



MAS 2026 Expo — Submit Your Booth Preferences

Quick Guide for How to Use the Interactive Floor plan.

Welcome to the MAS 2026 Annual Convention & Expo floor plan portal. This quick guide walks you through how to submit your booth preferences and, if you'd like, set up your vendor profile.

How to Submit Booth Preferences

You have two ways to submit your booth preferences:

Option 1 — From the Floor Plan

Click Submit Booth Preferences on the home page to open the interactive floor plan.

On a computer, you can select multiple booths or bulk spaces by holding **Shift** and clicking each space you want. On mobile, tap any booth or bulk number on the floor plan to open the preference form for that space.

Option 2 — From the Directory List

On the floor plan page, open the **Directory** panel on the left side of the screen (on phones, tap the arrow to open it). You'll see a list of every booth and bulk space, sortable by **Reserved** or **Available**. Tapping any entry opens the preference form for that space.

Completing the Form

- If you select only one booth or bulk space, the next screen lets you manually enter additional booth or bulk numbers.
- Below that, there is a comments box for anyone who needs outdoor bulk space or custom dimensions not shown on the floor plan.
- You'll also see a checkbox to indicate whether you are the onsite contact.

Company & Staff Information (Optional)

You'll have the option to add company details—such as your logo, website, and social media—and to add booth staff (the people who will be working your booth at the show). All of this is optional and can be added later from your vendor profile if you'd rather skip it for now. When you're finished, click **Submit**.

Your Vendor Profile (Optional)

Creating a vendor profile is not required to submit booth preferences, but we recommend it. To create one, click **Sign In**, enter your email address, and you'll receive a **magic link** by email. Clicking that link logs you in—no password needed.

Questions? Please email annualconvention@massup.org.



From your vendor profile, you can:

- View the booth(s) or bulk space(s) you submitted as preferences
- See any questions or comments you sent us
- Add or update your company details and booth staff at any time
- View your final booth(s) or bulk space(s) assignment
- Exchange contact information with members

Your profile is auto populated from your booth preference submission. If you need to change your booth selections, please email us at annualconvention@massup.org — we'll update them for you.

Booth Assignments & QR Codes

Once your booth is assigned, MAS will email you with a confirmation. After that:

- Your company name and logo will appear on the floor plan at your assigned booth.
- A booth QR code will appear at the bottom of your vendor profile.

About the QR Code (Coming Online at the Show)

Your QR code becomes the easiest way to exchange contact information with attendees:

- Members scan your QR code to view your company information, booth staff, and share their contact information back with you.
- You can print your QR sign directly from your vendor profile in either 5 × 7 tabletop or 8.5 × 11 letter size.
- You can also open it on your phone so members can scan it without you needing a printed sign.

Important: Your QR code is generated as soon as you create your profile, but it will only display your profile details once MAS has approved your preference and assigned your booth so do not print or download your QR Code until after MAS has assigned your booth.

Booth Challenge

Members will be encouraged to visit booths during the show, scan QR codes, and vote in different categories (not just booth décor). Top booths will be revealed at the **Grand Door Prize on Wednesday at 2:30 PM.**

— The MAS Team

Questions? Please email annualconvention@massup.org.