co.

☐ Builder/Remodeler

☐ Cleaning Services/Products

☐ Decorative Concrete

☐ Fencing



☐ Flowers

[Save Record](#)

- **My Orders:** this is where you will manage payments. You are able to view your order, pay for booths online, send payment receipts, print your order, and access important documents! Click “View Order” to view your order.

## How to Complete Your Exhibitor Profile & Pay for Booth Space

### My Orders


ORDERS TOTAL 	PAYMENTS TOTAL 	OPEN BALANCES TOTAL
\$ 700.00	\$ 0.00	\$ 700.00


Orders with Open Balances (1)		All Orders (1)						
Order ID	Date	Event Name	Exhibitor	Booths	Order Total	Payments Total	Balance Due	View Order
Search Records								
156938	2018-12-18	Spring Home + Garden Show	HMCBA Marketing	97	\$ 700.00	\$ 0.00	\$ 700.00	<a href="#">View Order</a>


- **CHECK PAYMENT:** To remit payment by check, you will find your invoice and instructions on the right side of your screen.


### My Orders : Order Profile

[< Back to Orders List](#)

 **Manage Order**

 **Print Order**

 **Send Payment Request or Pay Online**

 **Resend an Order Confirmation**

Thank you for registering at the HMCBA 2019 Spring Home and Garden Show. Please reply to this email if you have any questions.

#### Instructions for Check Payments

Checks must be received in our office within 3 business days of contract submission or your booths will be released.

A deposit of 50% is due at this time.

Balance Due\* - The remaining balance is due no later than January 15, 2019.

After January 15, 2019, the full booth payment must accompany contract.\*

Absolutely NO REFUNDS after January 5, 2019.

Please make checks out to HMCBA and mail to:  
2804 Bob Wallace Avenue  
Huntsville, AL 35805

#### Important Documents

[Insurance Specifications](#)

[VBC Service Guide](#)


[VBC Banner Hanging Details](#)


#### Order Information


Order #	156938
Order Date	Dec 18, 2018 10:18am
Agreed to Terms	Yes

- **ONLINE PAYMENT:** To pay your open invoice online, click the dropdown menu that says “Send Payment Request or Pay Online”, then click the green button that says “Enter Payment Online”.

## How to Complete Your Exhibitor Profile & Pay for Booth Space


 **Manage Order**

 **Send Payment Request or Pay Online**

 **Enter Payment Online**

There is an outstanding balance on this order. Use this form to send a payment request to yourself or another member of your team.


- Click on “Pay online” to submit an online payment.

 **Order Total**

Items	Amount	Balance Due	
Booths Total	\$700	Required Payment	\$700
Services Total	\$0		

If everything looks good, continue to checkout.

**Pay Online**

 **Booth and Service Selections**