

# ConTroll Registration System

## Exhibitor Module Documentation

### Introduction

The Exhibitor Module is designed to support for four types of exhibitors:

- Artists / Art Shows
- Exhibitors / Exhibit Hall
- Fan Events / Fan Tables
- Dealers (Vending) / Vendor Rooms (Dealers Room, ... )

At present only Art Shows and Dealers Rooms are supported and the other two will be coming in a future release, but the same ideas belong to all of them.

The module is split into two parts:

- Back end: housed in the ConTroll control back end under the Exhibitors Tab.
  - Configure the spaces and offerings within the spaces
  - Edit "Custom Text"
  - Manage each exhibitor space
    - Add/edit/view exhibitor information
    - Add new space requests for mail in applications for space and process mail in payments
    - Approve exhibitor portal requests for space
    - View current status of all requests
  - Exhibits Administrators are granted permission to access this tab in the ConTroll back end.
- Front end: A portal for the exhibitor to:
  - request space
  - pay for the space and discounted memberships (if any)
  - if the space uses inventory control: manage the inventory of what they are bringing/selling.

### Exhibitor Venue Configuration

Exhibitor Venue configuration is broken down into a hierarchy of five items you will need to configure:

1. Region Types - A place to hold the rules and parameters for the different types of exhibit regions (places)

- Rules and parameters for a type of exhibit venue, such as art shows, exhibit halls, dealers rooms, etc.
  - Multiple venues can be of the same type
  - This data is persistent from convention year to convention year and only entered once.
2. Regions - the actual exhibit venues
- Which type of region
  - Description of the region
  - This data is persistent from convention year to convention year and only entered once.
  - A region does not have to exist every year. Regions not being used this year are just not created in the "Region Years" tab.
3. Regions for this Year - which regions (exhibit venues) are active this convention year
- Specific information for this venue for this convention year
  - Designed to handle information that probably changes from year to year
4. Spaces within the Region - variations of spaces within the exhibit venue (for this year)
- Details on the types of space available within the region
  - Examples:
    - Tables
    - Panels,
    - Open floor space
 Anything you wish to allocate to exhibitors.
5. Space Pricing Options (for this space, for this year)
- Options the exhibitor can request for each Space
  - The exhibitor can not specify a quantity of an option, just the option
  - The exhibitor can only request one option for each space within a region, but can request an option for each space in a region (exhibit venue)
  - Options might be 1 Panel, 2 Panels, 3 Panels. The quantity is specified directly in the option

## Persistence From Year to Year

While exhibitors will enter their data once for the exhibitor portals, just as members enter their personal data once in the registration portal, and it will persist from year to year.

Likewise the rules (Region Types) and the exhibit venues (Regions) persist from year to year.

As part of the rollover of the system from one convention year to another, ConTroll will try to create the annual items (Regions for this Year, Spaces within the Region, and Space Pricing

Options) from the prior year. You are responsible for checking all of those and making sure they are correct and don't require any changes for the new year.

If a region is not going to be used this year, you need to delete the data for that region year, space, and space price options.

## General Ledger Numbers/Labels

All annual items have places for the entry of General Ledger Numbers and Labels. This is used in the accounting side of the system. The GL Number is passed into Square and can be imported from there into QuickBooks. The GL Number and Label can be used in reports.

Some of the General Ledger items are labeled with 'Default' on the front. This means this is a default value that will be used to populate new rows entered into the next level down.

So when you enter a Default GL Num or Default GL Label in Regions for this Year, this default value is used for any new rows added to the Spaces within the Region. Likewise the column in Spaces within the Region is used as a default value for any new Space Pricing Options.

However, changing the default value will not cause any existing rows of the next level down to change. You must edit that data specifically if you want it to be changed.

## Exhibitor Portals

The exhibitor portal is different from the registration portal. Using the appropriate exhibitor portal exhibitors can request space in any or all of the regions you configured.

**NOTE:** The current version only supports Artist and Vendor portals and venue types. In a future release Exhibit Hall and Fan Tables will be added to the system.

## Organizing Your Conventions Exhibitor Venues into ConTroll Venues

It is up to each convention to decide how they want to organize their venues, but common usage might include:

- Different Dealers Rooms or Art Shows
- Spaces controlled by different organizations within your convention

Regions that follow a common set of rules should be organized in the same Region Type.

# Exhibits Setup

The Exhibits Setup tab is used to configure ConTroll for your Exhibitor Venues. It's five sub-tabs follow the hierarchy and each is explained in its own section below.

The following buttons are common in each section of the configuration:

- ★ indicates a required field. This data is not allowed to be empty.
- Sort triangles next to a column heading sort the display on that column in ascending or descending order.
- White boxes at bottom of the column headings allow you to filter the results displayed to match only those rows that match what you type in the boxes.
- Pagination: Sets the page size (drop down) and which page to display from a long list of items. This allows you to segment the data to fit your screen.
- Undo/Redo: When enabled will undo or redo any changes you have made to the table. You can press them multiple times to go back or forwards through the change history. Once the data has been saved the change history is cleared.
- Add New: adds a new row to the bottom of the list
- Save Changes: When enabled saves the current state of the table displayed.
- Download CSV: Downloads the filtered rows of the table to a CSV file
- Download Excel: Downloads the filtered rows of the table as an Excel Workbook
- The three lines on the left of each row are re-ordering grab bars. If you click and hold on this item you can drag the row up or down to re-order the rows. This is considered the "Display Order."

## Region Types

	★Region Type	★Portal Type	★Request Approval Required	★Purchase Approval Required	★Purchase Area Totals	Inperson Max Units	★Mail-in Allowed	Mail-in Max Units	★Need W9	★Uses Inventor Mgmt	Max Inv Items	★Active	Delete
☰	dealer	vendor	None	Y	unique	0	N	0	N	N	Y	1	
☰	artshow	artist	Annual	Y	combined	9	Y	4	Y	Y	75	Y	2

★ = Required Field

[Undo](#) [Redo](#) [Add New](#) [Save Changes](#) [Download CSV](#) [Download Excel](#)

The top level is Region Types, the overall configuration of the rules for each type of Venue (Region) you will be hosting. These rules will be common to every Region of this type.

Exhibitor spaces are sold in increments of units. Think tables, frontage space, etc. Units are numbers with two decimal places, so one half table is easy to specify. For each space you will need to decide on your base unit. The combination of a tri-sided (U shaped) peg board could be one unit, or each side could be one unit.

Then you can decide how you want to sell that space, either as whole or fractional units, or some combination of the two.

## Configuration Columns

- Region Type: a short name for the region type. It is used in a select list (pull down) on the next screen to select the type of a Region.
- Portal Type: a pull down which specifies which exhibitor portal is used by Regions of this type. An exhibitor portal can display multiple Regions and let the exhibitor request space in any or all of those Regions.
- Request Approval Required: A pull down with three values:
  - None: No advance approval is required to request space in regions of that type
  - Once: An approval is required the first time an exhibitor wants to request space. Once approved, it is remembered for future years and they do not need to request approval again.
  - Annual: An approval is required every year for an exhibitor to request space.

Normally Dealer's Rooms set this to None (the default value). Art Shows can use this to pre-screen artists before they allow them to request space.

- Purchase Approval Required: A Yes/No pull down.
  - Y: Exhibitors will request space in the Regions of this Region Type. The administrators of that Region will approve, deny, or change the space requested by the exhibitor.
  - N: Any space requested is automatically approved. This is sometimes used by Art Shows that pre-approve artists requesting space. They let the approved artists receive whatever spaces they want to request within the limit sets in the Max Units columns.
- Purchase Area Totals: For Regions made up of multiple Spaces, are the units in each space counted uniquely or combined together for the Max Unit calculations.
  - Unique: Each space can have up to max units requested
  - Combined: The sum of all the units in each space in the region must be less than or equal to the max units.
- In Person Max Units: The number of units an exhibitor who is "In Person" (bringing their exhibit with them and will set it up themselves) may request.
- Mail-in Allowed (Y/N): Are mail-in exhibitors allowed. These are exhibitors which ship their exhibit to the convention and the convention staff sets it up for them.
- Mail-in Max Units: The number of units a mail-in exhibitor may request.
- Need W9 (Y/N): Does this space require an IRS W-9 form so the convention can mail them payments for sales in their space. This generally only applies to Art Show as dealers collect money for their sales themselves.
- Uses Inventory Management (Y/N): Will the exhibitor enter the inventory of their exhibit in advance, using the Exhibitor Portal, for use in the sales and checkout process by the Region. This is most often used by the Art Show. If you run your own inventory management process outside of ConTroll, answer this 'N'.
- Max Inv Items: How many items (combination of Art, Prints (Not copies of a print) and Not For Sale (Display Only) that an artist can enter into the system.
- Active (Y/N): Is this Type active this year. Used to hide historical types from the next screens selection pulldown.

- Delete: If this column shows a number, this is the number of times this Region is used in the follow on configuration. If a trash can shows, this row can be deleted by clicking on the trash can, because it is not currently in use.

## Regions

ID	★Type	★Short Name	★Name	Edit	Description	Delete
1	dealer	dealers	Dealers Room	<a href="#">Edit Desc</a>	<strong>this is the dealers room description</strong>	2
3	artshow	art-show	Art Show	<a href="#">Edit Desc</a>	<strong>This is the Art Show Description</strong>	2
4	artshow	art-show2	Art Show 2	<a href="#">Edit Desc</a>		2

★ = Required Field

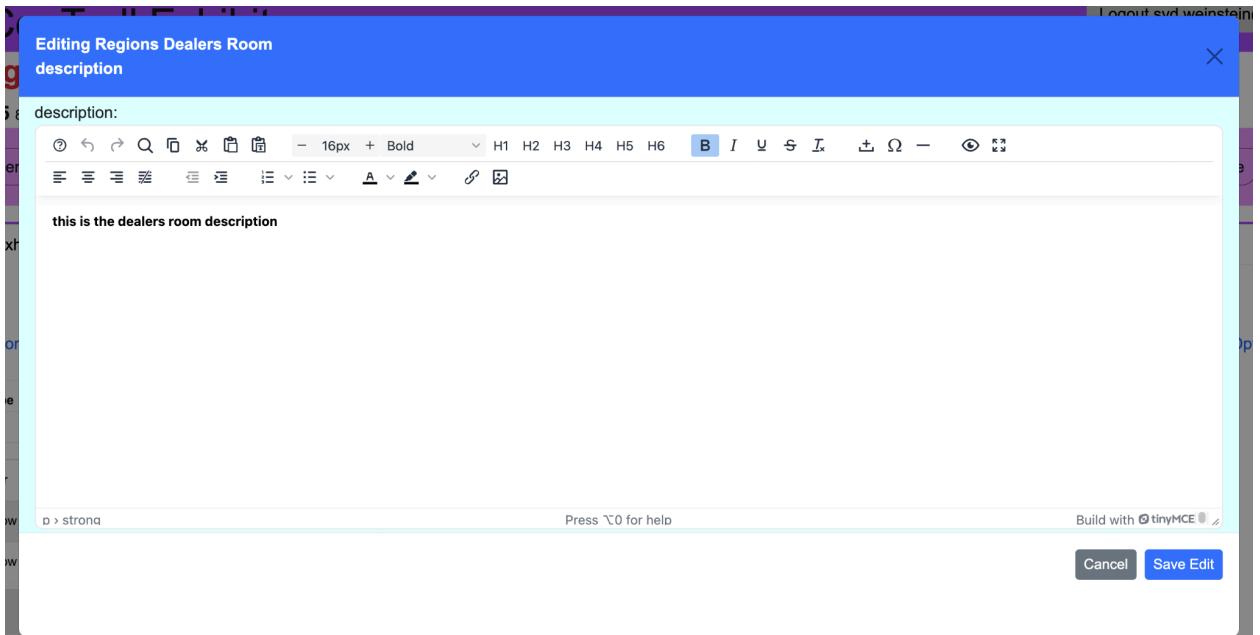
[Undo](#) [Redo](#) [Add New](#) [Save Changes](#) [Download CSV](#) [Download Excel](#)

Each exhibition venue is a Region. Each region has a type for its rules. This screen is used to create each region and the information that is persistent from year to year for that Region.

The exhibitor portal will show every Region with that portal type as a separate place they can request space. Each Region is requested separately, approved separately and paid for separately. If a region uses inventory, each Region will also manage its inventory separately.

### Configuration Columns

- Type: A pull down list of the Region Types which are marked active from the Region Types Tab. This is the set of rules this region will use.
- Short Name: The internal short name used for this Region. It is only shown on the ConTroll screens and not to the exhibitor. (32 characters max)
- Name: The name shown for this region to the Exhibitor. (128 characters max)
- Description: Using the “Edit Description” you can enter basic HTML style text that will be shown in the exhibitor portal to define this Region. An editor pop-up is shown to edit this description. This same style editor popup (tinyMCE) is used for all editing in ConTroll.



You must use the “Save Edit” button to save the results of this edit back into the table.

- Delete: If this column shows a number, this is the number of times this Region is used in the follow on configuration. If a trash can shows, this row can be deleted by clicking on the trash can, because it is not currently in use.

## Regions for this Year

	Edit	Delete	ID	★Exhibits Region	★Room Status	★Owner Name	★Owner Email	★Included	★Additional	Total Units Avail	At-Con Id Base	Default GL Num	Default GL Label	Mail-In Fee	Mail-In Id Base	Fee GL Num	Fee GL Label
	<a href="#">Edit</a>	2	41	dealers	precon	Dealers Committee Heads	dealers@sydweinstein.net	Dealer-Included:0.00 (1993)	Dealer:40.00 (1992)	64	0	dgl	dealers gl	\$0.00	0		
	<a href="#">Edit</a>	4	42	art-show	precon	Artshow Committee Head	artshow@sydweinstein.net	Artist-Included:0.00 (1995)	Artist:50.00 (1994)	50	101	agl	art show gl	\$8.00	200		
	<a href="#">Edit</a>	1	43	art-show2	precon	Artshow Committee Head	artshow2@sydweinstein.net	Artist-Included:0.00 (1996)	Artist:50.00 (1994)	25	0	a2gl	art show 2 gl	\$0.00	0		

Each year specific data about the Region (Venue) changes. This screen is used to edit/enter this data. On most screens this is wider than the display and has a scroll bar on the bottom of the table to let you move it left/right to see the other columns.

There should only be one row in this table for each Region. But not all Regions need to be active every year.

The Edit button on the left of the line can be used to open a pop-up page to edit the entire row at once rather than scrolling and changing all of the fields. Each of the fields across the row is editable on this screen from top to bottom.

Editing Region Year for 41:dealers

Logout syd.weinstein@silicon.org X

**Editing Region Year for 41:dealers**

★Exhibits Region:	dealers
★Room Status:	precon: Pre-Convention-Entered/Checked In Only
★Owner Name:	Dealers CommitteeHeads
★Owner Email:	dealers@sydweinstein.net
★Included Membership Type:	Dealer-Included:0.00 (1993)
★Additional Membership Type:	Dealer:40.00 (1992)
Total Units Available:	64
At Con Base Exhibitor Number:	0
Default Space GL Num:	dgl
Default Space GL Label:	dealers gl
Mail In Fee:	0.00
Mail-In Base Exhibitor Number:	0
Mail-In Fee GL Num:	
Mail-in Fee GL Label:	

**Cancel** **Save back to table**

Saving the form back to the table writes the edits back to the table of all of the Regions for this Year. You still have to save the changes on the main screen for the changes to be applied to the database.

### Configuration Columns

- ID: an internal identifier for display only. It is for internal purposes, but it uniquely defines the region year in receipts and Square Order data.
- Exhibits Region: A pull down of which Region for this row. Any number of spaces can be configured for a region in the Spaces within the Region tab.
- Room Status: The state of the convention for this room. This is only relevant to items that use inventory management and support Art Show Cashier in “atcon”. The status of the room controls what can happen in Art Show Cashier for any art items.
  - precon: before opening, only the statuses of Entered, Not in Show, or Checked in can be made. No art can be sold
  - bid: Items can have their bid price updated. Prints and quicksales can be made.
  - checkout: items can be sold for their final bid value, items can be quick sale items can be released to the purchaser.
  - closed: All items can be sold as per final bid, and the remaining items marked returned to the artist.
  - all: No restriction on what can occur in Art Show Cashier
- Owner Name: The name you want displayed in email signatures, and in other places, as the person, people, or team responsible for this Region. (max 64 characters)
- Owner Email: The email address displayed to the exhibitor for the owner of this region. It is also the address which the system will send transactional messages for approvals.
- Included: A pull down of memberships. These are the memberships assigned to the exhibitor for the “Included Memberships” they register. Included memberships are those

which are included in the space purchase as part of the space price. This field is required, even if all of the space prices show 0 as the number of included memberships.

- Additional: A pull down of memberships. These are the memberships assigned to the exhibitor for the “Additional Memberships” they register. Additional memberships are those which are offered at a discounted price as part of the space price. This field is required, even if all of the space prices show 0 as the number of additional memberships.
- Total Units Available: This is for warning if a venue is getting full. It is the total number of units available in the Region.
- At-Con Id Base: If the system is to assign exhibitor numbers to this Region, this is the starting number for at-con (non mail-in) exhibitors. Often the guest of honor spaces are reserved as 100, 101, etc. and this number starts as one higher than the guest of honor numbers. These numbers are assigned in order based on payment date.
- Default GL Num: a string to identify for accounting which General Ledger account receives space purchases for this region. (max 16 characters).
- Default GL Label: a string to identify the name of the General Ledger account. (max 64 characters)
- Mail-in fee: A fee to charge mail-in exhibitors for having the staff set up and return their exhibit.
- Mail-in Id Base: a different number if desired, for mail-in artists to make it easier to tell them apart. Again assigned in payment order.
- Fee GL Num: a string to identify for accounting which General Ledger account receives mail in fees for this region. (max 16 characters).
- Fee GL Label: a string to identify the name of the General Ledger account. (max 64 characters)
- Delete: If this column shows a number, this is the number of times this Region is used in the follow on configuration. If a trash can shows, this row can be deleted by clicking on the trash can, because it is not currently in use.

## Spaces within the Region

ID	★Region	★Short Name	★Name	Edit	★Description	Units	Default GL Num	Default GL Label	Delete
89	dealers	dr6x6	Dealers Room with 6x6 spaces	<a href="#">Edit Desc</a>	Test 6x6 Space description	50	dgl	dealers gl	2
90	dealers	dt10x10	Dealers Room with 10x10 spaces	<a href="#">Edit Desc</a>	Test 10x10 Space Area	10	dgl	dealers gl	2
91	art-show	panel	Art Show Panels	<a href="#">Edit Desc</a>	Peg board 4' high by 6" wide panel to hold artworks	15	agl	art show gl	6
92	art-show	table	Art Show Tables	<a href="#">Edit Desc</a>	3x6' table to display artworks	10	agl	art show gl	2
93	art-show	table+panel	Art Show Table with a panel back	<a href="#">Edit Desc</a>	3x6' table with a panel behind it for both hanging and table displayed ar...	5	agl	art show gl	2
94	art-show	demo	Art Show Live Demo	<a href="#">Edit Desc</a>	An area to demonstrate your art production	4	agl	art show gl	1
95	art-show2	onlyspace	Only one space test	<a href="#">Edit Desc</a>	added desc	0	a2gl	art show 2 gl	1

★ = Required Field

[Undo](#) [Redo](#) [Add New](#) [Save Changes](#) [Download CSV](#) [Download Excel](#)

Each Region can have multiple spaces within it. These are basically different types of space offerings. (Tables, Panels, Floor Space, etc.) An exhibitor can make a request in every space for a region. So an exhibitor could, for example, request tables and panels in the Art Show.

## Configuration Columns

- ID: an internal identifier for display only. It is for internal purposes, but it uniquely defines the space in receipts and Square Order data.
- Exhibits Region: A pull down of which Region for this row. Any number of spaces can be configured for a region.
- Short Name: An shorter name used for display in the ConTroll back end for this Space within the Region (32 characters max)
- Name: The name shown to the exhibitor for this Space within the Region. (max 128 characters)
- Description: Using the “Edit Description” you can enter basic HTML style text that will be shown in the exhibitor portal to define this Space. An editor pop-up is shown to edit this description. This same style editor popup (tinyMCE) is used for all editing in ConTroll.
- Units: The number of units of this Space available in the Region.
- Default GL Num: a string to identify for accounting which General Ledger account receives space purchases for this space. (max 16 characters).
- Default GL Label: a string to identify the name of the General Ledger account. (max 64 characters)
- Delete: If this column shows a number, this is the number of times this Space is used in the follow on configuration. If a trash can shows, this row can be deleted by clicking on the trash can, because it is not currently in use.

## Spaces Pricing Options

ID	Region	★Exhibits Space	★Code	★Description	★Units	★Price	★Incl Mem	★Addl Mem	★Req	GL Num	GL Label	Delete
193	dealers	dr6x6	1	1 Six foot table	1.00	\$150.00	1	1	✓	dgl	dealers gl	trash
194	dealers	dr6x6	2	2 Six foot table	2.00	\$300.00	1	1	✓	dgl	dealers gl	trash
197	art-show	panel	1	1 Panel	1.00	\$50.00	1	1	✓	agl	art show gl	54
198	art-show	panel	2	2 Panels	2.00	\$100.00	1	1	✓	agl	art show gl	trash
199	art-show	panel	3	3 Panels	3.00	\$150.00	1	1	✓	agl	art show gl	trash
200	art-show	panel	6	6 Panels	6.00	\$300.00	1	1	✓	agl	art show gl	trash
201	art-show	panel	9	9 Panels	9.00	\$450.00	1	1	✗	agl	art show gl	trash
195	dealers	dt10x10	1	1 Ten Foot Space	1.00	\$250.00	1	1	✓	dgl	dealers gl	trash
196	dealers	dt10x10	2	2 Ten Foot Spaces	2.00	\$500.00	1	1	✓	dgl	dealers gl	trash
204	art-show	table+panel	1	1 Table with Panel	1.00	\$250.00	1	1	✗	agl	art show gl	trash

★ = Required Field

Page Size: 10 | First | Prev | **1** | 2 | Next | Last

Undo | Redo | Add New | Save Changes | Download CSV | Download Excel

Each space has a set of pricing options. Instead of buying a quantity of each space, the exhibitor is given a pull down of the options available to them. This allows for non-linear pricing. So that multiple quantities of a space could be more or less expensive than then the single quantity times the quantity.

## Configuration Columns

- ID: an internal identifier for display only. It is for internal purposes, but it uniquely defines the space in receipts and Square Order data.
- Exhibits Region: A display only column driven by the Exhibits Space column, allowing a way to filter by region, as well as by space. It is assigned automatically from the Exhibits Space pulldown.
- Exhibits Space: A pull down of which Space for this row. Changing this changes the Exhibits Region column as necessary.
- Code: A short code used in the ConTroll back end to refer to this space price option. (max 32 characters)
- Description: A relatively short string explaining the option. This string is used in the select list pulldown shown to the exhibitor as well as all references to the space they are requesting or have purchased. (max 64 characters)
- Units: The number of space units consumed by this option, to two decimal places.
- Price: The price of this option including all included memberships
- Incl Mem: The number of memberships included in the price. The membership type is specified in the “Included” column of “Regions for this Year” tab for this region. This can be 0.
- Addl Mem: The number of additional memberships the exhibitor can purchase with this space. The membership type is specified in the “Additional” column of “Regions for this Year” tab for this region. This can be 0.
- Req: Is this space requestable by the Exhibitor, or can it only be assigned to the exhibitor by the Exhibits Administrator. The X means you can assign them the space but they can't request it, the green check in the same place means they can request it.
- GL Num: a string to identify for accounting which General Ledger account receives space purchases using this space price option. (max 16 characters).
- GL Label: a string to identify the name of the General Ledger account. (max 64 characters)
- Delete: If this column shows a number, this is the number of times this Space Price Option is used by the exhibitors. If a trash can shows, this row can be deleted by clicking on the trash can, because it is not currently in use.

**Note:** While the GL items marked Default are used as defaults for new rows in the subsequent table, the ones in this table are the actual ones used for purchases of spaces. The defaults are used to provide default values for new rows entered in this table.

# Custom Text

The system allows the administrator to create custom text fields within the portals to assist the exhibitor in understanding the conventions specific rules or filling out their information.

This is accessed via the Custom Text tab in the exhibitors page of ConTroll.

The screenshot shows the 'Custom Text' tab selected in the navigation bar. The interface includes a search bar and several filter dropdowns for 'Edit', 'App', 'Page', 'Section', 'Item', 'Description', and 'Custom Text'. On the right, there is a large text area containing placeholder code for various sections like 'exhibitor', 'index', 'email', 'mailInvHTML', 'Mail In Artist Inventory HTML Email', and 'Dear [[EXHIBITOR\_NAME]]'. Below this, sections for 'FILLING OUT THE ONLINE ITEM REGIS1', 'MAIL-IN DEADLINE', and 'RETURN SHIPPING' are shown, each with their own placeholder code. At the bottom, there is a note about shipping and a signature from 'Joni Brill Dashoff & Saul Jaffe, Philcon Art Show Directors'.

The above is what the page looks like, with a sample entry shown.

Your site administrator can set various options for the custom text displaying in the application. There are three options relevant to the portals:

- all: Display all custom text entries to show you where they will appear in the application. Even the default placeholders are shown.
- production: Display only the non 'default placeholders'
- none: Suppress all of the custom text fields.

When you are setting up the system, have your administrator set the option to 'all' to allow you to see where you can add information to the screens.

## Custom Text Organization

Every piece of custom text has a four part label:

- App: This is the application within ConTroll that uses this custom text. For the exhibitor module this will be 'exhibitor' and it is the only app you can edit from the Exhibitors tab.
- Page: This is the web page within your application that the text field will appear. At present the only web page for the portals is index.php, so the only value in the Page field is index.

- Section: This is where in the system this custom text applies. At present the values for exhibitor/index include:
  - email: This custom text is used in email and not on the page itself
  - invoice: The pay invoice modal window
  - login: The login process
  - main: The main page once logged in
  - profile: The edit profile modal window
  - receipt: The display the receipt modal window
  - request: The request space modal window
  - signup: The create a new account modal window
- Item: The location in that Section where the custom text item appears

Each “Default” custom text item includes this four part label in its value to help you identify where to find it to edit the contents.

Controll-Default: This is exhibitor-index-invoice-afterPriceArtist

Custom HTML that can replaced with a custom value in the ConTroll Admin App under RegAdmin/Edit Custom Text.

Default text display can be suppressed in the configuration file.

It is shown as app-page-section-item on the first line above.

In the Exhibitor Portals there are often 5 items for any custom text. Using the after price section of the invoice as an example:

- afterPrice: This shows in all of the exhibitor portals and should be used for common text that is independent of being an artist, exhibit hall, fan table or vendor
- afterPriceArtist: This only shows within the artist portal
- afterPriceExhibitor: This only shows within the exhibitor portal
- afterPriceFan: This only shows within the fan table portal
- afterPriceVendor: This only shows within the vendor portal

## Variable Substitution

To make it easier to not have to change the custom text from year to year, it supports two types of variable substitution.

### Configuration File Variable Substitution

These are entered within # symbols and include both a section and an element separated by a period. For example:

#con.label#

Is replaced by the contents of the label field of the con section of the configuration file, which is the name of the convention, such as “Philcon 2025”.

Using these fields allows you to not have to change the convention year in the custom text for every new convention year. Check with your administrator for what items are in the configuration file and also see the documentation link on the edit custom text page

## **Edit Custom Text:**

[Display Custom Text Documentation](#)

---

### Application Specific Variables

Some sections of the system have specific variables just for that section. Currently only the exhibitor emails support this feature, but it will be extended over time. These variables are contained in double square brackets, such as:

[[EXHIBITOR\_NAME]]

These usually contain specific values about that specific email.

See the documentation for the current list of variables supported.

# Exhibitor Portals

Exhibitors will use their own portal to access the system to apply for space, pay for their space and memberships, and add/edit their inventory. All of the portals are basically the same, but react slightly differently based on the rules of the Region.

At present, as there are two exhibitor types supported there are two portals. This will be extended as the others get added.

Artists: <https://artist.<your sites base url>>

Dealers/Vendors: <https://vendor.<your sites base url>>

For consistency this documentation will use the Artist Portal because Art Show's use more of the fields and options normally. But it's the same underlying system. The document will list which items are hidden or suppressed for vendors vs. artists.

## Login Page

### Artist Portal

Welcome to the Philcon 2025 Artist Portal.

From here you can create and manage your account for artists.

If you are having trouble creating an account, or signing in, please contact the Art Show staff at [artshow2025@philcon.org](mailto:artshow2025@philcon.org).

**Please log in to continue to the Artist Portal.**

★Email:

★Password:

[Existing Account Sign-in](#)

OR



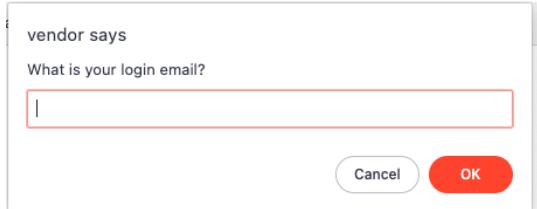
[Login with Passkey](#)

[Reset Forgotten Password](#)

[Sign Up for a New Account](#)

The login page is where all exhibitors arrive on accessing their portal. Of course the word "Artist" is replaced with the word "Vendor" for the vendor portal. The Welcome message auto includes your convention name from the configuration file. The "If you are having trouble..." message is a custom text message configurable in the custom text section of the Exhibitors tab in control.

Exhibitors log in with their email address and their password they chose at sign up time. If they forgot their password the reset option will email them a temporary password they will need to change when they log in.<sup>1</sup> Note: to avoid spamming an email address, only one password reset email is sent before telling the user to contact the administrator for that portal to reset their password.



They then return to the portal (does not matter which exhibitor portal they use), use their email address and that temporary password to login and are directed to a change password screen:

## Artist Portal

Welcome to the Syd Dev 2025 Artist Portal.

From here you can create and manage your account for artists.

You need to change your exhibitor password.

Old or Temp Password:

New Password:

minimum of 8 characters

Re-enter New Password:

re-enter the password

**Change Password**

They then need to re-enter that temporary password and their desired new password. After clicking “Change Password” they are logged into the portal.

First time exhibitors need to click on the “Sign Up for a New Account”. Since one account covers all exhibitor types it does not matter which portal they sign up with, but we recommend the Artist portal if they intend to be in the art show as it has the most profile fields.

---

<sup>1</sup> There are plans to shortly replace the temporary password with a reset password link that will just let them set a new password. This link would be one use, and have an expiration time. To prevent spamming someone, only one reset link email will be sent until the time limit has expired and a new one can be requested. The user will be informed of the expiration time when requesting another lin..

Creating a new account is presented as a series of four screens. The first screen has a variable number of fields based on the type of the portal.

New Artist Registration X

This form creates an account on the Syd Dev 2025 Artist Portal.

Creating an account does not guarantee space.

★Artist Name:

**Are You a Mail In Artist**

★Are you requesting a mail-in space:

★Publicity:

**Signup page 1 of 4, please complete all 4 pages, register button is on page 4.**

Cancel Previous Page Next Page Register Artist

The artist name field is only requested for Artist style portals. They should use the name they want to appear as their artist name and not their business name for this field.

Depending on whether mail-in artists are allowed or not will control the “Are you a Mail In Artist” question.

The publicity question is asked of everyone independent of the type of portal. The “Register” button is only enabled on the last screen of the sequence.

Pressing “Next Page” takes you to the next screen.

## New Artist Registration



This form creates an account on the Syd Dev 2025 Artist Portal.

Creating an account does not guarantee space.

### Business Information

[Copy Artist Name to Business Name](#)

★Name:

Company or Artist Name

This is the name that we will register your space under.

★Business Email:

email address for the business and overall login to the portal

★Business Phone:

phone number for the business

★Password:

minimum of 8 characters

★Confirm Password:

minimum of 8 characters

Website:

Please enter your web, Etsy or social media site, or other appropriate URL.

★Description:



Edit the description here...

Press ⌘0 for help

Build with [tinyMCE](#)

**Signup page 2 of 4, please complete all 4 pages, register button is on page 4.**

[Cancel](#) [Previous Page](#) [Next Page](#) [Register Artist](#)

For artist type portals, the copy button appears. It does not appear for other portal types.

This screen is used to enter their business information. The business email and password entered here are their primary login information. Only one exhibitor may register with this email. If it is already in use the system will deny creating the account and request they login with that email address.

Your convention should provide details to the exhibitors as to what they want to appear in the description field. This data will be displayed to you to help in your selection of this exhibitor for space. Use the custom text items under exhibitor-index-signup-pg2\* to provide this guidance. (The \* is either Artist, Exhibitor, Fan or Vendor).

For the purposes of this documentation, the following was entered for the business information:

New Artist Registration X

This form creates an account on the Syd Dev 2025 Artist Portal.

Creating an account does not guarantee space.

**Business Information** [Copy Artist Name to Business Name](#)

★Name:  This is the name that we will register your space under.

★Business Email:

★Business Phone:

★Password:

★Confirm Password:

Website:

★Description:

My work has been shown at many conventions and I have provided artwork for multiple paperbacks and hardcover books. You can view my art at my website:  
<https://artist2.gallery.com>.

Press ⌘0 for help Build with  tinyMCE

**Signup page 2 of 4, please complete all 4 pages, register button is on page 4.**

[Cancel](#) [Previous Page](#) [Next Page](#) [Register Artist](#)

Again pressing “Next Page” takes you to the next screen.

New Artist Registration X

This form creates an account on the Syd Dev 2025 Artist Portal.

Creating an account does not guarantee space.

**Primary Contact** Copy Artist Name/Info to Contact Name/Info

★Contact Name:

★Email/Login:

★Contact Phone:

★Contact Password:

★Confirm Password:

**Signup page 3 of 4, please complete all 4 pages, register button is on page 4.**

Cancel Previous Page Next Page Register Artist

The primary contact is used to indicate the person at the business responsible for this account. The primary contact can be the same as the business information, or it could be a different person who works for them. A primary contact can also log in as the exhibitor. While only one exhibitor can be created per business email address, a primary contact can manage more than one exhibitor. Either email address is valid on the login line, and the password for each exhibitor the contact works with can be the different (uniquely identifying which exhibitor they are logging in as) or the same (providing them a list of exhibitors they can choose between).

If the contact is the same information as the business, just clicking on the “Copy” button will copy the information from the prior page to this page saving having to re-type it.

Again pressing “Next Page” takes you to the next screen.

New Artist Registration X

This form creates an account on the Syd Dev 2025 Artist Portal.

Creating an account does not guarantee space.

**Artist Address**

★Address  
Street Address  
second line of address if needed

★City:  
[City] ★State: [State] ★Zip: [Zip] Postal Code

Country: United States

**Shipping Address** Copy Artist Address to Shipping Address

★Company  
Company Name

★Address  
Street Address  
2nd line of address if needed

★City:  
[City] ★State: [State] ★Zip: [Zip] Postal Code

Country: United States

**Signup page 4 of 4, please complete all 4 pages, register button is on this page.**

Cancel Previous Page Next Page Register Artist

For mail in exhibitors, the return shipping address fields appear. They are suppressed for others. The “Copy” button will copy the address to the shipping address saving retyping if they are the same.

Clicking “Register Artist” will create the account and take them back to the login screen to login to the account.

### Logging in to the Account:

The first time you log into the account for a new convention year will display a popup to review and/or correct the data you have entered. It is a single screen which is a combination of the four screens you used to create the account:

## Review Artist Profile



Please review and update your account with any changes this year.

### Business Information

★Artist Name:

Test Artist Two

★Business Name:

Artist Two Galleries

This is the name that we will register your space under.

★Business Email:

artist2@gallery.com

★Business Phone:

215-555-2368

Website:

<https://artist2.gallery.com>

★Description:

My work has been shown at many conventions and I have provided artwork for multiple paperbacks and hardcover books. You can view my art at my website: <https://artist2.gallery.com>.

p Press ⌘0 for help Build with [tinyMCE](#)

★Publicity: Yes, You may use my information to publicize my attendance at Dev

★Are you requesting  
a mail-in space:  
Yes, (Mail In), if shipping art, it will be returned to the Shipping Address

### Artist Address

★Address

123 Main St

second line of address if needed

★City:

Downtown

★State:

PA

★Zip:

19111

Country

United States

### Primary Contact

★Contact Name:

Artist Two Galleries

★Email/Login:

artist2@gallery.com

★Contact Phone:

215-555-2368

### Shipping Address

[Copy Artist Address to Shipping Address](#)

★Company

Artist Two Galleries

★Address

123 Main St

2nd line of address if needed

★City:

Downtown

★State:

PA

★Zip:

19111

Country

United States

[Cancel](#)

[Reviewed/Updated Artist Profile](#)

Again the artist name will only appear in the Artist portal. The mail in question and shipping address will only appear if Mail in is allowed.

Review and correct any data that needs changing and click the “Reviewed/Updated” button to proceed to the portal.

## Portal Home Page

The portal home page varies based on what you have done before for each Region (Venue) for which you can request space. The demo system has the following areas for Artists:

### Artist Portal

Welcome to the Syd Dev 2025 Artist Portal.

From here you can create and manage your account for artists.

#### Welcome to the Artist Portal Page for Artist Two Galleries

[View/Change your profile](#)

[Change your password](#)

[Switch to Vendor Portal](#)

[Logout](#)

### Artist Spaces

Syd Dev 2025 has multiple types of spaces for Artists. If you select a type for which you aren't qualified we will alert groups managing other spaces.

### Art Show

**This is the Art Show Description**

Permission of Artshow Committee Head is required to apply for space in Art Show

[Request Permission to apply for space in the Art Show](#)

### Art Show 2

Permission of Artshow Committee Head is required to apply for space in Art Show 2

[Request Permission to apply for space in the Art Show 2](#)

The top area are action buttons you can use which are gray because they are not the primary actions (which throughout the system are in the dark blue). These are:

- View/Change your profile: Open a pop-up to edit the profile data you entered. This is exactly the same screen you saw above for reviewing your data on the first login.
- Change your password: This opens a screen asking for your existing and new password.

**Change Artist Portal Account Password**

Old or Temp Password:	<input type="text"/>
New Password:	minimum of 8 characters
Re-enter New Password:	re-enter the password

**Cancel** **Change Password**

Changing your password does not make you log back in.

- Switch to “XXX” Portal: Since one account is for all portal types, this allows you to change the type of portal without having to log out and back in again in the other portal.
- Logout: Ends your session and returns you to the login screen.

The remainder of the screen describes the spaces available to you and a prompt based on the stage of the sign up process you are in for each space:

### Artist Spaces

Syd Dev 2025 has multiple types of spaces for Artists. If you select a type for which you aren't qualified we will alert groups managing other spaces.

### Art Show

**This is the Art Show Description**

Permission of Artshow Committee Head is required to apply for space in Art Show

**Request Permission to apply for space in the Art Show**

### Art Show 2

Permission of Artshow Committee Head is required to apply for space in Art Show 2

**Request Permission to apply for space in the Art Show 2**

This example has two spaces. So the top section just tells you that there are multiple spaces available to you. If only one space is available this section is not shown.

For each of the spaces you are presented with the name of the space, the contents of the description for the space, a status area, if appropriate and a button to proceed with the next step for that space.

In this case both art shows require requesting permission to apply for space. Clicking on the button will send a request to the owners of that space asking for permission to apply.

If you refresh the page you will see that you have requested the space.

## Art Show

### This is the Art Show Description

You requested permission for this space on May 16, 2025 at 2:31 PM and Artshow Committee Head has not yet processed that request.

Please email Artshow Committee Head at [artshow@controll-reg.org](mailto:artshow@controll-reg.org) if you need to follow-up on this request.

You will receive a copy of the email sent to the owners showing you that the request was sent.

Once your request has been approved (or denied) you will receive an email with their decision.  
If approved logging back in will show you the next step in the process of requesting space:

## Art Show

### This is the Art Show Description

**Request Art Show Space**

(For brevity the rest of the screen is not shown, and has not changed).

Pressing the “Request Art Show Space” button will provide a pop-up for you to request the space you want in the exhibit.

**RequestArt Show Space Request**

Please make sure your profile contains a good description of what you will be vending and a link for our staff to see what you sell if at all possible.

You are requesting space as mail-in. If this is not correct, please dismiss this form using the 'Cancel' button in grey below and update your profile.

<b>Art Show Panels</b> Peg board 4' high by 6" wide panel to hang artworks How many spaces are you requesting? <input type="button" value="No Space Requested"/>	<b>Art Show Tables</b> 3x6' table to display artworks How many spaces are you requesting? <input type="button" value="No Space Requested"/>	<b>Art Show Table with a panel back</b> 3x6' table with a panel behind it for both hanging and table displayed artworks. How many spaces are you requesting? <input type="button" value="No Space Requested"/>
<b>Art Show Live Demo</b> An area to demonstrate your art production How many spaces are you requesting? <input type="button" value="No Space Requested"/>		
<b>Total Requestable unit limit: 4    Total Units Requested: 0</b>		
You will be able to identify people for the included memberships (if any) and purchase up to the allowed number of discounted memberships later, if your request is approved.		
reg disclaimer general		
reg disclaimer vendor		
Completing this application does not guarantee space.		
<input type="button" value="Cancel"/> <input type="button" value="RequestArt Show Space"/>		

In this example, there are four types of spaces you can request. These are shown as the four blocks on the screen. You do not have to request space in all four, any combination is allowed.

At the bottom of the page are three disclaimers.<sup>2</sup> As an exhibitor read the disclaimers to understand the rules and limitations of the space being requested.

Each space block has a pull down list of all possible “requestable” items for this space type.<sup>3</sup>

How many spaces are you requesting?	<input checked="" type="checkbox"/> No Space Requested
	One 6ft space for 50.00
You will be able to identify people for:	<input type="checkbox"/> Two 6ft spaces for 100.00

You may select any quantity of spaces of this type listed, including “No Space Requested” to indicate you do not wish to purchase any of this type.<sup>4</sup>

Once you have chosen your space requests press the “Request Space” button. Both the coordinator of the space and you will receive a confirmation email confirming your request.<sup>5</sup> The portal will update to show:

## Artist's Alley

Artist Alley Tables

Request pending authorization for One 6ft space.

[Change/Cancel Artist's Alley Space](#)

## Changing/Canceling a space request

Pressing the “Change/Cancel Space” button will show a similar popup as request did, allowing you to change or cancel your space request.

---

<sup>2</sup> One or more of these will display. This example has some sample text showing all 3 blocks. The first two disclaimer blocks are custom text items: exhibitor-index-request-disclaimer followed by one of the four “portal type” disclaimer blocks: exhibitor-index-request-disclaimer\* (Artist, ...). If the block contains the default message, the disclaimer block will not be shown. It is not necessary to use both the general and the portal specific disclaimer. Use what works for your convention.

<sup>3</sup> The text in the pulldown comes from the item description field in the configuration.

<sup>4</sup> The paragraph about memberships is fixed text and not configurable.

<sup>5</sup> A copy of this email is also sent to the “owner email” address configured in the “Regions for this Year” tab.

## Change/Cancel Artist's Alley Space Request

X

Please make sure your profile contains a good description of what you will be vending and a link for our staff to see what you sell if at all possible.

How many spaces are you requesting?

You will be able to identify people for the included memberships (if any) and purchase up to the allowed number of discounted memberships later, if your request is approved.

By submitting this request for space, I acknowledge and agree that Philcon 2023 and the Philadelphia Science Fiction Society will not be responsible for goods and/or services sold by me during the course of Philcon 2023. By placing goods in the Dealers' Room, I agree to indemnify and hold harmless Philcon 2023 and the Philadelphia Science Fiction Society from all claims and liabilities resulting from my negligence. Although Philcon 2023 and the Philadelphia Science Fiction Society will take reasonable security measures, neither Philcon 2023 nor the Philadelphia Science Fiction Society will be responsible for items placed in the Dealers' Room. I also understand that once payment is made, no refund will be issued unless the convention is able to resell my space.

Completing this application does not guarantee space.

oom

Please make sure your profile contains a good description or what you v  
to see what you sell if at all possible.

You will be able to identify people for the included memberships (if any)

This screen is identical to the request space screen, except it says "Cancel Space Requested" vs "No Space Requested" as the top option of the pulldown list.

When you press the "Change/Cancel Space" button it will send both you and the coordinator of this space a confirmation email.

The portal updates to show that your request is pending. The portal will continue to show this pending message until the space is approved, modified or denied by the space coordinator.<sup>6</sup>

<sup>6</sup> See the Space Requests tab in "Regions" tab in controll's exhibitors page.

## Paying for an approved space request

When the space request is approved by the coordinator you will receive an approval email asking you to sign into the portal and pay the invoice. When you next access the portal, that region will display the “Pay Invoice” button:

### Art Show

#### This is the Art Show Description

You have been approved for:

1 Panel in Art Show for \$50.00 at July 7, 2025 at 12:11 PM

---

Total price for Art Show spaces \$50.00

[Pay Art Show Invoice](#)

Pressing the button brings up the payment popup. This popup is very large and has up to 5 sections in it:

#### Sections 1 and 2: Confirmation

Confirmation of the space being paid for and confirming that the exhibitor information is still correct. It also allows for updating your exhibitor information.

If the checkbox about purchasing memberships is not checked acknowledging that they must be purchased at this time to get a discount, the system will require you to enter at least one membership.

If you are a vendor, there is a field to enter your sales tax id.<sup>7</sup> The prompt for the sales tax id comes from the configuration file. If the prompt is the empty string, the field is suppressed.

The total space cost is the cost of the space from the space configuration. Since included memberships (if any) are part of this price they will not effect the total price at the bottom of the form. It does not include additional memberships and those will appear at the bottom of the form.

---

<sup>7</sup> The prompt for the sales tax id comes from the configuration file. If the prompt is the empty string, the field is suppressed.

## Pay Art Show Invoice

X

You are approved for:  
1 Panel in Art Show for \$50.00

Total price for spaces \$50.00

Please fill out this section with information on the or store.

Art Show 1 Panel spaces come with 1 membership as part of the space purchase. In addition it comes with the right to purchase up to 1 membership at the discounted price of \$50.00. Use the included memberships first, and then add the additional memberships if desired. If you need more memberships beyond that they need to be purchased separately at <http://reg>.

All non mail-in artists must have a membership. Included and additional discounted memberships can only be purchased while paying for your space. If you do not purchase them now while paying your space invoice, you will have to purchase them at the current membership rates.

If you are unsure who will be using the registrations please use the first name of 'Provided' and a last name of 'At Con'. The on-site registration desk will update the membership to the name on their ID.

Program participants do not need to buy memberships; however, we will confirm that they meet the requirements to waive the membership cost. If they do not, they will need to purchase a membership on-site at the on-site rates.

If you do not wish to purchase any memberships at this time, check this box to acknowledge the requirement for memberships above.

In addition, all non-mail-in artists need to declare an on-site agent. This is the person that will be contacted if there are any issues with setup, operation, or teardown of your exhibit. The agent needs a membership, and you can be the agent.

- I will be my own agent and my membership is not one of the ones below.
- The first membership below is for myself or my agent.
- Assign lets a as my agent.
- Please assign my agent as per my request below.

Enter your agent request here if needed

### Artist Information

Changes made to the Artist Information part of this form will update your profile.

Name:	Syd's DVDs		
Email:	syd@sydweinstein.net		
Address:	street		
Company/ Addr2:	line 2		
City:	city	State: state	Zip: zip

Special Requests:

### Section 3: Included Memberships

If the space you purchased comes with included memberships, this section will list the number of included memberships and provide a block to enter each included membership.

**Included Memberships: (up to 1)**

Included Member 1:

★First Name	Middle Name	★Last Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Legal Name: for checking against your ID. It will only be visible to Registration Staff.

 Defaults to First Name Middle Name Last Name, Suffix

★Address

Company/2nd Address line

★City	★State	★Zip	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> United States

★Email	Phone	Badge Name (optional)
<input type="text"/>	<input type="text"/>	<input type="text"/> defaults to first and last name

If any field is entered in the membership sub blocks, the required fields (indicated by the red stars) are enforced. If you enter nothing in that entire section for that membership, that included membership is 'declined' and not entered. The system will require that you use all included memberships before using the additional ones.

**Section 4: Additional Memberships**

If the space you purchased comes with the option to purchase additional memberships at a discount, this section will list the number of additional memberships and provide a block to enter each additional membership.

**Additional Memberships: (up to 1)**

Additional Member 1:

★First Name	Middle Name	★Last Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Legal Name: for checking against your ID. It will only be visible to Registration Staff.

 Defaults to First Name Middle Name Last Name, Suffix

★Address

Company/2nd Address line

★City	★State	★Zip	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> United States

★Email	Phone	Badge Name (optional)
<input type="text"/>	<input type="text"/>	<input type="text"/> defaults to first and last name

Cost for Memberships: \$0

Again, if any field is entered in a membership sub block, the required fields are enforced. If they sub block is entirely blank, the additional membership is 'declined' and not entered. The system will require that included memberships be used before the additional ones.

At the bottom of this section is the cost for the additional memberships and it will update as you enter additional membership.

#### Section 5: Total Cost and Payment:

The screen grab continues from the cost for additional memberships to the bottom of the form. It shows the additional costs for memberships, if any, and the total cost. It also solicits the payment information. It pre-populates the address and email, but you can override them here to match the credit card information.<sup>8</sup>

Cost for      \$0  
Memberships:

---

Total: 90.00

Payment Information:

Name:

Street:

City:

Country:

Email:

State:  Zip:

---

We Accept

---

By purchasing this space I certify that I have read and agree to this statement. I agree that Philcon 2023 and the Philadelphia Science Fiction Society will not be responsible for goods and/or services sold by me during the course of Philcon 2023. By placing goods in the Dealers' Room, I agree to indemnify and hold harmless Philcon 2023 and the Philadelphia Science Fiction Society from all claims and liabilities resulting from my negligence. Although Philcon 2023 and the Philadelphia Science Fiction Society will take reasonable security measures, neither Philcon 2023 nor the Philadelphia Science Fiction Society will be responsible for items placed in the Dealers' Room. I also understand that once payment is made, no refund will be issued unless the convention is able to resell my space.

Please wait for the email, and don't click the "Purchase" button more than once.

Card number       MM/YY       CVV

---

---

<sup>8</sup> The disclaimer shown comes from the pay\_disclaimer custom text items, similar to the req\_disclaimer items in custom text.

On a successful purchase a confirmation email is sent to you and the coordinator of the space.

## Paid confirmed spaces

Once the space has been paid for the portal changes to show the full registered spaces:

### Art Show

#### This is the Art Show Description

You have purchased:

1 Panel in Art Show for \$50.00 at Sat Jul 19 2025 13:48:26 GMT-0400 (Eastern Daylight Time)

[Show receipt for Art Show space](#)

[Open Item Registration](#)

The “Show receipt” button will open a pop-up with your payment receipt:

**Exhibitor Space Receipt** X

**Receipt for payment to Dev 2025**

Completed on Saturday July 19, 2025 01:48:26 PM  
By: Syd's DVDs, Via: Registration Staff Member:, Transaction: 4122

**Memberships:**

**Exhibitor Spaces:**

102 (11)	Art Show for Syd's DVDs	\$50.00
	1 Panel in Art Show Panels	
Total Due:		\$50.00

**Payments:**

Type	Description/Code	Amount
credit	cc_test: test reg (last 4: 0000, auth: cctest)	\$50.00
	cc_test: No Receipt	
Total Payments		\$50.00

pay disclaimer general

pay disclaimer artist

Thank you for registering for Philcon. There are no refunds on memberships.

At the bottom of this page is a button to email yourself a copy of the receipt.<sup>9</sup>

---

<sup>9</sup> The disclaimers in the receipt come from the pay\_disclaimer custom text items, similar to the req\_disclaimer items in custom text.

# Exhibitor Management in ConTroll

Each region has its own tab within the Exhibitor page in ConTroll:

The screenshot shows a top navigation bar with tabs: Overview, Exhibits Configuration, Custom Text, Artshow Committee Head, and Dealers Committee Heads. Below this, there are two main sections labeled 'Art Show' and 'Art Show 2'. Each section contains a table with four columns: New, Pending, Purchased, and Remaining.

	New: 0.00	Pending: 0.00	Purchased: 0.00	Remaining: 4
<b>Art Show Live Demo Registrations:</b>				
	New: 0.00	Pending: 0.00	Purchased: 0.00	Remaining: 5
<b>Art Show Table with a panel back Registrations:</b>				
	New: 0.00	Pending: 0.00	Purchased: 1.00	Remaining: 9
<b>Art Show Tables Registrations:</b>				
	New: 0.00	Pending: 1.00	Purchased: 2.00	Remaining: 12
<b>Art Show Panels Registrations:</b>				

They are organized by the Owner Name on the top line and the Exhibits Region on the second line.

The screen displayed is broken into two portions. On top is a quick reminder of the space allocations.

**Art Show Live Demo Registrations:** New: 0.00 Pending: 0.00 Purchased: 0.00 Remaining: 4

**Art Show Table with a panel back Registrations:** New: 0.00 Pending: 0.00 Purchased: 0.00 Remaining: 5

**Art Show Tables Registrations:** New: 0.00 Pending: 0.00 Purchased: 1.00 Remaining: 9

**Art Show Panels Registrations:** New: 0.00 Pending: 1.00 Purchased: 2.00 Remaining: 12

For each Space it provides up to date statistics in units.

- New: New requests not yet approved/modified/denied
- Pending: Requests that have been approved/modified and are pending payment
- Purchased: Amount of units paid for
- Remaining: Total Units available minus the sum of the pending and purchased.

The remaining space is divided into three tabs.

The screenshot shows a bottom navigation bar with three tabs: Space Requests, Approval Requests, and Exhibitors Information. The 'Space Requests' tab is highlighted.

- Space Requests: The status and actions available on all space request in this Region
- Approval Requests: If you have configured the system to require approval to request space, this tab lists the status and action of all of those requests. If you are not using approve to request space as an option, this tab does not appear
- Exhibitors Information: This tab shows all exhibitors in the system, independent of the portal to which they used. It allows importing past exhibitors, adding new ones, and editing the exhibitor information. All exhibitors are included because an exhibitor can apply for space in any Region.

## Space Requests

This tab allows you to manage the process for approving space for your exhibitor.

Actions	ID	Exh Num	Name	Website	Email	Stage	Summary
<a href="#">Details</a> <a href="#">Receipt</a> <a href="#">Locations</a> <a href="#">Bid Sheets</a> <a href="#">Price Tags</a> <a href="#">Control Sheet</a> <a href="#">Control Sheet w/Emails</a>	11	102	Syd's DVDs	dvd.sydweinstein.net	syd@sydweinstein.net	Purchased	1 Panel of Art Show Panels
<a href="#">Details</a> <a href="#">Receipt</a> <a href="#">Locations</a>	12	103	Chocha's R Us	none	sydweinstein@gmail.c...	Purchased	1 Panel of Art Show Panels 1 Six foot table of Art Show Tables
<a href="#">Details</a> <a href="#">Change</a> <a href="#">Change&amp;Pay</a>	28		new artist	new website	syd#new@sydweinst...	Approved	1 Panel of Art Show Panels
<a href="#">Add New / Pay for Exhibitor Space to Existing Exhibitor</a> <a href="#">Add New Exhibitor</a>							

Each row shows an exhibitor that has requested space and its current status. The Actions column lists the actions you can perform on this row.

Note: all approval / change actions will email the exhibitor to tell them of the change and request they pay the invoice.

### Actions:

- Details: Information about the exhibitor

Space Detail for Syd's DVDs(11:45,53) X

Space Request/Approval/Payment Detail

Art Show Panels	
Requested:	1.00 1 Panel
Approved:	1.00 1 Panel
Purchased:	1.00 1 Panel
Agent Name:	lets a

2025-07-07 12:05:49  
2025-07-07 12:11:46  
2025-07-19 13:48:26

Information about this Exhibitor

Exhibitor Id/Number:	11/102
Business Name:	Syd's DVDs
Artist Name:	Syd's DVDs
Business Email:	syd@sydweinstein.net
Business Phone:	bphone
Website:	<a href="http://dvd.sydweinstein.net">dvd.sydweinstein.net</a>
Desc.:	Hello World
Mail-In:	N
Address:	street line 2 city, state zip USA

Dismiss

- Receipt: (Stage: Purchased) - The receipt for payment for the space.

**Exhibitor Space Receipt**

**Receipt for payment to Dev 2025**

Completed on Saturday July 19, 2025 01:48:26 PM  
By: Syd's DVDs, Via: Registration Staff Member: , Transaction: 4122

**Memberships:**

**Exhibitor Spaces:**

102 (11)	Art Show for Syd's DVDs	\$50.00
	1 Panel in Art Show Panels	\$50.00
Total Due:		\$50.00

**Payments:**

Type	Description/Code	Amount
credit	cc_test: test reg (last 4: 0000, auth: ccctest)	\$50.00
	cc_test: No Receipt	\$50.00
Total Payments		\$50.00

pay disclaimer general

pay disclaimer artist

Thank you for registering for Philcon. There are no refunds on memberships.

[Dismiss](#) [Email to syd@sydweinstein.net](#)

- Locations: (Stage: Purchased) - See/Assign locations to this exhibitor

**Locations for Syd's DVDs (11:45,53)**

**Locations**

Space: 1 Panel of Art Show Panels

Exhibitor	11/102	Locations Used by all Artists
Id/Number:		1 2 3 4
Business Name:	Syd's DVDs	
Artist Name:	Syd's DVDs	
Business Email:	syd@sydweinstein.net	
Business Phone:	bphone	
Website:	<a href="http://dvd.sydweinstein.net">dvd.sydweinstein.net</a>	
Desc.:	Hello World	
Mail-In:	N	
Address:	street line 2 city, state zip USA	

[Cancel](#) [Update Locations](#)

- Approve Req: (Stage: Requested) - Approve the request as shown on the line. This button takes immediate effect and does not need to open a popup window.

- Approve Other: (Stage: Requested) - Open a pop-up window to edit the request and approve a different set/amount of space.

Approve Art Show Space Request for new artist

**Art Show Panels**  
Peg board 4' high by 6" wide panel to hang artworks  
How many spaces are you requesting?  
1 Panel for 50.00 (1.00 unit)

**Art Show Tables**  
3x6' table to display artworks  
How many spaces are you requesting?  
Cancel Space Requested

**Art Show Table with a panel back**  
3x6' table with a panel behind it for both hanging and displaying artworks.  
How many spaces are you requesting?  
Cancel Space Requested

**Art Show Live Demo**  
An area to demonstrate your art production  
How many spaces are you requesting?  
Cancel Space Requested

Total Requestable unit limit: 9 Total Units Requested: 1

Cancel Approve Art Show Space

- Change: (Stage: Approved) - Open the same pop-up window as above to change the approved, but unpaid for space.
- Revert to Orig Req: (Stage: Approved) - If the original request is different than the approved request, change it back to the original request. No pop-up window is required.
- Change&Pay: (Stage: Approved) - Verify/change the space approved and proceed to process a mail-in payment or mark no-charge space paid.
- Bid Sheets: (Stage: Purchased) - Display the bid sheets in a new tab for viewing or printing
- Price Tags: (Stage: Purchased) - Display the print price tags in a new tab for viewing or printing
- Control Sheet: (Stage: Purchased) - Display the control sheet in a new tab for viewing or printing
- Control Sheet w/Emails: (Stage: Purchased) - Display the control sheet also showing the winning bidders email address in a new tab for viewing or printing

The rest of the columns are for display only. The stage and summary of space is color coded.

- None: Purchased
- Pale Blue: Requested
- Pale Green: Approved

At the bottom of the table area are two buttons:

- Add New/Pay for Exhibitor Space to Existing Exhibitor: This lists all existing exhibitors who have not yet requested space in this region.

Add Space to Which Exhibitor? (only exhibitors with no paid spaces in this region are shown)									
Actions	ID	Artist Name	Name	Email	Website	City	State	Zip	
<a href="#">Add/Pay Space</a>	19	lets try this	lets try this	syd@philcon.org	site	city	st	zip	
<a href="#">Add/Pay Space</a>	23	test artist name	test artist compaqny	syd+newartist@sydwe...@sydweinste...@sydweinstein...	website	city	st	zip	
<a href="#">Add/Pay Space</a>	24	Test Artist Two	Artist Two Galleries	artist2@gallery.com	https://artist2.gallery.c...	Downtown	PA	19111	
<a href="#">Add/Pay Space</a>	28		new artist	syd#new@sydweinste...@sydweinstein...	new website	new city	ns	new zip	
<a href="#">Add/Pay Space</a>	29		name	syd#n2@sydweinstein...	none	ci	st	zi	

Clicking Add/Pay Space will open the select space pop-up and walk through from there the approval and payment processes. You can stop without paying for the space if desired. This is designed for no charge spaces and for mail in registrations.

- Add New Exhibitor: This opens the profile screen and allows direct entry of a new exhibitor to the system. From there it will then walk through the Add/Pay Space as above.

## Approval Requests

This tab, if the region supports approval requests, processes approval requests.

Exhibitor Approval Requests Detail:								
	R...	Name	Website	Email	App...	Timestamp		
<a href="#">Approve</a>	<a href="#">Deny</a>	<a href="#">Hide</a>	Art Show	lets try this	site	syd@philcon.org	none	2024-12-29 12:10:57
Allocated			Art Show	Chocha's R Us	none	sydweinstein@gmail.com	none	2024-12-29 12:13:28
Allocated			Art Show	Syd's DVDs	dvd.sydweinstein.net	syd@sydweinstein.net	approved	2025-01-02 19:20:23
<a href="#">Approve</a>	<a href="#">Deny</a>	<a href="#">Hide</a>	Art Show	test artist compaqny	website	syd+newartist@sydweinstein.net	none	2025-01-20 11:34:48
<a href="#">Reset</a>	<a href="#">Deny</a>	<a href="#">Hide</a>	Art Show	Artist Two Galleries	https://artist2.gallery.com	artist2@gallery.com	approved	2025-05-16 14:34:01
Allocated			Art Show	new artist	new website	syd#new@sydweinstein.net	none	2025-06-10 14:31:24
<a href="#">Approve</a>	<a href="#">Deny</a>	<a href="#">Hide</a>	Art Show	name	none	syd#n2@sydweinstein.net	none	2025-07-05 14:04:35

There are four possible actions one can perform on each request:

- Approve: Approve the request to apply. The requestor is notified via email.
- Reset: Reset the request to pending status.
- Deny: Deny the request. The requestor is notified via email.
- Hide: Hide the request, similar to Deny except the request is hidden from the screen and the requestor is not notified.

## Exhibitors Information

This tab shows you a summary of all exhibitors for this year. This list is for ALL exhibitors not just ones for your region.

Exhibitors:									
Exh Id	Name	Email	Phone	Website	Exhibitor Notes	Contact	Full Address	Mail In	Salex Tax ID
11	Syd's DVDs	syd@sydweinstein.net	bphone	dvd.sydweinstein.net	Syd Weinstein syd@sydweinstein.net bphone	street line 2 city, state zip	N		
19	lets try this	syd@philcon.org	ph	site	contact sydweinstein@gmail.com ph	st city, st zip	N		
12	Chocha's R Us	sydweinstein@gmail.com	1234567890	none	Chocha's R Us sydweinstein@gmail.com bphonec	street city, st zip	N		
23	test artist compaqny	syd+newartist@sydweinstein... 0	1234567890	website	test artist company syd+newartist@sydweinstein... 0	street city, st zip	N		
24	Artist Two Galleries	artist2@gallery.com	215-555-2368	https://artist2.gallery.com	Artist Two Galleries artist2@gallery.com 215-555-2368	123 Main St Downtown, PA 19111	Y		
28	new artist	syd#new@sydweinstein.net	new phone	new website	exh note2 across multiple lines as an update	new contact syd#newcont@sydweinstein... new phone 2	new street new city, ns new zip	N	
29	name	syd#n2@sydweinstein.net	new p	none	name syd#n2@sydweinstein.net new p	st 2 ci, st zi	N	/r	

There are three actions available for each exhibitor:

- Edit: Opens the edit profile window allowing you to edit any field for the exhibitor entry.
- Reset Exh PW: Opens a modal popup with a new password for this exhibitor. Copy this password and send it to the exhibitor. This becomes their ‘temp/old password’. Note: once you dismiss the modal popup you will not be able to see the password again. If you lose it, just change it again.
- Reset Con PW: Opens a modal popup with a new password for this primary contact. Copy this password and send it to the primary contact. This becomes their ‘temp/old password’. Note: once you dismiss the modal popup you will not be able to see the password again. If you lose it, just change it again.

In addition there are two global actions at the bottom of the table:

- Add New Exhibitor: Open the profile window and create an entirely new exhibitor.
- Import Past Exhibitors: Only exhibitors who have logged into the portal this year are shown in the three tabs for this region. If an existing exhibitor has not yet signed in, you need to import them into this year. Click this button to find all non-active exhibitors. A pop-up window will appear allowing you to select rows to import and an “Import Selected Past Exhibitors” button to perform the import.