

How to Reserve Exchange 2021 Exhibit Space Online

1. When it is your time to reserve exhibit space, use the following link to login to the online booth reservation system:

https://exchange.geaps.com/GEAPS21/Public/e_BoothSales.aspx

**The Link works best in the following web browsers: Internet Explorer - 9.0 and higher; Chrome - 14.0 and higher; Firefox - 14.0 and higher; Safari - 5.0 and higher.*

2. Enter the password emailed to you. This will take you to the reservation form for your company.
3. Edit your company information if you would like by clicking Edit and then Submit when you are done.
4. Edit your primary and invoice contacts or add a new one if you would like by clicking View/Edit.
5. Next to "Select Booth," click on the field to the right and it will take you to the online floor plan. Click on each booth you would like to reserve and click Submit. If you reserve more than one booth, their borders must all be touching to make up one contiguous booth space. Click Reset if you accidentally click on the wrong booth.
6. Under "Contract Info" enter your first name, last name, and job title.
7. Scroll down to review the contract rules and exhibit design rules and click on the box to agree with terms and conditions. *You can read the contract rules and exhibit design rules ahead of time by clicking on the link to that information in the informational email sent to you.*
8. Click Submit and you're done!