



## How to Complete Registration with Association Book Exhibit

### Note -

Emails will be sent to you using our "[info@bookexhibit.com](mailto:info@bookexhibit.com)" email address. Please ensure we are not blocked on your end so our emails end up in your main inbox for viewing.

**STEP 1** - You will receive an *Announcement Email* from Association Book Exhibit (ABE). The subject line will indicate the conference name.

**STEP 2** - Open the *Announcement Email* and read through all the information, taking note of the Registration Deadline Date.

**STEP 3** - Click on the "*Click Here for the Registration Form & Fees*" button on the *Announcement Email* to open the Registration Form that must be completed by the Registration Deadline Date.



**STEP 4** - The Registration Form will open another web-browser page. Once this is opened go ahead and complete all the required fields.

- Take note of payment instructions / information
- When you get to the "Materials" section of the registration form, this is where you will upload your completed document with all titles for display.
  - Word and Excel templates of this document to be completed and uploaded are on the announcement email for your convenience.
- Click SUBMIT at the bottom of the form when done or click PAY USING PAYPAL if you selected the credit card payment option.