

## How to Register for an Exhibit Booth

1. Visit [vgfoa.org](http://vgfoa.org) and click on the blue “**Login**” button at the top of the page
  - Log in with your email address and password.
  - You can reset your password if you have forgotten it.
    - You must be the primary contact for your organization to Register for a Booth or Sponsorship or register others in your organization to attend the conference.
    - See contact info below if you need to be changed to the primary contact.
2. Click on “**Membership & Register**” on the left side of the page
3. Next to “**Shop For**” select your locality or organization if you are registering for someone other than just yourself.
  - Your organization will not be listed in the dropdown if you are not the primary contact.
4. Click “**Go to Shopping**”
5. Click “[VGFOA 2023 Spring Conference - Exhibit Booths](#)”
6. Select a **Primary Contact** from the dropdown menu and click “**Add to Cart**”
7. Click “**Check Out**”
8. Pay with a credit/debit card or select bill me and send a check or pay online later.

***Note that all payments must be received prior to the conference.***

Booths are first come, first serve. Please see the maps on the next pages and email your preferred booth number(s) to [vgfoa@valocalfinance.org](mailto:vgfoa@valocalfinance.org). If the booth you chose is already reserved, we will reach out to you find which booth will work best for you.



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