

# **FIRE 2023 Online Application Instructions**

All booth and sponsorship reservations must be made through the online booth sales application. The following instructions will help you access and navigate the online ordering process.

An email was sent to you with your personalized Login Address and Booking Code. If you cannot locate the email or have any questions as you complete the online application, please contact your sales team at <a href="FIRE@naylor.com">FIRE@naylor.com</a>.

# Quick Fact - FIRE 23 at your fingertips on your Exhibitor Dashboard

- As an exhibitor at FIRE 2023, you may access all show-related items through Map Your Show's personalized online Exhibitor Dashboard.
- To receive your unique login credentials to access the Exhibitor Dashboard, you must first complete and sign your online space application.
- Your Exhibitor Dashboard credentials are sent via email once your application is approved and deposit/payment is received.

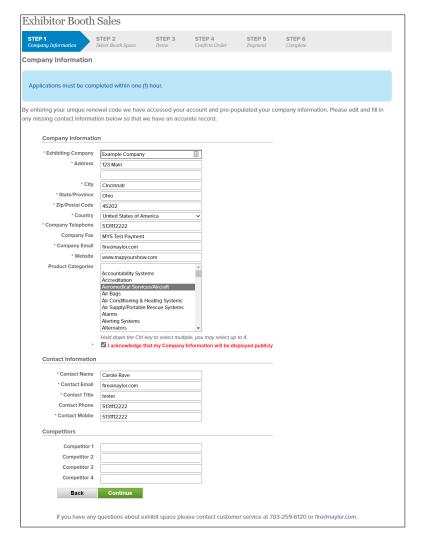


# Step 1:

Complete online application by filling out all required fields with your company and contact information.

Note - if you are a returning exhibitor, your information will already be populated into the application; please update as needed.

Continue to Step 2



# Step 2:

Select your exhibit space size from the drop-down and preferred Location.

To reference the floor plan and available booths, select "Click Here" to preview the floor plans.

Under the **Comments** section, please list your top five booth choices and any other information that would help us offer you company the best possible booth space.

Continue to Step 3

STEP 1 Company Informati	ion Select B	2 ST Booth Space Item		STEP 4 Confirm Order	STEP 5 Payment	STEP 6 Complete
elect Booth S	pace					
he Online Booth s	Sales System allo	ows you to easily re	equest a spa	ce at Fire Indus	try, Rescue, and E	MS Expo 2023. Select a space from t
COMMENT BOX: U	orice automatically of Jse this area to note	calculates in this field.		order of priority) a	and any other informa	ation that will assist us in offering your comp
PRICE: The booth p COMMENT BOX: U e best location poss lick here to preview e page.	orice automatically of Jse this area to note sible.  v the floor plans. The	calculates in this field. e specific booth numbe his preview will open in	ers (up to 4 in n a new windo	ow. You can zoom		ation that will assist us in offering your com acations by clicking on "Halls" at the top cen
PRICE: The booth p. COMMENT BOX: Use best location possilick here to preview the page.  Space	orice automatically of set this area to note sible.  v the floor plans. The Location	calculates in this field. e specific booth numbe his preview will open in	ers (up to 4 in n a new windo	ow. You can zoom		
PRICE: The booth p. COMMENT BOX: Use best location possilick here to preview the page.  Space	orice automatically of set this area to note sible.  v the floor plans. The Location	calculates in this field. e specific booth number his preview will open in  Price Options  Select Location-	ers (up to 4 in n a new windo Pric \$0.00	ow. You can zoom e 0		
PRICE: The booth p COMMENT BOX: U e best location poss lick here to preview e page.  Space 3 -Select Space-	orice automatically of set this area to note sible.  v the floor plans. The Location	calculates in this field. e specific booth numbe his preview will open in	ers (up to 4 in n a new windo Pric \$0.00	ow. You can zoom e 0		
PRICE: The booth p COMMENT BOX: U e best location poss lick here to preview e page.  Space 3 -Select Space- Add Space	orice automatically of set this area to note sible.  v the floor plans. The Location	calculates in this field. e specific booth number his preview will open in  Price Options  Select Location-	ers (up to 4 in n a new windo Pric \$0.00	ow. You can zoom e 0		
PRICE: The booth p COMMENT BOX: U te best location poss lick here to preview te page.  Space Space Select Space	orice automatically of set this area to note sible.  v the floor plans. The Location	calculates in this field. e specific booth number his preview will open in  Price Options  Select Location-	ers (up to 4 in n a new windo Pric \$0.00	ow. You can zoom e 0		
PRICE: The booth p. COMMENT BOX: Use best location possible here to preview the page.	orice automatically of set this area to note sible.  v the floor plans. The Location	calculates in this field. e specific booth number his preview will open in  Price Options  Select Location-	ers (up to 4 in n a new windo Pric \$0.00	ow. You can zoom e 0		



#### Step 3:

Additional Sponsorship and Opportunity Items. Review and select the available sponsorships that align with your needs.

The full list of items will be available by December 2022.

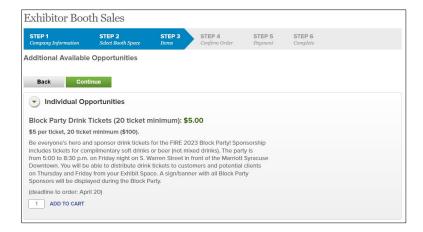
Continue to Step 4

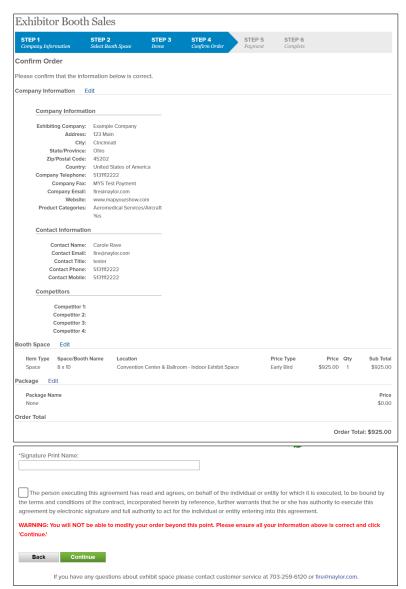
#### Step 4:

Review and confirm your company information, booth selection, and sponsorship items before signing the Terms and Conditions.

Please note, you will NOT be able to modify your order beyond this point. Please ensure all information is correct.

Continue to Step 5







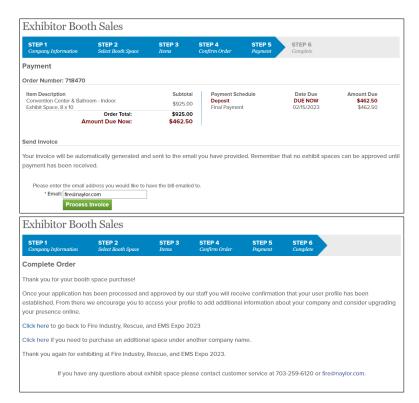
### Step 5:

Confirm or revise the email address to receive the invoice. Note: 50% deposit due upon submission, full payment if submission after March 1. Final payment due by than April 21.

Continue to Step 6

# Step 6:

Thank you for choosing to exhibit at FIRE 2023!



As always, please contact Show Management at <u>FIRE@naylor.com</u> with any questions.