

We Welcome you...

It's now your job to get to OZ! The following are the directions for you to register online. We strongly encourage you to use the website to expedite the registration process. There are substantial efficiencies for Lipari when you use the online process. Contact Don Symonds for any assistance you may need with this process.

By following the directions below, you can manage all of your booth information, fixture ordering, vendors in your booth, name badge requests and sample requests. You will have the capability to adjust each of these programs over and over until the deadline. PLEASE READ CAREFULLY.



Show Registration Instructions

PRIOR TO REGISTERING

1. Go to the Lipari web site at www.liparifoods.com
2. Select and click on the **Vendor/Broker Button**
4. Select **"DOWNLOAD VENDOR REGISTRATION INSTRUCTIONS"**
Printing these instructions before you proceed will be extremely helpful.

HOW TO REGISTER YOUR ACCOUNT

1. Go to the Lipari web site at www.liparifoods.com
2. Select and click on the **Vendor/Broker Button**
3. Click on the words **"Vendor/Broker Registration"** below the foodshow logo.
4. Click on **Vendor Registration** on the left side of the page.
5. Fill out the required information. Items with a **red *** are required.
At the bottom of the page **YOU WILL SELECT** a user name and password that will allow you to manage your information as often as you would like up to March 8, 2010.
6. After all required information is filled in click on **Register**.
7. **Print the page that appears on the screen for your future reference.**
8. **Click on the register button** at the bottom of the page.
9. A screen now appears that reads **"You are now registered as a vendor / broker in the 2010 Lipari Food Show"**
10. Proceed to **Vendor login** to continue with the registration process, or return to the **Vendor Login** at a later date to continue.

LOGIN/ACCOUNT MODIFICATION

EDIT VENDOR INFORMATION

1. Click on **Edit Vendor Info**
2. Change any incorrect information - Items with a **red *** are required – You cannot change your username but you can create a new password if you would like.
3. Click on **Modify** to change the information.

BOOTH REGISTRATION

1. Click on **Booth Registration**
2. Enter the number of booths you require
3. Click on **Submit**.
 - Financial information based on booths you requested will show at the top of the screen.
4. Type in the companies represented in your booth(s), the amount you intend to charge each company and the payment type in the spaces provided. *The company you entered will appear at the bottom of the screen (you may have to scroll down to view it).*
5. Click on **Submit**.
 - Each time you click submit, a new line will appear for you to enter additional companies.
 - As you enter vendors and payment amounts the **To Pay:** portion will adjust to the remaining amount owed
 - If you are a **"New"** vendor to Lipari or your 2009 annual sales to Lipari is lower than \$30,000 a check will be required.

Booth Payment must be received at Lipari by MARCH 28, 2010.

6. Click on **Submit** after you enter each company represented.
7. After you have completed your financial commitment a line will appear that reads
"IF ALL INFORMATION IS COMPLETE, CLICK HERE TO SEND."
 - If you have not fulfilled the proper payment amount you will be reminded that you still owe money. You can return at any time **PRIOR TO March 8, 2010** and complete your booth request.
8. Click on the word **HERE**
 - A page will appear that shows everything that you have entered. Please print this page for your records.
9. After you have submitted and printed your contract you can move to any of the options on the left side of the page.
10. Completed contracts must be received by **March 8, 2010**.

MODIFY BOOTH REQUESTS

*Make sure you are logged into the Vendor/Broker login

1. Click on **Booth Registration** at the left of the screen
 - You now have two options available
 - Modify Amount of Booths
 - Modify Companies at Booths

MODIFY AMOUNT OF BOOTHS

1. Click on **Modify Amount of Booths**
 - This page will show you what you have already requested
 - You can now change booth quantities
2. Click on **Submit**
 - This page will show the financial adjustments made due to your request.
3. Return to step 4 of Booth Registration Instructions to continue

MODIFY COMPANIES AT BOOTHS

1. Click on **Modify Companies at Booths**
 - This page will show you current information and allow vendor changes.
2. Return to step 4 of Booth registration Instructions to continue

NAME BADGE REQUESTS

1. Click on **Name Badge Request**

2. Enter workers first and last names along with the company they represent.
3. **Click Submit after each entry**
 - Names can be added at any time until **April 4, 2010**.
 - Names can be removed at any time by clicking on Remove after the name

PRODUCT SAMPLE REQUESTS

1. Click on **Product Sample Requests**
2. Enter the six-digit Lipari product number.
3. Click on **Submit**
4. Enter the number of cases you would like for the show in the box
5. Click on **Submit**.
 - Items can be added any time until **April 4, 2010**
 - Items can be removed at any time by clicking on Remove after the item

ORDERING ELECTRICAL OR FIXTURES

1. Click on **Additional Electrical and Fixture Forms**
2. Select the appropriate form
3. Print the form
4. Mail it to NEC Expo Services with payment in advance to receive discounts.
 - Do NOT worry about a booth number. It will be provided to NEC at a later date by Lipari.
 - Make sure that you keep a copy for your records

AIRLINE, LODGING AND TRANSPORTATION REQUESTS

To make reservations and arrangements, please contact:

Pat Basgall - pat@drolett-travel.com
Toll-free: 800-627-8350 www.drolett-travel.com

