

# Step By Step Instructions to select your booth at the 6<sup>th</sup> Annual Beam Institute Industry Conference Expo

Go to the link we will e-mail you at 10 am EST on Nov. 21

## Step 1: Exhibitor registration

- 1a) Click to select the (only) available ticket option - You will see a price of \$500 show up on the left hand side
- 1b) Enter the code **500 (numbers 5ZeroZero)** in the Discount Code field below the ticket option
- 1c) Click “Apply”
- 1d) Verify that the amount charged on the left-hand side will reflect the \$500 discount and show \$0
- 1e) Click “Next”

## Step 2: Pick your booth

You will have 45 minutes after clicking on an available booth to finalize your selection and enter the information requested and finish your registration. You will see a “countdown” in light grey at the top right corner of each of your screens while going through the process. Click “Select this Booth” in the pop up and then Click “Next” on the bottom of the page.

**Pro Tip:** You can search for a company that may have reserved a booth already if you want to avoid being next to a competitor or near a “friendly” company.

## Step 3: Exhibitor Booth Staff

This screen just shows that 2 exhibitor tickets will be included. If you wish to purchase additional tickets, we will notify you when they will be available for purchase, probably in mid-December (these will be half price compared to regular conference attendee tickets); Click “Next.”

## Step 4: Exhibitor Information

Enter exhibitor information based on the prompts; for information that is not required, you can go back later to complete your booth presence. The booth/vendor information will not be visible to attendees until attendee registration starts in early December. After completing the information, click “Next.”

## Step 5: Booth Staff

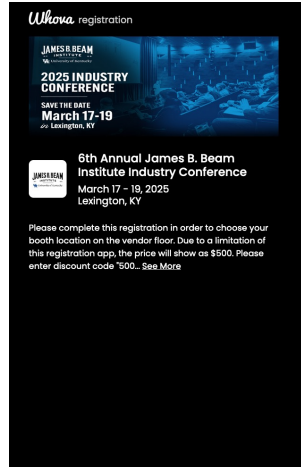
Complete Booth Staff Information – you have the option to copy over your information from the registration if you plan to attend, or you can choose to complete this later. Check the “I’m not a robot” box and submit my clicking on “register” button.

## Step 6: Confirmation Page

You will see a confirmation screen and should receive a confirmation e-mail.

# STEP 1

Opening page – choose ticket



After choosing ticket, cost appears on left hand side – enter the number 500 into the discount code field

**Exhibitor Registration**

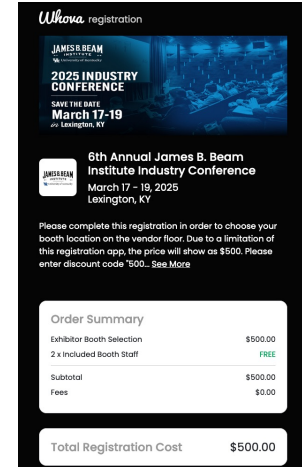
Select Exhibitor tier

Want to see booth locations for each tiered ticket before making a decision? [View tiered booths on map](#)

Exhibitor Booth Selection \$500.00 + \$0.00 Fee  
Sales end on November 14, 2024 at 09:59 AM

Please use this form to be able to choose a booth; use discount code: 500 in the field below in order to avoid paying any fees since you have already paid outside of this Whova system.

Discount Code  
Enter Code



**Exhibitor Registration**

Select Exhibitor tier

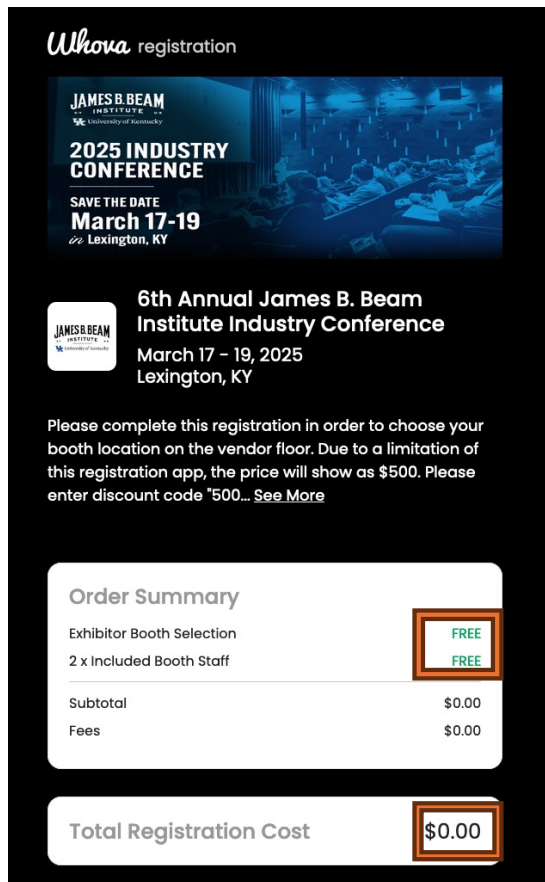
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Please use this form to be able to choose a booth; use discount code: 500 in the field below in order to avoid paying any fees since you have already paid outside of this Whova system.

Discount Code  
500

After entering discount code, click apply – registration cost on the left hand side will adjust to \$0 and “apply” button will show “applied”  
Click “Next” button to go to Step 2



## Exhibitor Registration

Select Exhibitor tier

Want to see booth locations for each tiered ticket before making a decision? [View tiered booths on map](#)

Exhibitor Booth Selection FREE  
Sales end on November 14, 2024 at 09:59 AM Discounted \$500.00

Please use this form to be able to choose a booth; use discount code: 500 in the field below in order to avoid paying any fees since you have already paid outside of this Whova system.

Discount Code  
500

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STEP 01/05

# STEP 2

## Exhibitor Registration

### Select your tiered booth

Expand map

Click on a pin to view booth details and choose one of the available booths as your booth.

Search registered exhibitors

I have a reserved booth  
If the organizers have reserved a booth for you, please enter the reserved booth number provided by the organizers to claim the booth.

Back Next

## Exhibitor Registration

### Select your tiered booth

Expand map

Click on a pin to view booth details and choose one of the available booths as your booth.

Search registered exhibitors

I have a reserved booth  
If the organizers have reserved a booth for you, please enter the reserved booth number provided by the organizers to claim the booth.

**Complete registration in 45 mins to secure your selected booth**  
We'll reserve the booth for you for 45 minutes after you move forward to the next step. During this time, the booth will be unavailable for others during this period.

Back Next

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# STEP 3: Exhibitor booth Staff

## Exhibitor Booth Staff

This event offers free booth staff.

### Included in the exhibitor package

Included Add-on	Price	Quantity
Included Booth Staff	FREE	2

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Please note: additional exhibitor/booth staff tickets will be offered at a later time)

# STEP 4

## Exhibitor Information

Please fill out the registration form below. It'll only take a few minutes to complete.

Name \*

Ilka Balk

Email \*

ilka.balk@uky.edu

Confirm email \*

ilka.balk@uky.edu

### Main contact information

This person will be the main point of contact between your organization and the event organizer.

Name \*

Ilka Balk


### Company information

Fill out some information about your company. Non-required fields can always be input later.

Company Name \*

James B. Beam Institute for KY Spirits

Company Logo \*



[Upload A Different Logo](#)

JPEG and PNG supported. Recommended dimensions: 256 x 256px.

Company Description

University of KY Research Institute...

Company Address

Street, city, state, zip

Company Website

https://website.com

Company Slogan

Slogan

[Back](#) [Next](#)

# STEP 5: Booth Staff Information (can be edited later)

## Booth Staff Information

Please fill out your booth staff information below.

### Lead booth staff information

The lead booth staff will have the privileges of a normal booth staff along with the ability to add other booth staff and view the entire lead list.

Main contact is the lead booth staff  
Selecting this option will make the main contact visible to attendees as a booth staff within the virtual booth.

Name \*  
ilka Balk

Booth Staff Email \*  
ilka.balk@uky.edu

Booth Staff Title  
Title

### Additional Booth Staff 1 Information

Do you want to fill the other booth staff's information now? You will still be able to leave booth staff responses empty and complete at a later time.

- Yes  
 No, I will fill it out later



By using this platform, you agree to Whova's [Terms of Use](#) and [Privacy Policy](#)

[Back](#) [Register](#)

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Booth Staff Email \*  
ilka.balk@uky.edu

Booth Staff Title  
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# STEP 6: Confirmation page

## Thank you for registering using Whova

A copy of your registration information to 6th Annual James B. Beam Institute Industry Conference has been sent to [ilka.balk@uky.edu](mailto:ilka.balk@uky.edu).

**Event Details**

**6th Annual James B. Beam Institute Industry Conference**  
March 17 - 19, 2025 Lexington, KY

Add to your calendars  
[31](#) [Google](#) [Outlook](#) [iCal](#)

Contact information  
[ilka.balk@uky.edu](mailto:ilka.balk@uky.edu)

**Message from Organizer**

Thank you so much for registering as an exhibitor and for picking a booth location at the 6th Annual James B. Beam Institute Industry Conference. We look forward to seeing you on Mar 17-19!

You may receive updates and announcements as the event day comes closer. Feel free to contact us if you have any questions.

**Order Summary**

Name: **ilka Balk**  
Email: [ilka.balk@uky.edu](mailto:ilka.balk@uky.edu)  
Order Confirmation: **8d2a92e4e30123c72ad9efc98586e896**  
Order Date: **November 15, 2024 02:16 PM**

**Questions and Cancellation Policy**

Contact your event organizer with any questions you have about the event at [ilka.balk@uky.edu](mailto:ilka.balk@uky.edu).

The cancellation and refund policies are set by the event organizers. Please contact your event organizer directly to request a refund.

**Exhibitor Booth Selection** FREE

**2 x Included Booth Staff** FREE

Main Contact: **ilka Balk**

You may edit your [registration information](#) after your purchase.

Your booth location (Booth number: 1)

**Confirmation Summary**

A copy of the confirmation has been sent to [ilka.balk@uky.edu](mailto:ilka.balk@uky.edu). You can also print out a paper copy.

[Print confirmation](#)



**Free 1-hour exhibitor training workshops: learn to leverage Whova for lead generation and attendee engagement**

Join Whova's live training workshop for tips on booth profile setup, lead generation, attendee engagement, and efficient event navigation using the Whova App.

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Subtotal	\$0.00
Fees	\$0.00
Order Total	\$0.00