

Step-by-step Registration Instructions

Women's Art Festival – Virtual Event

Saturday, December 12, 2020

1. Go to: my.boothcentral.com/v/events/womens-art-festival
 - Click on **Apply for a Booth** (red box in lower right corner)
 - Select **Join now** at the bottom of the square.
 - Select **Join as a vendor**. This will ask you to create an account and lead you through subsequent sections.
2. **Contact Info** – double-check that your information is correct.
3. **Social Media** – Enter any accounts you have on any platform. This will allow us to send you events and promos to send out to your contacts to publicize the event. If you don't have a particular social media account, leave it blank.
4. **Tax reporting** – This asks for your state tax ID number. You are responsible for collecting and submitting appropriate tax payments.
5. **Promo permissions** – Must click both, which gives us the right to use your images for promotional purposes.
6. **Virtual Event** – This is the information that auto-populates to become your booth tile. You must supply the banner display (can be photo or logo) when you register (although it can be changed later) or the registration will not go through. Please enter as many as five other photos. These can also be changed later, but **registration will not be accepted by the Women's Art Festival promoter until at least three photos are entered**. The Women's Art Festival reserves the right to not accept your registration if the photos are not good quality or this step is not completed.
 - Brief description – what you want guests to see about you/your work
 - Sales website – This should direct guest right to where they make purchases on your website, Etsy page or other sales platform. Please make sure to enter the address correctly and keep the site up to date.
 - Additional Info: This is where you can briefly describe any special deals you are offering. Possible promo ideas include:
 1. Special discount for WAF guests on sale day
 2. Offer for discount if they live chat with you on event day
 3. Info about shipping deals, curbside pickup, or delivery
 4. Any other ideas? Discuss with Naomi.
 - Link to video on YouTube or Vimeo. **This is highly recommended** as it gets increased attention and draws people in to look at your booth. This can be added later. Talk to Naomi for ideas and links to "how to's..."
 - Photos – space for up to five photos. Must include at least three for registration to be accepted. Can be edited, changed later if needed. This is what gets guests attention to your booth so should be good quality and represent you well.
 - Choose category from drop-down menu that best fits your work. Space is first-come, first-served within categories. Remember that some categories will fill quickly.
7. **Select Space** – Options are:
 - Regular/virtual space (\$50) – Spaces will be displayed in random order and will shuffle with every view to give equal visibility to all artists.
 - Premium Space (\$65) – Limited availability – This is the equivalent of the corner booths! Will always stay in the top three rows. **Must** include video and premium quality photos. If space is not available, you will be contacted and will be moved to a regular space at regular price.
8. **Payment:** – Options are: (Info given as you click on any option)
 - Pay by cash – either drop cash off at Naomi's or pay through Venmo
 - Pay by check – mail or drop off at Naomi's
 - Pay by credit card (**Not** preferred as I have to pay fees)

*****Remember:** Payment **must** be received before registration is accepted; using Venmo is the fastest way to complete registration.