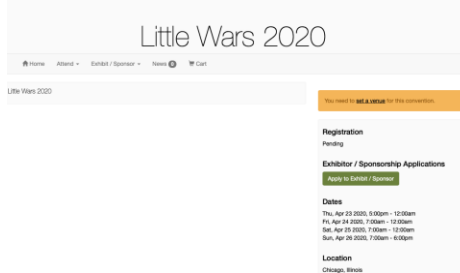
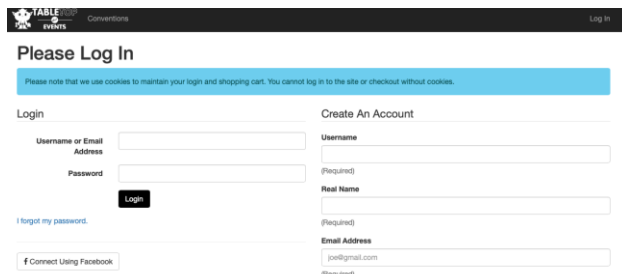


Link is: <https://tabletop.events/conventions/little-wars-2020>

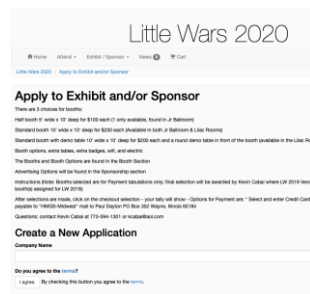
1. Click on link; this will take you to the home page for Little Wars 2020



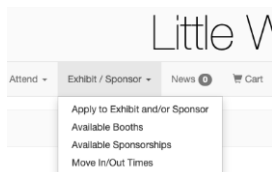
2. Click on the Green “Apply to Exhibit / Sponsor”; this is a default for Table Top and is intended for Vendors
3. At the next page (Instructions) you will be asked to “[login or create an account](#) “. Please click on this blue link. This login refers to an account with Table Top. If you have an account through Table Top via another convention, that login will apply to Little Wars 2020 as well. If you do not have a Table Top account, please create one.



4. Upon completion of Table Top login you will be taken back to Little Wars 2020 Vendor (Exhibit and/or Sponsor) application. Please complete the create form and proceed to the actual application form to fill out details. Required fields are identified with “required” and you cannot submit the form without completing these. While you are encouraged to fill out the non-required fields, you are not obligated to do so.



5. At the end of the form there is a section entitled “Private Contact Info” this may require you
 - a. Re-enter a contact phone number
 - b. Add a logo
 - c. Description of your business; please be as descriptive as possible. This will be for the website, facebook page and program book.
 - d. These are “hardwired” requirements in the Table Top program. If you do not have a Logo, please enter an appropriate picture of some type – it can be changed at a later date and are not seen by the general public without your permission.
6. Submit Application, click on “Done for Now”, log out (upper right hand corner)
 - a. this will go to the Vendor Manager who will review it for completeness
 - b. The Vendor Manager will then either request additional information or approve
 - c. In either case you will receive an e-mail
 - i. For additional information, please re-enter Table Top to add the information to your form
 - ii. For Approval, see below
7. Upon Receipt of your e-mail acknowledging application approval you may re-enter Table Top Little Wars 2020 to select your purchases (booths, wifi, electric, etc.)
8. Click on the Little Wars 2020 link and go to the top right to login
9. Once in go to the top pull down for “Exhibit / Sponsor” and select Available Booths



10. On this page you can see the room layouts under room selector; select either Junior Ballroom or Lilac Room for their respective room layouts
11. To start the selection process, press on “Purchase a Booth”

Available Booths
This is our exhibit hall, available booths, and pricing.

D30 [Purchase a Booth](#)

Room Selector
Choose which room you'd like to see.

Junior Ballroom

Junior Ballroom Map

12. Once again, use the selector to select booths from the appropriate room; prices are at the top of the page; Select the type of booth you want, the exact booth received will be advised by Kevin Cabai.

Available Booths Junior Ballroom

Booth	Type	Exhibitor	Discount Code	Claim Booth
J101	Standard Booth	Available	<input type="text" value="Discount Code"/>	Add To Cart
J102	Standard Booth	Available	<input type="text" value="Discount Code"/>	Add To Cart
J103	Standard Booth	Available	<input type="text" value="Discount Code"/>	Add To Cart

Booth Types

Name	Size	Price	Badges Included
Electricity Option Electricity Option, weekend rate	0x0	\$75.00	0
Extra table If extra tables are required they are \$25 each	10x10	\$25.00	0
Half Size Booth 10' x 5' 1 Table 1 Chair	10x5	\$100.00	2 Vendor
Standard Booth 10' x 10' 2 Tables 2 Chairs	10x10	\$200.00	2 Vendor
Standard Booth, with Demo Table 10' x 10' 2 Tables 6 Chairs 1 Demo Table, outside of booth in open area in front of booth	10x10	\$200.00	2 Vendor
Wifi Option Wifi, weekend rate	0x0	\$50.00	0

13. Upon selection of a booth, you will be given the option for add-ons; select in the same way

Additional Table 1 additional table	2	\$25.00	<input type="text" value="Discount Code"/>	Add to Cart
Electrical Drop 1 electrical drop	1	\$70.00	<input type="text" value="Discount Code"/>	Add to Cart
WIFI WIFI connection	1	\$50.00	<input type="text" value="Discount Code"/>	Add to Cart

14. If you wish more booths, select “booths” again (to the left of the green “checkout”

15. Likewise if you wish to advertise in the Program, select “Sponsorships” where you will have the option to purchase advertisement space.

Available Sponsorships

Inside Back Cover \$200.00
[Add To Cart](#)

Full Page \$150.00
[Add To Cart](#)

Half Page \$100.00
[Add To Cart](#)

16. Upon completion of your selection press the green “Checkout” and your tally will be displayed

Cart

Item Type	Item	Retail Price	Final Price	Delete
Booth	J101 for D3C	\$200.00	\$200.00	✕
Booth	J102 for D3C	\$200.00	\$200.00	✕
Subtotal			\$400.00	
Total			\$400.00	

Please note that all monetary amounts are in US Dollars.

Would you like to add more [badges](#) before you checkout?

Pay by Credit Card

Credit Card Billing Zip/Postal Code

MasterCard ending in 4233 (expires 10/2011)

[Add A Credit Card](#)

[Pay via Credit Card](#)

17. You have the options to
- Delete an item you do not want
 - Add more badges (blue link above “Pay by Credit Card”)
 - Return to purchase more items “Exhibit/Sponsor” drop down at top
 - Pay

18. Pay can be one of three ways
- Credit Card – follow the credit card directions at the bottom of the page
 - Paypal
 - Check made out to HMGS-Midwest and mailed to

- i. Paul Dayton
- ii. PO Box 352
- iii. Wayne, Illinois 60184

19. Once completed log out (upper right)