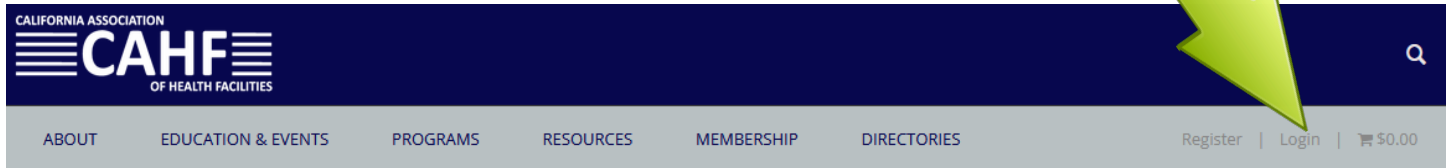


CAHF Step-by-Step Guide for Reserving Your Booth

Step 1

Visit cahf.org and login.



LOGIN

LOGIN

For login help, contact member services:

Heath Renouf
hrenouf@cahf.org

or

Leyla Taber
ltaber@cahf.org

Account Login

Your username is your email address. If your email address has changed, please contact CAHF at member.services@cahf.org

Username:

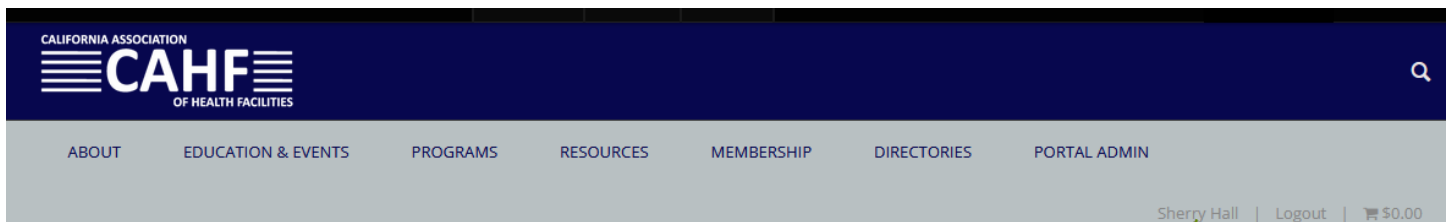
Password:

Remember Login



If you do not have a login, click the “Create Account” button. It’s easy!

Once you’ve logged in, click your name to enter your “Member Dashboard”...



Step 2

Look under “**Exhibitor Management**” for reservation status (in red).
Click on “**Exhibitor Dashboard**”.

Member Dashboard

Photo Not Available
Karen Ellis
You are currently logged in as account [EDIT PROFILE](#)

MY ACCOUNT **MY INVOICES** 0 **MY REGISTRATIONS** **MY DOCUMENTS**

MY ACCOUNT

- Update My Information
- Update My Username/Password
- Update My Profile Picture
- Upload Documents
- Manage Saved Payment Accounts

DIRECTORIES

- Facility Directory
- Vendor Directory

ONLINE STORE

- Product Search
- View Cart

EVENTS

- Register for an Event
- Event Calendar
- QCHF Learning Center
- Speaker Submission

EXHIBITOR MANAGEMENT

- Booth selection NOW OPEN exclusively for Group 5 - New & returning exhibitors**
- Exhibitor Dashboard

Step 3

Click the blue “**Begin**” button to start the booth selection process...

REGISTRATION DETAILS

Booth selection NOW OPEN exclusively for Group 2 - 2021 exhibitors who submitted a 2021 payment deposit prior to February 28, 2022

BEGIN

YOUR ONLINE EXHIBITOR PROFILE (AVAILABLE UPON BOOTH CONFIRMATION)

Take full advantage of your online presence! Confirmation email will include a link to access this section. In addition to basic contact information, you'll be able to upload your company logo, complete a profile listing and select product and/or service categories.

BOOTH INVOICE (MUST BE PAID PRIOR TO ASSIGNING BOOTH PERSONNEL)

Invoice available upon booth assignment

BOOTH PERSONNEL

If primary contact for company, go to "Update Organization Profile" on your Member Dashboard to add, edit or remove employees.
ADDITIONAL BADGES ARE \$100 EACH (MAXIMUM 5) AND AVAILABLE ONLY FOR CURRENT EMPLOYEES OF EXHIBITING COMPANY.
Personnel assignment will be available once the booth assignments have been completed

Step 4

View **floor plan** and make a note of your “top 5” desired booth spaces...

REGISTRATION DETAILS

Complete Exhibit Space Contract to submit booth preferences

VIEW FLOOR PLAN & COMPLETE CONTRACT

[View floor plan here](#)

[Click here for booth pricing](#)

[Click here for Exhibit Space Contract and email to shall@cahf.org](#)



Step 5

Indicate “top 5” spaces in order of preference on the **Exhibit Space Contract**. Sign, date and return via email to Sherry Hall at **shall@cahf.org** ...

REGISTRATION DETAILS

Complete Exhibit Space Contract to submit booth preferences


VIEW FLOOR PLAN & COMPLETE CONTRACT

[View floor plan here](#)

[Click here for booth pricing](#)

[Click here for Exhibit Space Contract and email to shall@cahf.org](#)

[CAHF 2022 Annual Convention Participant Assumption of Risk and Release of Liability](#)



Step 6

Read the CAHF 2022 Annual Convention Participant Assumption of Risk and Release of Liability. Check box below once you’ve read it...

REGISTRATION DETAILS

Complete Exhibit Space Contract to submit booth preferences

VIEW FLOOR PLAN & COMPLETE CONTRACT



[View floor plan here](#)

[Click here for booth pricing](#)

[Click here for Exhibit Space Contract and email to shall@cahf.org](#)

[CAHF 2022 Annual Convention Participant Assumption of Risk and Release of Liability](#)

I have read and understand the Participant Assumption of Risk and Release of Liability



Step 7

Review list of available sponsorships if interested...

REGISTRATION DETAILS

[Complete Exhibit Space Contract to submit booth preferences](#)

VIEW FLOOR PLAN & COMPLETE CONTRACT

[View floor plan here](#)

[Click here for booth pricing](#)

[Click here for Exhibit Space Contract and email to shall@cahf.org](#)

[CAHF 2022 Annual Convention Participant Assumption of Risk and Release of Liability](#)

I have read and understand the Participant Assumption of Risk and Release of Liability

[View Annual Convention Expo Sponsorships](#)

[View Annual Convention a la carte Sponsorships](#)

[View Annual Convention Sponsorship Packages](#)



Step 8

Type your name in the **Show Contact** box and click the blue **“SUBMIT”** button.

REGISTRATION DETAILS

[Complete Exhibit Space Contract to submit booth preferences](#)

VIEW FLOOR PLAN & COMPLETE CONTRACT

[View floor plan here](#)

[Click here for booth pricing](#)

[Click here for Exhibit Space Contract and email to shall@cahf.org](#)

[CAHF 2022 Annual Convention Participant Assumption of Risk and Release of Liability](#)

I have read and understand the Participant Assumption of Risk and Release of Liability


[View Annual Convention Expo Sponsorships](#)

[View Annual Convention a la carte Sponsorships](#)

[View Annual Convention Sponsorship Packages](#)

Show Contact *



 SUBMIT

Step 9

Once booth assignment is confirmed via email, login and go back to your **“Exhibitor Dashboard”** to see booth(s) assigned and view location on floor plan.

REGISTRATION DETAILS

Booth(s) assigned

These are your assigned booth(s) : 100

NOT CONFIRMED UNTIL PAID IN FULL

[View floor plan here](#)



Step 10

Booth confirmation email includes a link to access this section..


YOUR ONLINE EXHIBITOR PROFILE (AVAILABLE UPON BOOTH CONFIRMATION)

Take full advantage of your online presence! Confirmation email will include a link to access this section. In addition to basic contact information, you'll be able to upload your company logo, complete a profile listing and select product and/or service categories.

Step 11

Pay for your booth through your “Exhibitor Dashboard”. Click the blue “**ADD TO CART**” button to make payment using a credit card. **BALANCE IS DUE AND PAYABLE UPON RECEIPT.**

BOOTH INVOICE (MUST BE PAID PRIOR TO ASSIGNING BOOTH PERSONNEL)

Invoice #	Due Date	Amount	Balance Due	
1000237046	11/13/2022	\$4300.00	\$4300.00	

Step 12

BALANCE MUST BE PAID IN FULL IN ORDER TO ASSIGN BOOTH PERSONNEL. Designate booth personnel through your “Exhibitor Dashboard”. If you are the primary contact for your company, you may wish to go back to your “Member Dashboard” and click “Update Organizational Profile”. This will make assigning booth personnel a little easier with clean & updated data.

BOOTH PERSONNEL

If primary contact for company, go to "Update Organization Profile" on your Member Dashboard to add, edit or remove employees.
ADDITIONAL BADGES ARE \$100 EACH (MAXIMUM 5) AND AVAILABLE ONLY FOR CURRENT EMPLOYEES OF EXHIBITING COMPANY.

Step 13

Once balance is paid in full, you can return to your “**Exhibitor Dashboard**” at any time to make booth personnel adjustments. **Complimentary badge allotment is based on size of booth.** A 10’ x 10’ booth will receive a maximum of three (3) complimentary badges. There will be a \$100 fee per additional badge (maximum 5) over your designated badge allotment.



BOOTH PERSONNEL

If primary contact for company, go to "Update Organization Profile" on your Member Dashboard to add, edit or remove employees.
ADDITIONAL BADGES ARE \$100 EACH (MAXIMUM 5) AND AVAILABLE ONLY FOR CURRENT EMPLOYEES OF EXHIBITING COMPANY.

Click on the [SHOPPING CART](#) button to complete the booth personnel registrations added to the cart or to remove specific booth personnel registrations from the cart.

Name	Complimentary Registrations Provided	Total Registrations	Edit Badge
Paul Balsamo	3	0	ADD
Mike Conaway			ADD
Tom Douglas			ADD
Page Frederick			ADD
Matt Kolder			ADD
Jon Manke			ADD
Gerard Nagle			ADD
Seth Weed			ADD

As you add booth personnel, your “Total Registrations” adjusts accordingly.

Name	Complimentary Registrations Provided	Total Registrations	Edit Badge
Paul Balsamo	3	2	ADD
Mike Conaway			ADD
Tom Douglas			ADD
Page Frederick			ADD
Matt Kolder			ADD
Jon Manke			ADD
Gerard Nagle			 REMOVE FROM CART
Seth Weed			 REMOVE FROM CART

Step 13 (continued)

Clicking any “**Add (Non-Complimentary)**” button will incur a \$100 fee per additional badge (maximum 5) over your designated allotment.

BOOTH PERSONNEL

If primary contact for company, go to "Update Organization Profile" on your Member Dashboard to add, edit or remove employees.
ADDITIONAL BADGES ARE \$100 EACH (MAXIMUM 5) AND AVAILABLE ONLY FOR CURRENT EMPLOYEES OF EXHIBITING COMPANY.

Click on the **SHOPPING CART** button to complete the booth personnel registrations added to the cart or to remove specific booth personnel registrations from the cart.

Complimentary Registrations Provided		Total Registrations	
3		3	
Name	Email	Edit Badge	
Paul Balsamo			ADD (NON-COMPLIMENTARY)
Mike Conaway			ADD (NON-COMPLIMENTARY)
Tom Douglas			ADD (NON-COMPLIMENTARY)
Page Frederick			ADD (NON-COMPLIMENTARY)
Matt Kolder			ADD (NON-COMPLIMENTARY)
Jon Manke			REMOVE FROM CART
Gerard Nagle			REMOVE FROM CART
Seth Weed			REMOVE FROM CART

Step 14

To checkout, click on the **blue “Shopping Cart” button** OR the shopping cart icon at the top of the page.

BOOTH PERSONNEL

If primary contact for company, go to "Update Organization Profile" on your Member Dashboard to add, edit or remove employees.
ADDITIONAL BADGES ARE \$100 EACH (MAXIMUM 5) AND AVAILABLE ONLY FOR CURRENT EMPLOYEES OF EXHIBITING COMPANY.

Click on the **SHOPPING CART** button to complete the booth personnel registrations added to the cart or to remove specific booth personnel registrations from the cart.




CAHF/QCHF Office My Account ▾ Events ▾ Online Store ▾ Directories ▾ Jobs ▾ Logoff \$100.00

REGISTRATION DETAILS



Step 15

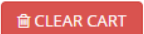

If you need to delete someone, click the “red x” next to their name.

Shopping Cart

Type	Item	Price	Qty	Total
Jon Manke's Cart Items				
	Event CAHF 72nd Annual Convention & Expo: Complimentary Exhibitor Staff	\$0.00	1	\$0.00
Individual Total				\$0.00
Paul Balsamo's Cart Items				
	Event CAHF 72nd Annual Convention & Expo: Additional Paid Exhibitor Staff	\$100.00	1	\$100.00
Individual Total				\$100.00
Seth Weed's Cart Items				
	Event CAHF 72nd Annual Convention & Expo: Complimentary Exhibitor Staff	\$0.00	1	\$0.00
Individual Total				\$0.00

If everything looks good, click the blue “Checkout” button (bottom right corner).


Seth Weed's Cart Items				
	Event CAHF 72nd Annual Convention & Expo: Complimentary Exhibitor Staff	\$0.00	1	\$0.00
Individual Total				\$0.00
Gerard Nagle's Cart Items				
	Event CAHF 72nd Annual Convention & Expo: Complimentary Exhibitor Staff	\$0.00	1	\$0.00
Individual Total				\$0.00
Cart Total				\$100.00
Discounts				\$0.00
Taxes				\$0.00
Shipping & Handling				\$0.00
Final Total				\$100.00




 

Step 16

Enter information below then click the **blue “Process Order” button** (bottom right corner).


Payment Options

Select Payment Method PAY WITH CREDIT CARD  Check out

Accepted Card Types   

Card Number

Expiration Date

CCV 

Billing Information

Copy billing information from your user profile.

First Name *

Last Name *

Billing Address *

City *


State *

Zip *

Country *

TERMS AND CONDITIONS By submitting this form you are authorizing your credit card to be charged for the indicated amount. Please see our full terms and conditions page for further details. If you have any questions, please contact member.services@cahf.org or call (916) 441-6400.

Your final total is **\$100.00**.



Step 17

To obtain a receipt, go back to the top of the page and click where it says **“CAHF/ QCHF Office”** to get back to your **“Member Dashboard”** then click on **“MY INVOICES”**.

 [CAHF/QCHF Office](#)

[My Account](#) ▾

[Events](#) ▾

[Online Store](#) ▾

[Directories](#) ▾

[Jobs](#) ▾

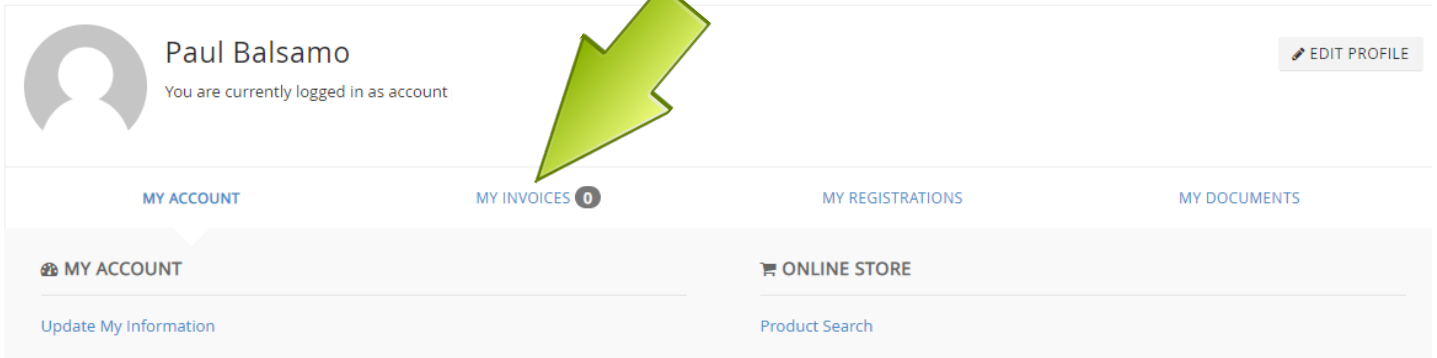
[Logoff](#)

 \$100.00

Step 17 (continued)

Once on your “**Member Dashboard**”, click on “**MY INVOICES**”.

Member Dashboard



Paul Balsamo
You are currently logged in as account [EDIT PROFILE](#)

[MY ACCOUNT](#) [MY INVOICES 0](#) [MY REGISTRATIONS](#) [MY DOCUMENTS](#)

[MY ACCOUNT](#) [ONLINE STORE](#)

[Update My Information](#) [Product Search](#)

Step 18

NOTE: Assigned booth personnel will receive notification that they have a badge. Once general registration opens in September, assigned booth personnel can **login to their own “Member Dashboard”**, click “**MY REGISTRATIONS**” then click the **blue “View Registration” button** next to the annual event to add any special events to their existing registration.

Member Dashboard

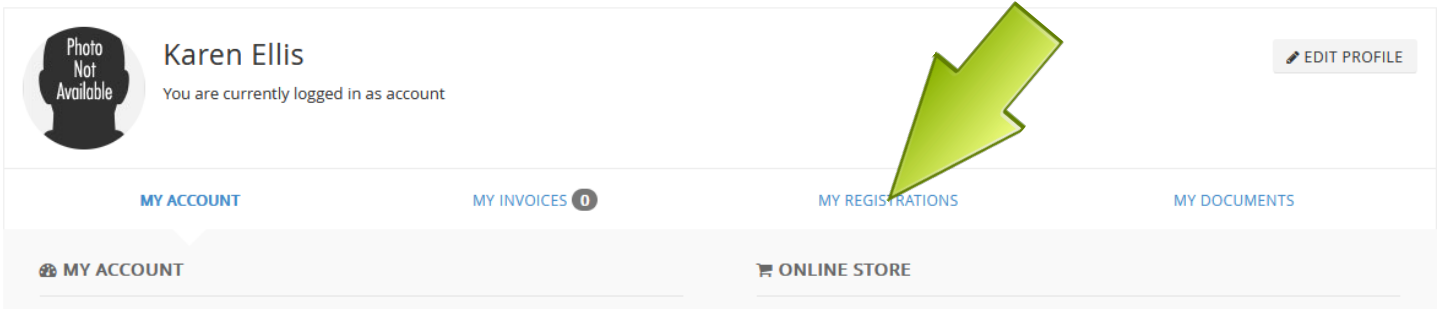


Photo Not Available Karen Ellis
You are currently logged in as account [EDIT PROFILE](#)

[MY ACCOUNT](#) [MY INVOICES 0](#) [MY REGISTRATIONS](#) [MY DOCUMENTS](#)

[MY ACCOUNT](#) [ONLINE STORE](#)

Member Dashboard

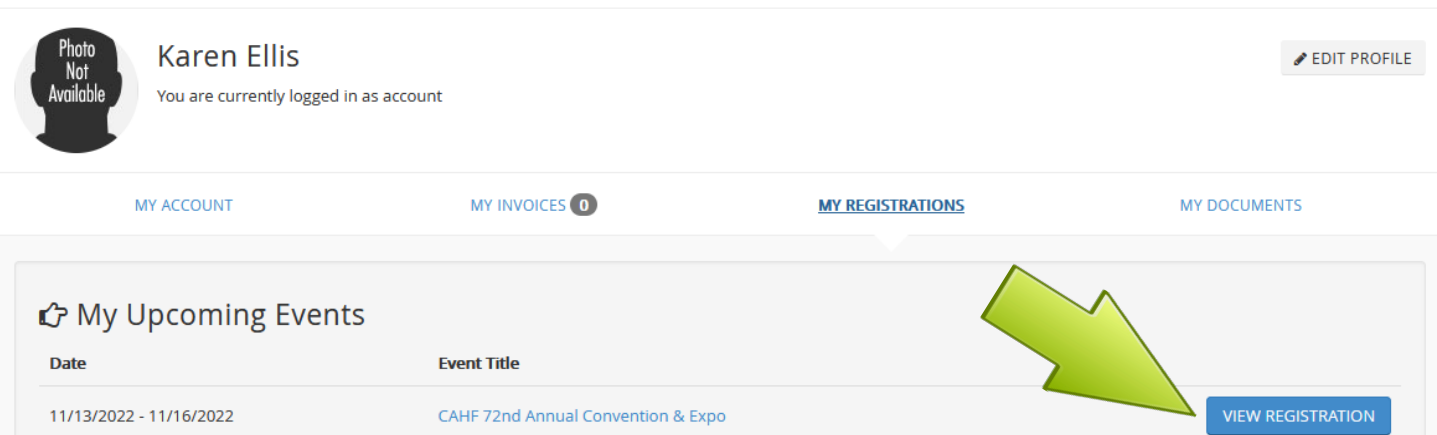


Photo Not Available Karen Ellis
You are currently logged in as account [EDIT PROFILE](#)

[MY ACCOUNT](#) [MY INVOICES 0](#) [MY REGISTRATIONS](#) [MY DOCUMENTS](#)

My Upcoming Events

Date	Event Title	
11/13/2022 - 11/16/2022	CAHF 72nd Annual Convention & Expo	VIEW REGISTRATION