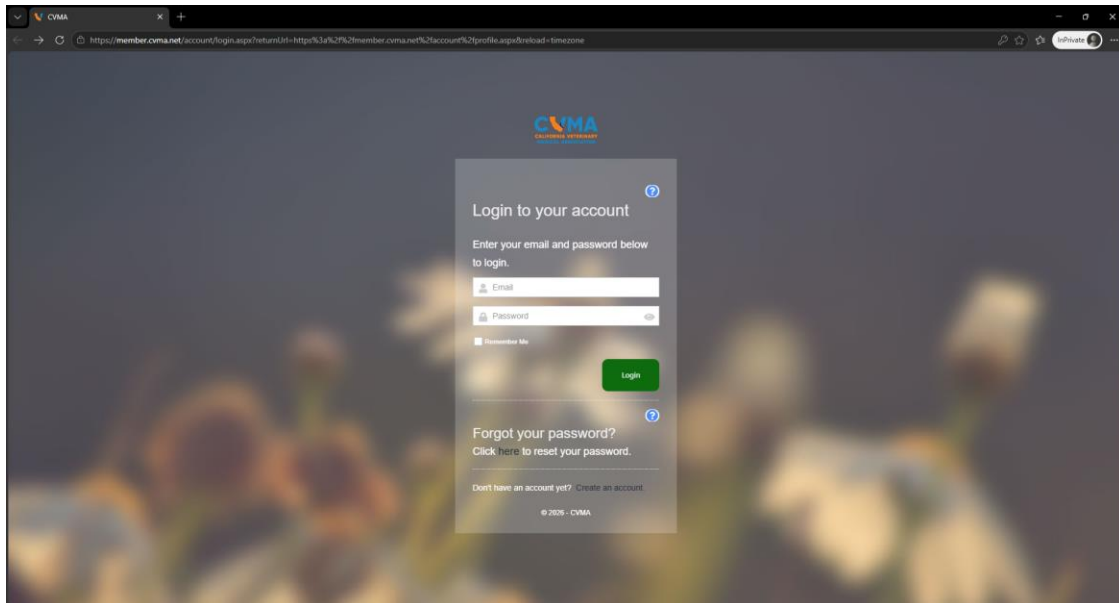
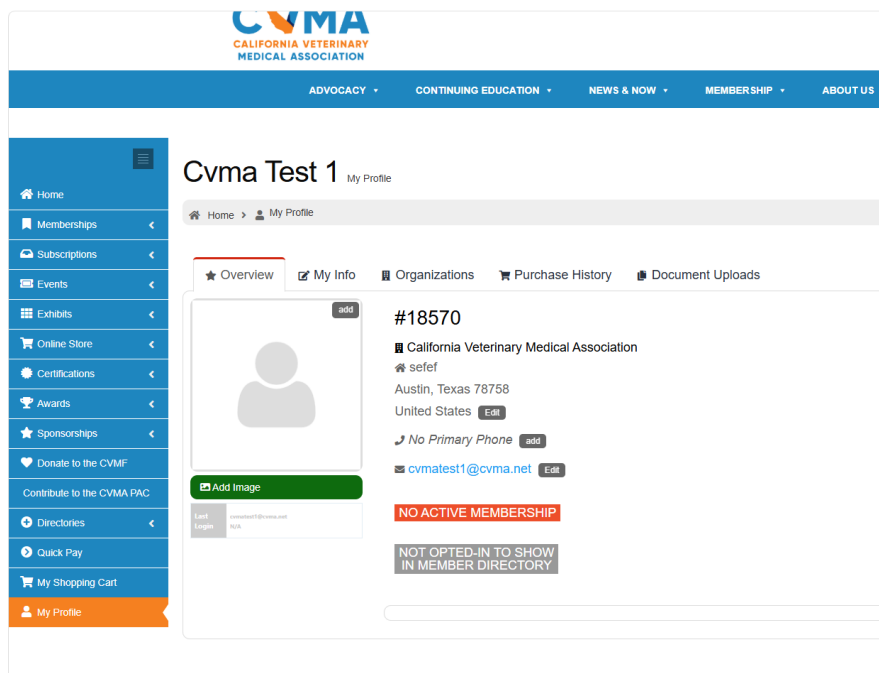


Purchasing a booth as a returning exhibitor

1. Navigate to <https://member.cvma.net/>



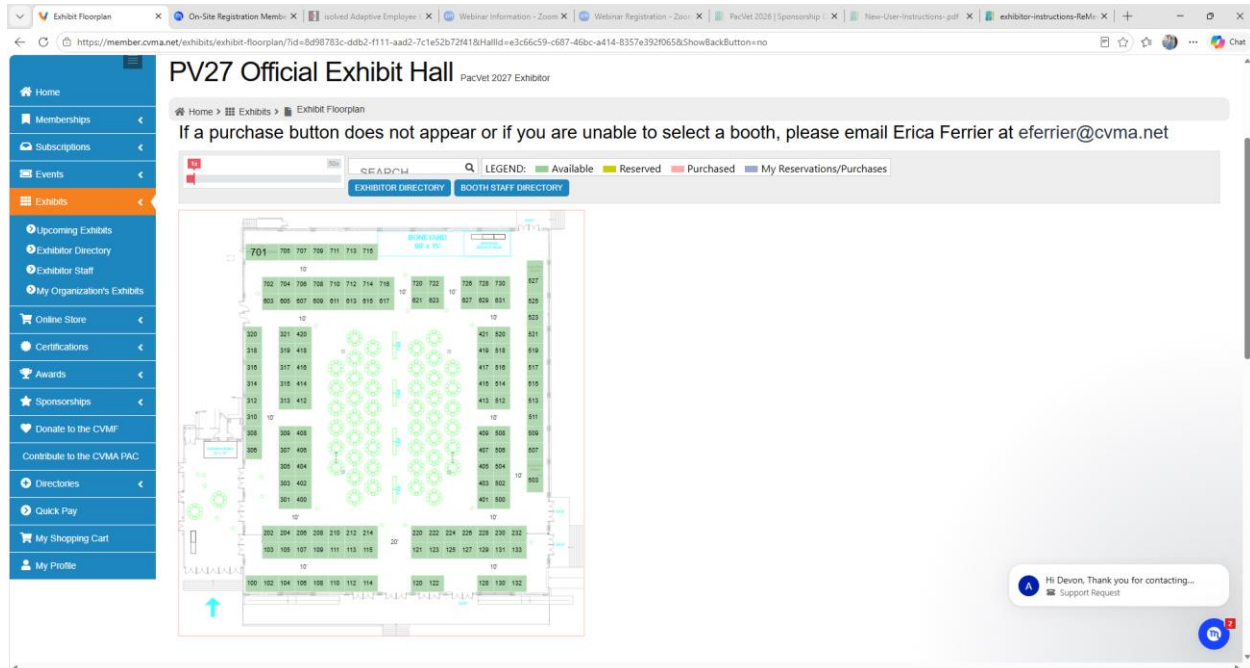
2. Enter email and password to log-in – select “forgot password” to reset password if needed.
3. Once logged in, the website will open to **“my profile”**. Please verify that your contact information and organization are correct. If updates are necessary, please **navigate to the “my info” and “organizations” tabs.**



4. NEXT>> Navigate to **Exhibits Tab** >> **Upcoming Exhibits** on the left- hand side panel

?

5. Select>> **Halls and Floorplans Tab**



6. Select the booth you would like to purchase – all available booths will be green.

NOTE: To distinguish between standard and premium booths, please refer to the exhibit hall floor map included in your prospectus. The floor map identifies the booth types and will help you determine which options are standard versus premium.

← ↻ 🔒 <https://member.cvma.net/exhibits/exhibit-floorplan/?id=8d98783c-ddb2-f111-aad2-7c1e52b72f41&HallId=e3c66c59-c687-46bc-a414-8357e392f065&>

PV27 Official Exhibit Hall PacVet 2027 Exhibitor

Home > Exhibits > Exhibit Floorplan

If a purchase button does not appear or if you are unable to sell

SEARCH 🔍 LEGEND: ■ Available ■ Reserved ■

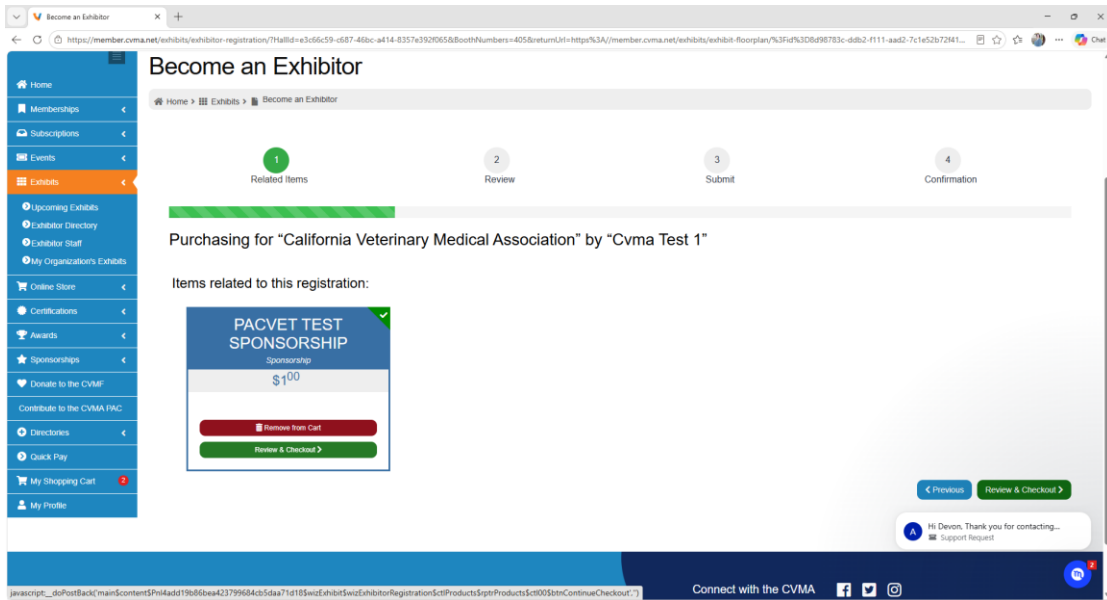
EXHIBITOR DIRECTORY BOOTH STAFF DIRECTORY

The floorplan displays a grid of booths. A pop-up window for Booth 405 is shown, indicating it is 10x10 and available. The pop-up includes a green button labeled 'Purchase this Booth' with a right-pointing arrow.

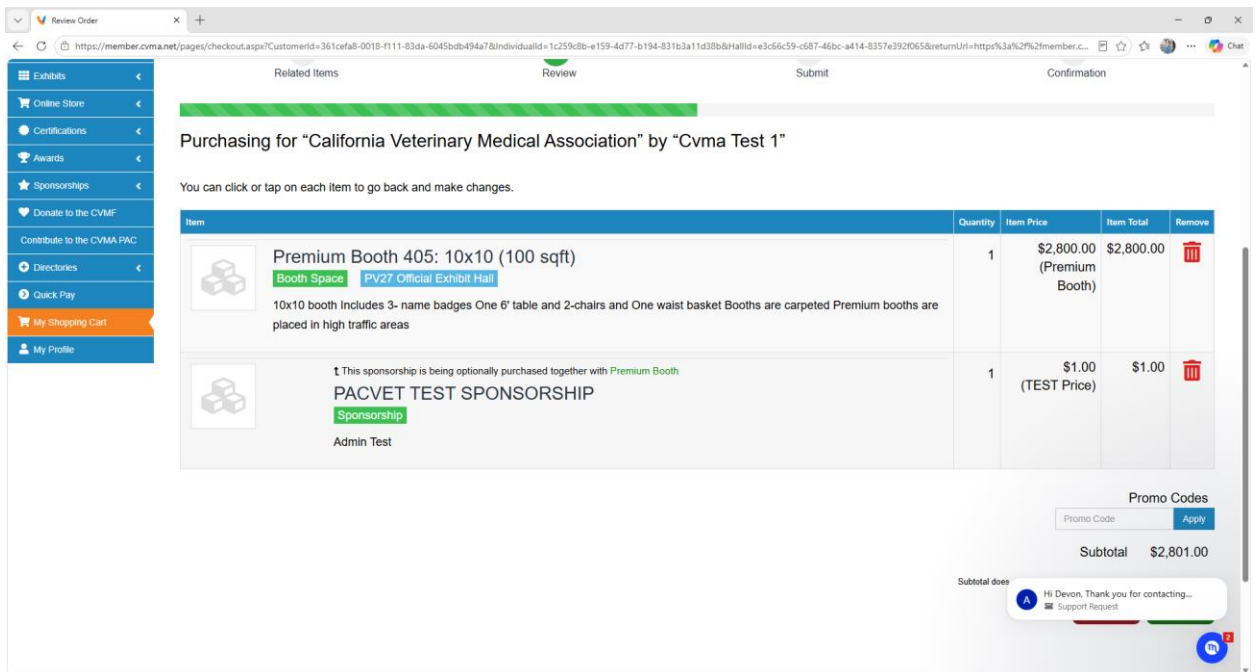
7. Select the green “purchase this booth” to proceed with purchase. Please note that if this button does **not** appear, your organization may not be able to purchase a booth at this time. Please contact Erica Ferrier at eferrier@cvma.net

8. The next screen will show available sponsorships for purchase. If you would like to purchase a sponsorship in addition to your booth, you can do so here by selecting an add to cart on the sponsorship tile. If you do not want to add a sponsorship on,

you can press the green Review and Checkout button



9. The following screen will show the items and subtotal of everything currently in your cart. Items no longer needed can be removed here. **Please note:** sponsorships cannot be purchased without purchasing an exhibit booth.



10. The next screen will be for payment and the PacVet Exhibitor Terms and Conditions Acknowledgement.

The screenshot shows the PacVet checkout page. On the left is a sidebar with links: "Donate to the CVMA", "Contribute to the CVMA PAC", "Directories", "Quick Pay", "My Shopping Cart" (highlighted), and "My Profile". The main content area is titled "Order Summary" and shows a table with "ITEMS" and a "TOTAL" of "\$2,801.00". Below this is a "Terms and Conditions" section with a checkbox for agreement. A large empty box with a dotted border is intended for a signature. At the bottom, there are "Undo" and "Clear" buttons, a "Bill To Organization" link, and a message: "Our records indicate that you can bill this transaction to the organization you are affiliated with." A chat bubble in the bottom right corner says "Hi Devon, Thank you for contacting... Support Request".

11. **Payment Options:**

- A. If you are **paying in full by credit card**, please select credit card and fill out card information.

The screenshot shows the "Payment Options" section of the PacVet checkout page. It has two radio buttons: "Credit Card" (selected) and "Bill Me". Below the "Credit Card" option are logos for VISA, Mastercard, and AMERICAN EXPRESS. There are input fields for "Name on Card", "Card Number", "CVV Number", and "Expiration Date" (with dropdowns for month and year). There is also a "Billing Zip/Postal Code" field and a checkbox for "Save this Credit Card?". A checkbox for "Store securely in Authorize.Net?" is also present. Below the payment options is a "Confirmation Email" section with a text input field for the email address. At the bottom right, there are "Previous" and "Submit Your Order" buttons, and a chat bubble that says "Hi Devon, Thank you for contacting... Support Request".

- B. If you would like to **pay by check** or would like to only pay a 50% deposit at this time, **please select, Bill Me**. CVMA staff will provide an invoice and payment link.

The screenshot shows a web browser window with multiple tabs. The active tab is 'Checkout' with the URL https://member.cvma.net/pages/checkout.aspx?CustomerId=361cefa8-0018-f111-83da-6045bdb494a7&IndividualId=1c259c8b-e159-4d77-b194-831b3a11d38b&Cart=1*8&bWfptRj250ZW50IGN0bENoZW90IHdpZkNoZW90b3V0=2. The page has a light blue header and a dark blue footer. The main content area is white. The 'Billing Address' section has a heading with a location pin icon and a link to '+ add new billing address'. Below it are four radio button options, all of which are selected. The 'Payment Options' section has a heading with a credit card icon and two radio button options: 'Credit Card' and 'Bill Me'. The 'Bill Me' option is selected. Below the 'Payment Options' section is a 'Confirmation Email' section with a heading and an icon. It contains two checkboxes: 'Send confirmation email to:' (checked) and 'Send a copy to:' (unchecked). The 'Send confirmation email to:' checkbox is followed by the email address 'staff@cvma.net'. The 'Send a copy to:' checkbox is followed by an empty text input field. At the bottom right of the form are two buttons: 'Previous' (blue) and 'Submit Your Order' (green). A chat bubble is visible on the right side of the page with the text 'Hi Devon, Thank you for contacting... Support Request'. The footer contains the text 'Connect with the CVMA' and social media icons for Facebook, Twitter, and Instagram.

12. Confirmation email will be sent to the email you have on file. Please add any additional emails you would like to send a copy of the confirmation to.

The screenshot shows a close-up of the 'Confirmation Email' section of the checkout page. It features a heading with an envelope icon and the text 'Confirmation Email'. Below the heading, there is a section titled 'A confirmation email will be sent to:' followed by the email address 'staff@cvma.net'. Below this, there is a section titled 'Send a copy to:' followed by an empty text input field. At the bottom right of the form are two buttons: 'Previous' (blue) and 'Submit Your Order' (green).

13. Select Submit Payment to complete the transaction.