



Virtually Hosted in 2021 by EarthWays Center of the Missouri Botanical Garden

EXHIBITOR ONLINE REGISTRATION (SECTION BY SECTION WALK THRU):

REGISTRATION INFORMATION / SIGN-IN TO CREATE A REGISTRATION ACCOUNT

Go to www.mobot.org/glfregistration to learn more about the event, choose your Exhibitor level, and register for the Festival. Online registration is not available for sponsorship levels.

1. **If you registered online for a space last year**, please log on to the system using your email address and password.
2. **If this is your first time to register**, sign up to create an account and logon.
3. **Step 1**, make sure your account details are accurate, and then click the "Next" button.
4. **Step 2**, choose which registration option you want: For-profit Exhibitor or Non-profit Exhibitor.

Fill in Festival Webpage Exhibitor// VENDOR LISTING INFORMATION.

Basic exhibitor and vendor listings will be available year-round for the general public to access at www.mobot.org/greenlivingfest. The virtual exhibitor booths will be available until December 1, 2021.

DONATE TO THE FESTIVAL ATTENDANCE PRIZES – Select Yes or No

A popular feature of the Festival modified for virtual attendees! This is an easy and fun way to market your organization. Only e-gift certificates, discounts, or easily mailed items please.

Click on "Next" button

COMPLETING THE REGISTRATION PROCESS

Step 3,

- This screen allows you to edit or remove any items. It also gives you the opportunity to review your information.

Payment Information

- Payment by credit card is required via Visa, MasterCard, or Discover (**AMEX is not accepted**).
- Click on "Submit" button

Service Order Processing Confirmation E-mail

This is your confirmation and receipt of what you have requested.

- Registration Confirmation: Provides you with an order number and recaps key information.
- Order Details: Provides a recap of your fees and all of the answers you gave throughout the process.

REGISTRATION CHECKLIST:

Registration is final as follows:

- Registration is completed – online registration (preferred) or form submitted.
- Full payments of all fees are received at the Garden.
- Virtual exhibitor booth content received (visit www.mobot.org/glfregistration for detail and instructions)

Thank you again for your support of the 2021 Virtual Green Living Festival! Feel free to contact me with any questions or to pass along any important updates.

Sincerely,

Joyce Gorrell, Sustainability Projects Manager and Green Living Festival Coordinator
Phone: (314) 577-0220 or Email: joyce.gorrell@mobot.org