

## VENDOR : HOW TO LOG INTO YOUR ACCOUNT

Username: your email address used when you registered.

Password: if you don't remember your password, Click on Forgot Password and follow the prompts to reset the password. (DO NOT create a new account).

Once logged in, select My Account.

Under History & Balances, click on Pay Old Balances.

Change the module to Ticket Purchases.

Select on Search, Finish Transactions.

**Please Note:** if you want to add early set-up you must email [Crafters@adamscountymuseum.com](mailto:Crafters@adamscountymuseum.com) to have it added.

Cancellation Deadline to receive a refund is 30 days prior to the show. Only Chairs are included in the Booth Fee. Table rentals and early set-up MUST be added and paid for one week prior to the show. Questions can be directed to 303-659-7103 OR 720-353-0173