

How to Purchase an Expo Booth

Follow these detailed steps to correctly purchase an Expo Booth. You can also watch the [video tutorial](#) for additional guidance.

- **Video Tutorial:** [ACUHO-I Booths Sales Tutorial.mp4](#)

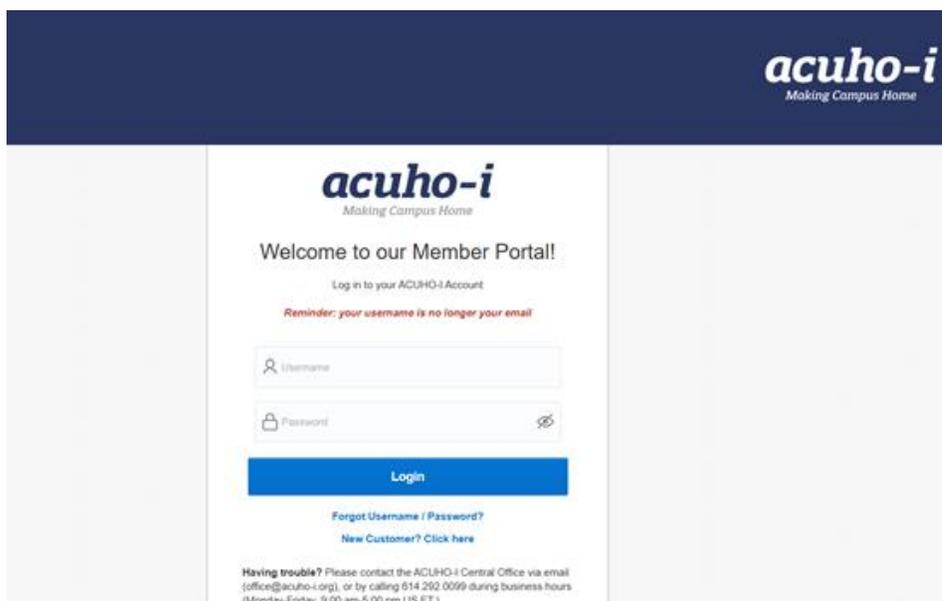
1.) Log in to the ACUHO-I Member Portal

- Visit www.acuho-i.org
- Click on the "**Member Login**" button located at the top right corner of the page.



2.) Access Your Member Account

- Log in using your member credentials.
- If you encounter any issues logging in, contact corporaterelations@acuho-i.org for assistance.



3.) Navigate to the Exhibitor Portal

- Click on “**Exhibitor Portal**” in your member dashboard.
- If you don't see this option, email corporaterelations@acuho-i.org to request access.



Your ACUHO-I Dashboard

Welcome, Glenn



[Manage My Picture](#)

Glenn

Your username is

Need Help?

Please send your request to office@acuho-i.org or contact customer service at 614-292-0099 available Monday through Friday from 9am to 5pm US Eastern.

Looking for Your Organization's Roster?

Under Membership, click Membership Directory. Type in your Organization's Name in the Company field, scroll to the bottom and click submit.

Exhibitors:

To secure your booth, please reach out to

Register for Campus Home. LIVE! by May 29 to get the best rate.

4.) Select the Expo Event

- Choose the specific Expo you want to register for from the list of available events.



My Expo Events

ID: 1311803
Name: Glenn Thompson

My Available Companies

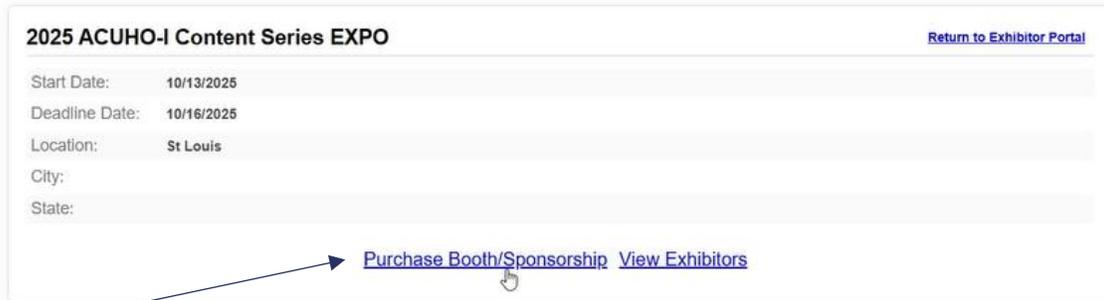
W.M. Jordan Company

Events

Description	Expo Date	Location	Action
2025 ACUHO-I Content Series EXPO	10/13/2025	St Louis	
2026 Campus Home. LIVE! EXPO	06/26/2026	Orlando	

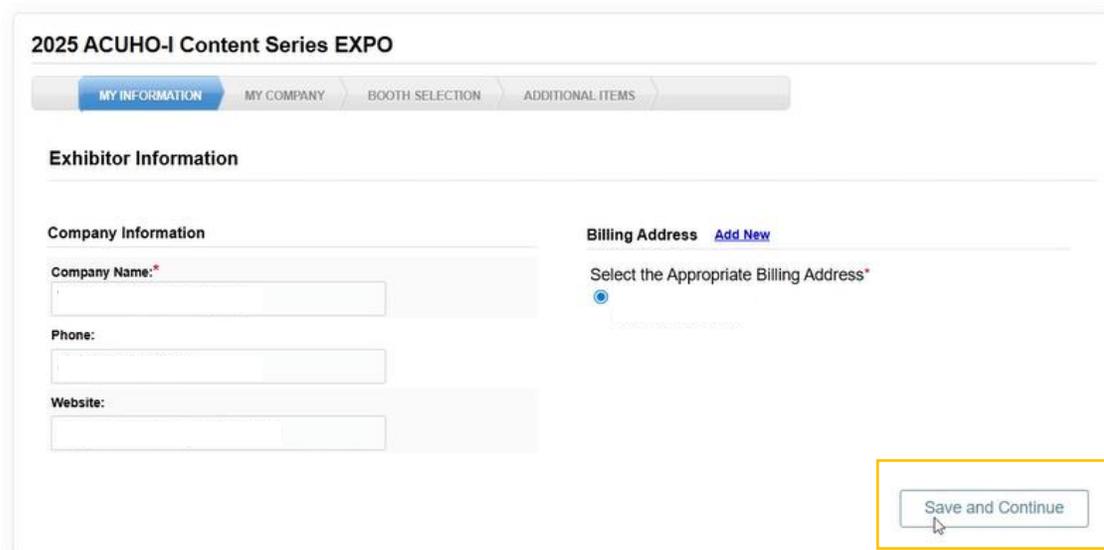
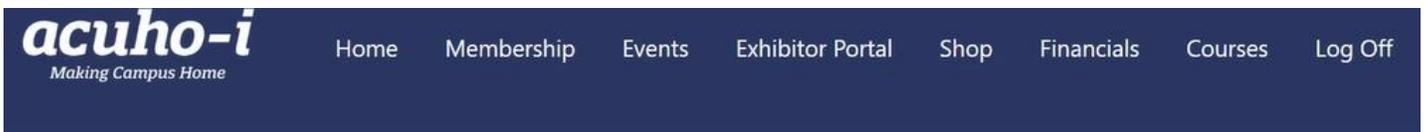
5.) Click “Purchase Booth/Sponsorship”

- Select the “Purchase Booth/Sponsorship” option to begin your registration and purchase process.

The image shows a screenshot of the event details page for the "2025 ACUHO-I Content Series EXPO". The page includes a "Return to Exhibitor Portal" link in the top right corner. Below the event title, there are four rows of information: Start Date: 10/13/2025, Deadline Date: 10/16/2025, Location: St Louis, and City: (empty). Below these fields, there are two links: "Purchase Booth/Sponsorship" and "View Exhibitors". A blue arrow points from the left side of the page to the "Purchase Booth/Sponsorship" link.

6.) Review and Update Company Information

- Make any necessary updates to your company details.
- Click “Save and Continue” to proceed.

The image shows a screenshot of the "2025 ACUHO-I Content Series EXPO" registration page, specifically the "MY COMPANY" step. The page has a progress bar at the top with four steps: MY INFORMATION, MY COMPANY, BOOTH SELECTION, and ADDITIONAL ITEMS. The "MY COMPANY" step is currently active. Below the progress bar, there is a section titled "Exhibitor Information". Under this section, there are two columns of information. The left column is titled "Company Information" and contains three input fields: "Company Name:" (with a red asterisk), "Phone:", and "Website:". The right column is titled "Billing Address" and contains a link "Add New" and a dropdown menu labeled "Select the Appropriate Billing Address:". At the bottom right of the form, there is a button labeled "Save and Continue" which is highlighted with a yellow border.

7.) Accept Terms and Upload Company Logo

- Review and agree to the **terms and conditions**.
- Upload your **current company logo** before moving forward.

The screenshot shows the '2025 ACUHO-I Content Series EXPO' exhibitor portal. At the top, there are four tabs: 'MY INFORMATION', 'MY COMPANY' (which is active and highlighted in blue), 'BOOTH SELECTION', and 'ADDITIONAL ITEMS'. Below the tabs, the heading reads 'Please update your Company Details'. Underneath, it says 'Please read and accept:' followed by a yellow-bordered box containing the text 'Exhibitor Terms and Conditions*' and a radio button with the text 'I agree to the Terms and Conditions.'. Below this, it says 'Upload your company's logo in PNG or JPG format.' and there is a 'Logo' label above a 'Choose File' button and the text 'No file chosen'. A blue arrow points from the right side of the page to the radio button.

8.) Choose Your Booth

- On the **Booth Selection** page, click on the booth you'd like to reserve. It will turn **orange** once selected.
- To see where other exhibitors are located, click "**Show Exhibitor Names.**"

Booth Color Key:

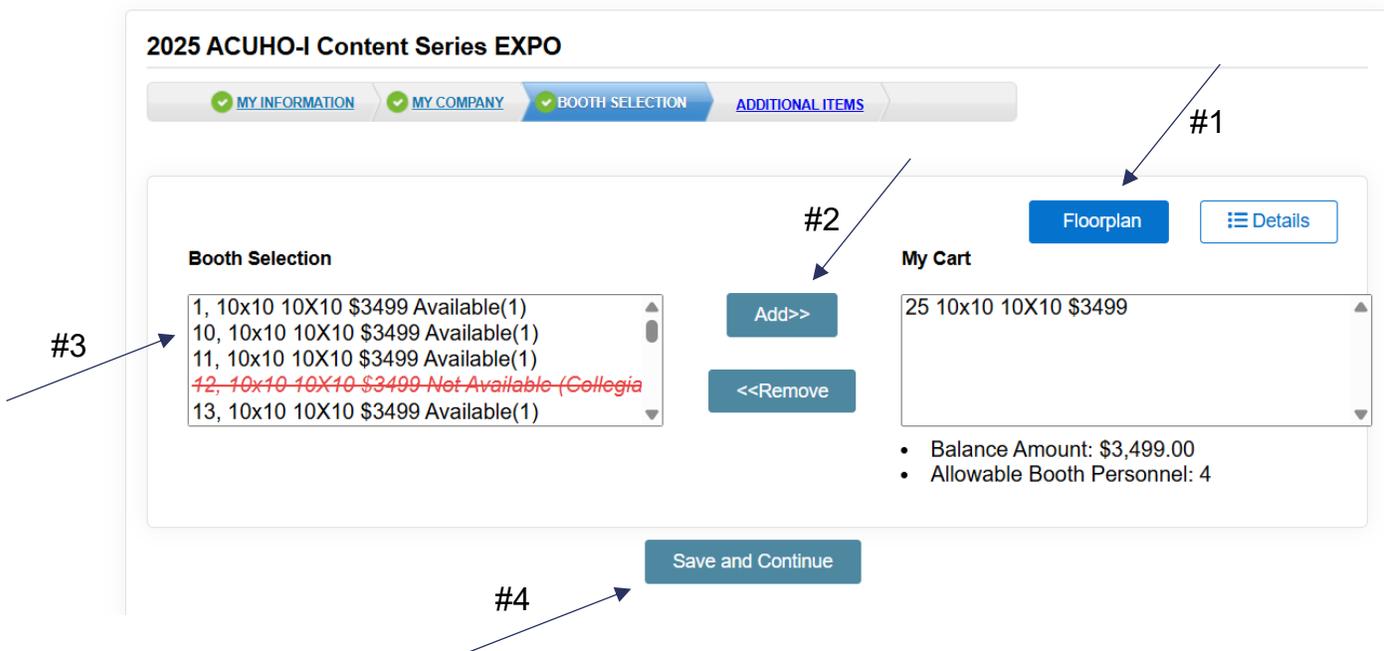
- **Red** = Sold
- **Green** = Available
- **Orange** = Selected
- If you're unable to reserve a booth, please continue to **step 9**.
- To view the full floorplan layout, visit the appropriate **conference webpage** under the "**Exhibit/Sponsor**" tab.



9.) Trouble Reserving a Booth? Follow These Steps:

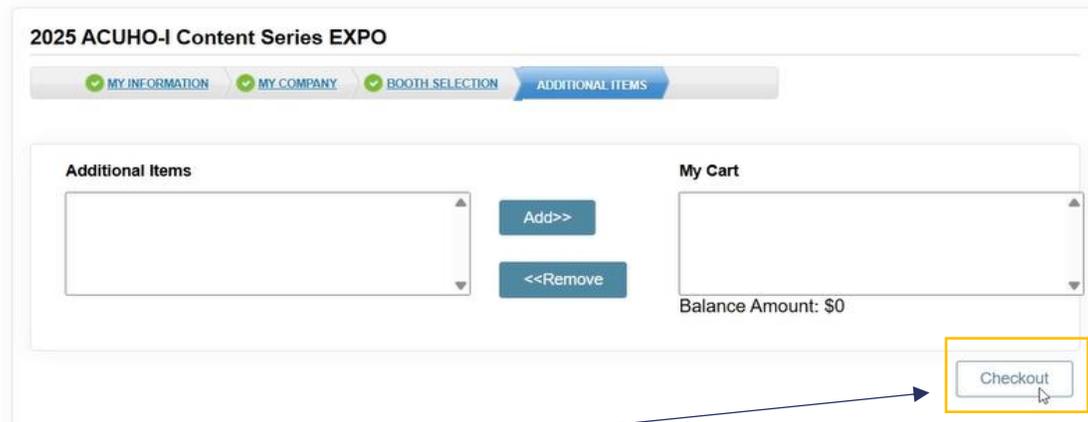
If you're having trouble selecting a booth, follow the instructions below. Otherwise, proceed directly to the payment step.

1. On the **Booth Selection** page, click the **"Floorplan"** button to view available booths.
2. Click the **"Add"** button next to your desired booth number(s) to reserve them.
3. You can reserve multiple booths before adding them to your cart.
4. Once finished, click **"Save and Continue"** to proceed to the next step.



10.) Proceed to Payment

- Click the “Checkout” button to move forward with your payment.



11.) Choose Your Payment Method

- Scroll down on the payment page and select your preferred **payment method**.

Shopping Cart Contents

Item Description	Quantity	Subtotal
2025 ACUHO-I Content Series Business Operations and ACUHO-I/APPA Housing Facilities Conferences - 56 10x10 10X10 paid for Collegiate Companies	1	3,499.00
2025 ACUHO-I Content Series Business Operations and ACUHO-I/APPA Housing Facilities Conferences - 57 10x10 10X10 paid for Collegiate Companies	1	3,499.00
2025 ACUHO-I Content Series Business Operations and ACUHO-I/APPA Housing Facilities Conferences - 58 10x10 10X10 paid for Collegiate Companies	1	3,499.00

Total to Pay Now 10,497.00

[Continue Shopping](#)

Promotional Code

Please enter the Promotional Code here

[Apply Promotional Code](#)

Voucher Information

