



APRIL 25 - 28, 2021 • ATLANTA, GA USA

TAPPICon 2021 Online Application Instructions

## Quick Facts

- As an exhibitor at TAPPICon 2021, 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

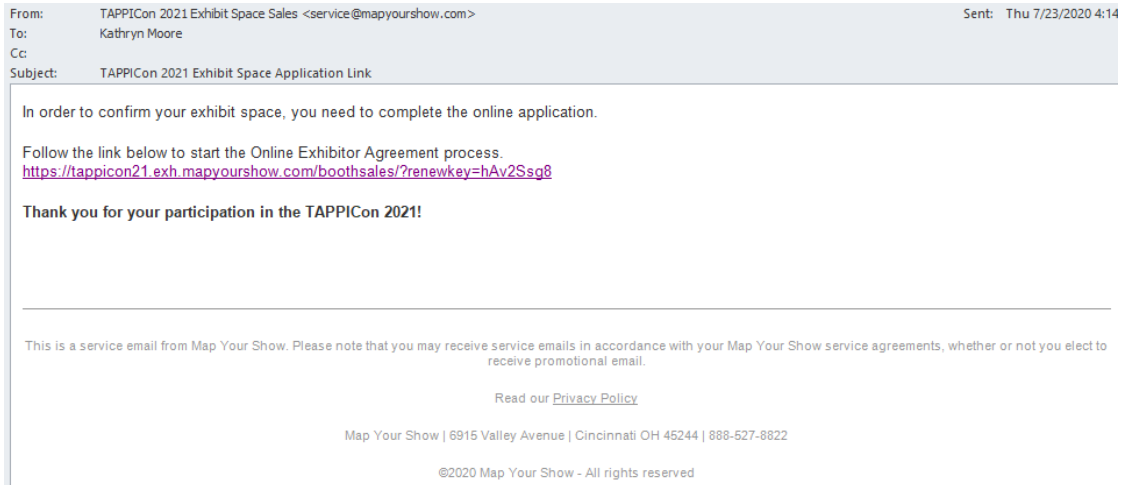
Raymond Strickland – [rstrickland@naylor.com](mailto:rstrickland@naylor.com) | 352-333-3474

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

- o You will receive an email from [service@mapyourshow.com](mailto:service@mapyourshow.com) with a link to start your online application.
  - o If you are completing the online application from the [tappicon.org](http://tappicon.org) website and have exhibited in the past 2 years, 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.



**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



### 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).



Map Your Show is an official vendor of TAPPICon 2021

**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

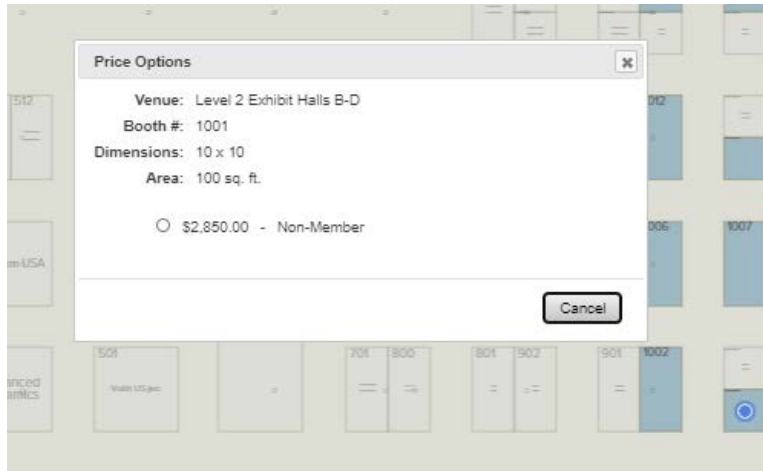
#### Select Booth Space

Select from the available booths below.

Booth Reservations

Comments:

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 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



### Additional Available Opportunities

Back Continue

- ▶ Runnability Fun Run
- ▶ Safety Sponsorships
- ▶ Conference Guide Ad
- ▶ Sponsorship Packages
- ▶ Exclusive
- ▶ Exhibit Guide Ad
- ▶ High Visibility, Exclusive
- ▶ Non-Exclusive
- ▶ BatterUp! Social Opportunities
- ▶ Women's Summit

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



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

**Yes 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:** 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	1001 (10 x 10, 100 sq ft)	Level 2 Exhibit Halls B-D	Non-Member	\$2,850.00	1	\$2,850.00

#### Package [Edit](#)

Package Name	Price
None	\$0.00

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

No Items Selected.

#### Order Total

**Order Total: \$2,850.00**

*Continued on next page*

**Terms and Conditions**

Please review the Terms and Conditions

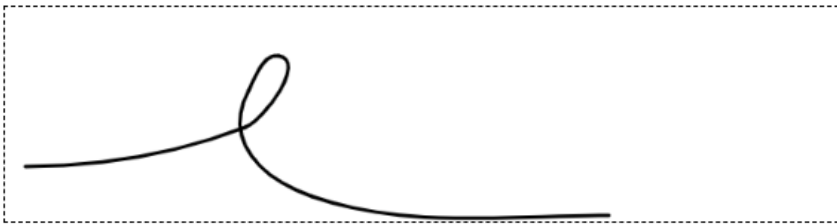
material terms or conditions of the contract or refuses to abide by these Rules and Regulations set forth by Show.

**4. ELIGIBLE EXHIBITS:** Show Management reserves the right to determine eligibility of any company or product to participate in the Show. Show Management can refuse rental of exhibit space to any company whose display of goods or services is not, in the opinion of Show Management, compatible with the educational character and objectives of the Show.

**5. DEADLINES FOR EXHIBIT SPACE:** The first assignment of exhibit space will be made based on applications received by June 3, 2020. Assignment of exhibit space at this time will be made based on the date the application and deposit are received, with priority given to current TAPPI Exhibitors and TAPPI Sustaining Members. After June 3, 2020 and the initial assignments have been completed, applications will be assigned on a first-come-first-served basis.

**6. ALLOCATION OF SPACE AND ASSIGNMENT:** Whenever possible, Show Management intends to make space assignments in keeping with the Exhibitor's desired location. During the initial assignments, if two or more exhibitors request the same location, preference will be given to the exhibitor by date of application receipt and TAPPI Sustaining Company Member status. TAPPI reserves the right to make the final determination of all space assignments in the best interest of the Show.

**7. SUBLETTING OF EXHIBIT SPACE:** Exhibitors may not assign, sublet or share their exhibit space with another business or firm, even if Exhibitor cancels the booth, unless approval has been obtained in writing from Show Management. Exhibitors must show goods manufactured or dealt in by Exhibitor in the regular course of Exhibitor's business. Should an article of a firm or business not contracted to participate in the Show be required for operation or demonstration in Exhibitor's display, identification of such article shall be limited to



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.'**

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 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 2021 Invoice**

TAPPICon 2021 <service@mapyourshow.com>

Sent: Thu 7/23/2020 4:47 PM

To: Kathryn Moore

Message 475374.pdf (86 KB) tappicon21\_W9.pdf (103 KB)



Dear John Doe,

Your application for booth space at TAPPICon 2021 has been received and your current invoice is attached.

If you have any questions, or believe there is a discrepancy with the information contained on this invoice, please contact TAPPICon 2021 Show Management at 703-259-6122 or [tappicon@naylor.com](mailto:tappicon@naylor.com).

Thank you for your participation in TAPPICon 2021!

Sincerely,  
TAPPICon 2021 Show Management