

✦ ELYSIUM EXPOSITIONS ✦

Complete Website & Vendor Portal Guide

Your go-to reference for tickets, booth management, directory listings & speaker applications

ELYSIUMEXPOS.COM

SPIRITUAL & HOLISTIC EXPO · ALLENTOWN, PA

This guide walks you through everything on the Elysium Expos website — from buying tickets to managing your vendor booth, directory listing, and speaker application.

1 WEBSITE NAVIGATION

Start at: **elysiumexpos.com** — your central hub. Here is what you will find on the homepage:

- ◆ Upcoming expo dates, times, and location
- ◆ Ticket purchase link
- ◆ Vendor portal access (top right corner)
- ◆ Mailing list sign-up
- ◆ FAQ section
- ◆ Vendor directory listing
- ◆ Contact information: (610) 844-8258 · BirosikNicholas@gmail.com

QUICK TIP

Bookmark **elysiumexpos.com** on your phone for fast access to all links in this guide.

2

HOW TO BUY TICKETS

Tickets can be purchased online in advance or at the door on the day of the event.

ONLINE TICKET PURCHASE

- ♦ Go to **elysiumexpos.com**
- ♦ Click the **Buy Tickets** button on the homepage
- ♦ You will be taken to the official ticket page at **elysiumexpositions.square.site**
- ♦ Select your tickets and complete your purchase
- ♦ Save your confirmation — you will show it at the door

TICKET PRICING

TICKET TYPE	PRICE
General Admission (cash at door)	\$10 per person, per day
General Admission (credit card at door)	\$15 per person, per day
Veterans	\$5 (cash) / \$10 (credit card)
Children under 10	FREE FREE

NOTE

Pre-purchasing online saves time at the door. The only official online ticket link is **elysiumexpositions.square.site**.

3 JOIN THE MAILING LIST

Stay informed about upcoming expos, vendor openings, and announcements by joining the mailing list.

- ♦ Go to **elysiumexpos.com**
- ♦ Scroll down to find the mailing list sign-up section
- ♦ Enter your name and email address
- ♦ Click **Subscribe** or **Sign Up**
- ♦ You will receive updates directly to your inbox about future expos

WHY JOIN?

The mailing list reaches over 8,000+ followers and is the first place expo announcements, vendor openings, and early ticket information are shared.

4 THE VENDOR PORTAL

The Vendor Portal is your personal dashboard for managing everything related to your booth and participation in the expo. Access it from the top right corner of the website.

Portal URL:

elysiumexpos.com/vis/visSignInNew.php

HOW TO SIGN IN

- ♦ Go to **elysiumexpos.com** and click **VENDOR PORTAL** in the top right corner
- ♦ You will see the *Welcome Back* sign-in screen

- ♦ Enter the phone number you registered with
- ♦ Click **SIGN IN**
- ♦ If you do not have an account yet, click **NO ACCOUNT? REGISTER** to create one

FIRST TIME?

Click the **REGISTER** link on the sign-in page to create your account. You will need your phone number and basic business information to get started.

CHOOSING YOUR EXPO

Once signed in, you will see the available expo seasons listed on your dashboard. Click on the expo you want to manage. If you are already registered, you will see your full dashboard. If not, you will see the option to register.

5

VENDOR DASHBOARD — BUTTON BY BUTTON

1

VIEW BILL / MAKE PAYMENT

This is where you pay your booth fee and any additional charges.

- ♦ Click **View Bill / Make Payment** from your dashboard
- ♦ Review your balance and any outstanding fees
- ♦ Select your payment method
- ♦ Complete your payment and save your receipt

IMPORTANT

All payments must be made in accordance with the policies outlined in your Vendor Packet. Review the packet before making payment to understand deadlines, fees, and refund policies.

2 VENDOR PACKET

The Vendor Packet is the most important document for every vendor. It contains everything you need to know about participating in the expo, including:

- ♦ Booth setup rules and guidelines
- ♦ Setup and breakdown times and schedule
- ♦ What is and is not permitted at your booth
- ♦ Payment deadlines and refund policies
- ♦ Event day procedures and check-in instructions
- ♦ Rules regarding electricity, table sizes, and displays
- ♦ Code of conduct for vendors and their representatives
- ♦ Contact information for event management

- ♦ Click **Vendor Packet** from your dashboard
- ♦ Download and read the full packet before the show
- ♦ Keep a copy saved on your phone for reference on event days

CRITICAL

Read the Vendor Packet before you do anything else. All policies, deadlines, and rules are contained in this document. Claiming you did not receive it is not an excuse for non-compliance on event day.

3 VIEW CONTRACT

Your contract is the official agreement between you and Elysium Expositions for your booth participation.

- ♦ Click **View Contract** from your dashboard
- ♦ Review all terms and conditions
- ♦ Your contract status will show as **Approved** once processed
- ♦ Keep a copy for your records

Contract status is shown at the top of your dashboard page. A green **Approved** badge means you are confirmed for the show.

4 **MANAGE DIRECTORY LISTING**

The vendor directory is one of the most visited pages on elysiumexpos.com. A listing puts your business in front of thousands of potential attendees before, during, and after the show.

- ♦ Click **Manage Directory Listing** from your dashboard
- ♦ Choose your listing tier (see pricing below)
- ♦ Enter your business details, description, photo/logo, and links
- ♦ Complete payment if required
- ♦ Your listing will go live on the public vendor directory

TIER & PRICE	WHAT YOU GET
Not This Time — Skip \$0	Your business will NOT appear on the public vendor directory. You can purchase a listing later from the vendor portal.
Light Listing \$10 / this show	Business name on the directory · Booth number listed so visitors can find you · Indexed in Google search results
Standard Listing \$25 / this show ★ MOST RECOMMENDED	Photo or logo on your directory card · Clickable link to your website (SEO benefit) · Facebook page link + phone number · Description of what you offer · Full visibility at low cost — the sweet spot
Silver Show Partner \$100 / this show	Everything in Standard, larger card · Tagline displayed under your name · Logo on printed event literature · Priority placement above Standard listings · Featured in pre-show Facebook post
Gold Show Partner \$200 / this show	Top of directory — full hero card · Mention in marketing emails to 8,000+ subscribers · Logo on ALL printed materials · Dedicated

TIER & PRICE

WHAT YOU GET

social media spotlight post · Official Show
Partner billing and recognition

WHY LIST?

The vendor directory is the page people visit when they ask who will be at the show. 8,000+ Facebook followers browse it before deciding which vendors to seek out. Even the Standard listing at \$25 is less than 8% of a standard booth fee — and you have already paid for the booth.

5 SPEAKER APPLICATION

Have expertise or a topic you want to share with expo attendees? Apply to be a keynote or featured speaker at the event.

- ◆ Click **Speaker Application** from your dashboard
- ◆ If spots are available, you will see the application form
- ◆ If spots are full, your application will be added to the **Waitlist**
- ◆ Complete the application with your topic, bio, and speaking experience
- ◆ Submit and wait for confirmation from the expo team
- ◆ Speaking slots are available both days of the expo
- ◆ Free lectures are included with the \$10 admission for all attendees
- ◆ Speakers gain significant visibility through the expo's marketing channels
- ◆ Contact **(610) 844-8258** with any questions about speaking

6

FREQUENTLY ASKED QUESTIONS

Q Where is the expo held?

Agricultural Hall at the Allentown Fairgrounds, 302 N 17th St,
Allentown, PA 18102.

Q What are the hours?

10:00 AM – 6:00 PM both days of the event.

Q How much does it cost to attend?

\$10 per person per day (cash). \$15 per person per day (credit card at door). Veterans \$5 cash / \$10 credit. Children under 10 are free.

Q Are the lectures really free?

Yes. Free lectures are included with your admission on both days. No extra ticket or reservation needed.

Q How do I apply to be a vendor?

Go to elysiumexpos.com/vis/visSignInNew.php, create an account or sign in, and register for your chosen expo. Follow the steps to complete your application and payment.

Q I forgot the phone number I registered with. What do I do?

Contact the expo team directly at **(610) 844-8258** or **BirosikNicholas@gmail.com** for assistance accessing your account.

Q When is the vendor payment deadline?

Payment deadlines are outlined in your Vendor Packet. Download it from your vendor portal dashboard and review it carefully.

Q Can I upgrade my directory listing after I register?

Yes. Return to your vendor portal at any time, click **Manage Directory Listing**, and choose a higher tier.

Q Is there parking at the venue?

Yes, parking is available on site at the Allentown Fairgrounds.

elysiumexpos.com