



APRIL 30-MAY 4, 2022 • CHARLOTTE, NC

  
**RACING TOWARDS A SMART FUTURE**

TAPPICon 2022 Online Application Instructions

## Quick Facts

- As an exhibitor at TAPPICon 2022, you can access all show-related items through Map Your Show's personalized online Exhibitor Dashboard.
- In order to receive your unique login credentials to access the Exhibitor Dashboard, you must first complete & sign your online space application.
- All booth & sponsorship reservations must be made through the online booth sales application.
- Your Exhibitor Dashboard credentials will be sent to you once payment has been received and your application is approved.

If you have any questions as you complete the online application, please contact your sales team:

Shane Holt – [sholt@naylor.com](mailto:sholt@naylor.com) | 352-333-3345

Shaun Greyling – [sgreyling@naylor.com](mailto:sgreyling@naylor.com) | 352-333-3385

Lana Taylor – [ltaylor@naylor.com](mailto:ltaylor@naylor.com) | 204-975-3603

Erik Albin – [ealbin@naylor.com](mailto:ealbin@naylor.com) | 352-333-3371

Show Management – [tappicon@naylor.com](mailto:tappicon@naylor.com) | 703-259-6122

# Completing the Online Space Application

You can find the online space application two ways:

1. You will receive an email from [service@mapyourshow.com](mailto:service@mapyourshow.com) with a link to start your online application.

## TAPPICon 2022 Exhibit Space Application Link



TAPPICon 2022 Exhibit Space Sales <service@mapyoursh  
To Kathryn Moore



Wed 11/3/2021 11:14 AM

We could not verify the identity of the sender. Click here to learn more.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

In order to confirm your exhibit space, you need to complete the online application.

Follow the link below to start the Online Exhibitor Agreement process.  
<https://tappicon22.exh.mapyourshow.com/boothsales/?renewkey=c8DtquqB>

**Thank you for your participation in the TAPPICon 2022!**

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This is a service email from TAPPI. Please note that you may receive service emails in accordance with your TAPPI service agreements, whether or not you elect to receive promotional email.

2. Or, you will follow the booth sales link on TAPPICon's website. If you are completing the online application from the [tappicon.org](http://tappicon.org) website and have exhibited in the past 1 year, please contact your sales rep or Show Management for your personalized booking code. The booking code will pre-populate your space application with your company information.

## Exhibitor Booth Sales

*Please choose from the following options:*

### Renew My Booth

*Please enter your Booking Code  
in the form below.*

**Submit**

Can't find your code? Contact  
show management at  
[tappicon@naylor.com](mailto:tappicon@naylor.com) for more  
information.

### I Need Space!

*If you need to reserve space for  
the event, please click below to  
continue*

**Continue**

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powered by mis

Map Your Show is an official vendor of TAPPICon 2022

**Step 1:** Complete Step 1 of your online application by filling out all required fields with your company & contact information. Please note - if you are a returning exhibitor, your information will have already been populated into the application.

## Exhibitor Booth Sales

**STEP 1** Company Information    **STEP 2** Select Booth Space    **STEP 3** Items    **STEP 4** Confirm Order    **STEP 5** Payment    **STEP 6** Complete

### Company Information

Applications must be completed within one (1) hour.

By entering your unique renewal code we have accessed your account and pre-populated your company information. Please edit and fill in any missing contact information below so that we have an accurate record.

Company Information

\* Exhibiting Company

\* Address

\* City

\* State/Province

\* Zip Code

\* Country

\* Web Site

Product Category Listing

- Process Equipment > Strainers
- Process Equipment > Tanks
- Process Equipment > Tapers
- Process Equipment > Traps
- Process Equipment > Trim Removal System
- Process Equipment > Tube Fittings
- Process Equipment > Tubing & Quick Disconnects
- Process Equipment > Used Equipment
- Process Equipment > Valves/Washers
- Process Equipment > Web Guides

Hold down the Ctrl key to select multiple, you may select up to 5.

I acknowledge that my Company Information will be displayed publicly

Please list any companies with product lines competitive with yours, if applicable

Competitor 1

Competitor 2

Competitor 3

Competitor 4

Official Contact

\* Contact First Name

\* Contact Last Name

Contact Title

\* Contact E-Mail

\* Contact Phone

Billing Contact

Billing Contact First Name

Billing Contact Last Name

Billing Contact Email

Billing Contact Phone

\* Are you a Member?

\* Are you a Sustaining Member?

If you have any questions about exhibit space please contact customer service at 703-259-6122 or [tappicon@naylor.com](mailto:tappicon@naylor.com).

**Step 2:** You will select your booth space in Step 2. All available booths are shaded in blue. Booth information is shown once you click on an available booth to select it. Click "SUBMIT" once you have made your booth selection and click "CONTINUE."

### Exhibitor Booth Sales

STEP 1 Company Information    **STEP 2 Select Booth Space**    STEP 3 Items    STEP 4 Confirm Order    STEP 5 Payment    STEP 6 Complete

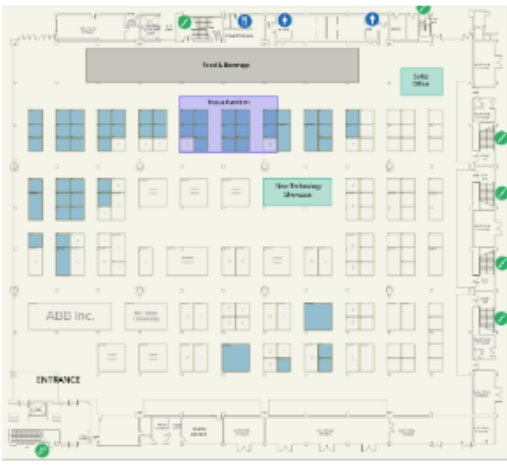
#### Select Booth Space

Select from the available booths below.

[Continue](#)

Booth Reservations

+ - FIT



Comments:

[Continue](#)

If you have any questions about exhibit space please contact customer service at 703-259-6122 or [tappicon@naylor.com](mailto:tappicon@naylor.com).

#### Price Options

Venue: Hall A  
Booth #: 227  
Dimensions: 10 x 10  
Area: 100 sq. ft.  
\$3,100.00 - Non-Member

[Submit](#) [Cancel](#)

**Step 3:** Select the sponsorship items you wish to confirm. Sponsorship descriptions are available once you click on a Banner. To select, click “ADD TO CART” and then “CONTINUE.”

## Exhibitor Booth Sales

**STEP 1** *Company Information*    **STEP 2** *Select Booth Space*    **STEP 3** *Items*    **STEP 4** *Confirm Order*    **STEP 5** *Payment*    **STEP 6** *Complete*

### Additional Available Opportunities

[Back](#)    [Continue](#)

[▶ Runnability Fun Run](#)

[▶ Sponsorship Packages](#)

[▶ Exclusive](#)

[▶ TAPPICon Exhibit Guide](#)

[▶ High Visibility, Exclusive](#)

[▶ Non-Exclusive](#)

[Back](#)    [Continue](#)

If you have any questions about exhibit space please contact customer service at 703-259-6122 or [tappicon@naylor.com](mailto:tappicon@naylor.com).

**Step 4:** Review your company information, booth selection, and sponsorship items before signing the Terms & Conditions. Please note, you will **NOT** be able to modify your order beyond this point. Please ensure all information is correct & click "CONTINUE."

*Any discounts (including the TAPPI Sustaining Member discount) will not be taken off sponsorship items in Step 4. This will be further explained in Step 5.*

## Exhibitor Booth Sales

<b>STEP 1</b> Company Information	<b>STEP 2</b> Select Booth Space	<b>STEP 3</b> Items	<b>STEP 4</b> Confirm Order	<b>STEP 5</b> Payment	<b>STEP 6</b> Complete
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### Confirm Order

Please confirm that the information below is correct.

#### Company Information [Edit](#)

##### Company Information

**Exhibiting Company:** Example Company  
**Address:** 1430 Spring Hill Road  
 6th Floor  
**City:** McLean  
**State/Province:** VA  
**Zip Code:** 22102  
**Country:** United States  
**Web Site:** www.tappicon.org

**Product Category Listing:** Process Equipment > Web Guides  
 Yes

Please list any companies with product lines competitive with yours, if applicable

**Competitor 1:**  
**Competitor 2:**  
**Competitor 3:**  
**Competitor 4:**

##### Official Contact

**Contact First Name:** John  
**Contact Last Name:** Doe  
**Contact Title:** Show Manager  
**Contact E-Mail:** john.doe@example.com  
**Contact Phone:** 703-259-6122

##### Billing Contact

**Billing Contact First Name:**  
**Billing Contact Last Name:**  
**Billing Contact Email:**  
**Billing Contact Phone:**  
**Are you a Member?:** 0  
**Are you a Sustaining Member?:** No

#### Booth Space [Edit](#)

Item Type	Space/Booth Name	Location	Price Type	Price	Qty	Sub Total
Booth	227 (10 x 10, 100 sq ft)	Hall A	Non-Member	\$3,100.00	1	\$3,100.00

#### Item(s) [Edit](#)

No Items Selected.

*Continued on next page*

Terms and Conditions

Please review the Terms and Conditions

Exhibit Rules & Regulations

TAPPI, the leading association for the worldwide pulp, paper and allied industries is the owner and organizer of TAPPICon 2022, hereinafter referred to as "Show" and Show includes the exhibits and any official conferences occurring with the Show. "Exhibitor" refers to the company or entity making application to rent or use space at the Show and/or sponsoring activities at the Show.

1. **SPACE RENTAL CHARGE:** Booth space rental charges are posted on the front of the Exhibit Contract and are non-negotiable.
2. **PAYMENT:** Applications submitted prior to December 1, 2021 must be accompanied by a deposit of fifty percent (50%) of the total space rental charge, with the total balance due by December 1, 2021. Applications submitted after December 1, 2021 must be accompanied by full payment of the space rental charge.
3. **CANCELLATION OF CONTRACT:** In the event Exhibitor must cancel their request for exhibit space, the rental fee paid will be refunded in full, less 20% of the booth cost, if the notice of cancellation is received by TAPPI in writing prior to December 1, 2021. No refunds will be made after December 1, 2021, even if space is resold. In addition, Exhibitor loses the right to use any complimentary registrations, passes, discounts and/or tickets granted by this contract as part of Show participation. Show Management reserves the right to terminate this contract immediately and to withhold from Exhibitor possession of the exhibit space and Exhibitor shall forfeit all space rental fees paid if, (a) Exhibitor fails to pay all space rental charges by December 1, 2021, or (b) Exhibitor fails to perform any material terms or conditions of the contract or refuses to abide by these Rules and Regulations set forth by Show.



Signature OK.

\*Signature Print Name:

Example Company

\*Title:

Show Manager

The person executing this agreement has read and agrees, on behalf of the individual or entity for which it is executed, to be bound by the terms and conditions of the contract, incorporated herein by reference, further warrants that he or she has authority to execute this agreement by electronic signature and full authority to act for the individual or entity entering into this agreement.

**WARNING: You will NOT be able to modify your order beyond this point. Please ensure all your information above is correct and click 'Continue.'**

Back

Continue

If you have any questions about exhibit space please contact customer service at 703-259-6122 or [tappicon@naylor.com](mailto:tappicon@naylor.com).



**Step 5:** You can either pay for your booth by credit card or receive an emailed invoice. If you have a discount that was not applied in Step 4 to a sponsorship item, select “Bill Me” and the order total will be adjusted to the correct amount and an invoice re-sent to you.

☞ If you have funds from TAPPICon 2021 to transfer to TAPPICon 2022, select “Bill Me” and email Show Management so the funds can be applied to your order before additional payment is processed.

As always, please contact Show Management at [tappicon@naylor.com](mailto:tappicon@naylor.com) with any payment questions.

## Exhibitor Booth Sales



### Payment

Order Number: 585133

Item Description	Subtotal	Payment Schedule	Date Due	Amount Due
Hall A, Booth 227 (10 x 10, 100 sq ft)	\$3,100.00	Deposit	<b>DUE NOW</b>	<b>\$1,550.00</b>
<b>Order Total:</b>	<b>\$3,100.00</b>	Final Payment	12/09/2021	\$1,550.00
<b>Amount Due Now:</b>	<b>\$1,550.00</b>			

### Make Payment

Please select a method of payment to purchase your exhibit space and optional online upgrades.

You have the option to pay by using a credit card or pay by check by selecting the Bill Me option. Your invoice will be automatically generated and sent to the email you have provided. Remember that no exhibit spaces can be approved until payment has been received.

\* Payment Type:

\* Name On Card:

Company Name:

\* Address:

\* City/Town:

State/Province:    
(Required for United States Of America)

Zip/Postal:   
(Required for United States Of America)

\* Country:

\* Credit Card:

\* Credit Card No.:

\* Verification Code:

\* Expiration Date:   /

\* Payment Amount:  (\$1,550.00 minimum, Enter in USD, Format: 12345.00)

If you have any questions about exhibit space please contact customer service at 703-259-6122 or [tappicon@naylor.com](mailto:tappicon@naylor.com).



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**Step 6:** Your order is now complete! You will be sent an email confirming your booth application with an attached copy of your invoice & TAPPI's W9 for your records.

## TAPPICon 2022 Invoice



TAPPICon 2022 <service@mapyourshow.com>  
To

[Reply](#) [Reply All](#)



Dear John Doe,

Your application for booth space at TAPPICon 2022 has been received and your invoice is attached.

If you have any questions, or believe there is a discrepancy with the information contained on this invoice, please contact TAPPICon 2022 Show Management at 703-259-6122 or [tappicon@navlor.com](mailto:tappicon@navlor.com).

Thank you for your participation in TAPPICon 2022!

Sincerely,

TAPPICon 2022 Show Management

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This is a service email from TAPPI. Please note that you may receive service emails in accordance with your TAPPI service agreements, whether or not you elect to receive promotional email.

[Read our Privacy Policy](#)

TAPPI | 15 Technology Parkway South Suite 115 | Peachtree Corners GA 30092 |

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