Please see the detailed instructions for the Contract & Payment Portal for the *Spring* 2027 One of a Kind Show below.

1. **Log into the Exhibitor Portal:**

- **USER ID:** Your email address (the one this letter was sent to)
- **PASSWORD**: **welcome1**

2. **Complete the following:**

- Exhibitor Questions
  - Review Contract Details
  - Review Order Details
  - Review contract Summary
  - Click the box to approve Terms and Conditions and click submit
    - Please Note: You will receive a confirmation email after completing your contract

5. **Access the Payment Portal**:

- Click "CLICK HERE TO ACCESS THE PAYMENT PORTAL"

6. **Make Your Payment**:

- Select the 2027 Spring One of a Kind Show Order
- Click "Continue to Payment"
- Enter 50% of the total payment in the top right corner
- Click Submit, enter payment details, and submit the payment

7. **Final Confirmation**:

- A confirmation email will be sent after completing the payment