

# Booth Reservation Instructions

*Assalaamu Alaikum waRahmatullah e waBarakatuh,*

Please go to [www.icnaconvention.org](http://www.icnaconvention.org), click on **Bazaar** and then click on **Booth Reservation**. You shall see bazaar layout.

## 1. To start booth selection, you must click on **I accept the Terms & Conditions** in the screen below, before selecting any booth

Before you can purchase a booth, please read and accept the [terms and conditions](#).

Click on the button below to accept the terms and conditions.

I accept the Terms and Conditions

Please click  
**"I accept the Terms & Conditions"**  
to Start booth selection

Legend: ■ \$1,375 ■ \$900 ■ \$850 ■ \$750 ■ \$650

Reserved  In Basket

102 201	202 301	302 401	402 501	502 601	602 701	702 801	802 901	902 1001
104 203	204 303	304 403	404 503	504 603	604 703	704 803	804 903	904 1003
106 205	206 305	306 405	406 505	506 605	606 705	706 805	806 905	906 1005
108 207	208 307	308 407					808 907	908 1007
110 209	210 309	310 409	410 509	510 609	610 709	710 809	810 909	910 1009
112 211	212 311	312 411	412 511	512 611	612 711	712 811	812 911	912 1011
114 213	214 313	314 413	414 513	514 613	614 713	714 813	814 913	914 1013
116 215	216 315	316 415	416 515	516 615	616 715	716 815	816 915	916 1015
120 219	220 319	320 419	420 519	520 619	620 719	720 819	820 919	920 1019
122 221	222 321	322 421	422 521	522 621	622 721	722 821	822 921	922 1021
124 223	224 323	324 423	424 523	524 623	624 723	724 823	824 923	924 1023
126 225	226 325	326 425	426 525	526 625	626 725	726 825	826 925	926 1025
128 227	228 327	328 427	428 527	528 627	628 727	728 827	828 927	928 1027
130 229	230 329	330 429	430 529	530 629	630 729	730 829	830 929	930 1029
132 231	232 331	332 431	432 531	532 631	632 731	732 831	832 931	932 1031
134 233	234 333	334 433	434 533	534 633	634 733	734 833	834 933	934 1033

## 2. After you accept the terms & Conditions you will see below screen, read the **"Directions"** on the left of the screen and then click on a booth you want.

Booth Number	Cost
Total	\$0

**Directions**

- Select the booth(s) you wish to purchase
- After selecting the first booth, you will have 10 minutes in which to complete the registration and make the payment
- You can purchase upto 4 booths
- if you have any questions, you can email us at [bazaar@conv.icna.org](mailto:bazaar@conv.icna.org)

Please read the **Directions**, you can reserve a maximum of **four (4) booths** and have **ten (10) minutes** to complete your booth(s) reservation and payment for the booth(s).

Legend: ■ \$1,375 ■ \$900 ■ \$850 ■ \$750 ■ \$650

Reserved  In Basket

102 201	202 301	302 401	402 501	502 601	602 701	702 801	802 901	902 1001
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3. After you select your booth(s) you will see a popup window reminder to finish process in given time.

The screenshot shows a booth reservation interface. On the left, a table lists booth numbers and costs. A red arrow points to the 'Checkout' button. A popup window in the center contains the following text:

You have 10 minutes from this point to complete the transaction. This consists of reserving any other booths, completing registration information, and payment. If you do not complete the transaction within this time, your reservation will be lost.

Press **OK** to Continue

The background interface includes a legend for booth costs: \$1,375 (red), \$900 (blue), \$850 (brown), \$750 (green), and \$650 (olive). It also shows a grid of booth numbers with their respective reservation status (Reserved, Reserved by Admin, In Basket).

4. After you click on the **OK** button, you will see the screen like the one below (this is a sample screen). Select more booths if you want. You can only select up to **four (4) booths** and have **ten (10) minutes** to complete your booth reservation. You can click on **“Remove”** to remove any booth from your selection, if you change your mind.

The screenshot shows the booth reservation interface after selecting booths. On the left, a table lists the selected booths and their costs:

Booth Number	Cost
<a href="#">Remove</a> 908	\$850
<a href="#">Remove</a> 910	\$850
<a href="#">Remove</a> 912	\$850
<b>Total</b>	<b>\$2550</b>

The 'Checkout' button is visible below the table. A red circle highlights three booths (908, 910, 912) in the grid, with a callout box labeled 'Selected Booths'. The background interface includes the same legend and grid as in the previous screenshot.

After you have selected your booth(s), click **“Checkout”** as shown above, on the left hand side.

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5. When click on “Checkout” you will see the below screen, enter your personal information. Please note fields with “Red -bar” are required. You must fill all the information including “Business Type”, and click “Next”.

Registration Form

Registration Cost

Booth Number 908: \$850
Booth Number 910: \$850
Booth Number 912: \$850

Step 1 of 2: Registrant Details. Fields marked red are required.

Registration Type: Vendor	Number of badges requested: 1
Business Name: [Red Bar]	Business Type: --None--
Owner First Name: [Red Bar]	Owner Last Name: [Red Bar]
Address: [Red Bar]	City: [Red Bar]
Country: USA	State or Province: --None--
Zip/Postal Code: [Red Bar]	Phone Number: [Red Bar]
Email: [Red Bar]	

Please be sure to enter an active email, as confirmation will be sent here

Next

Enter your information and click Next

6. Check your information, correct if needed by clicking on “Edit”. If satisfied, scroll down to payment method. Fill needed information to complete your booth reservation.

Registration Form

Edit

Step 2 of 2: Review and Check Out. Please review this information before paying, and click on Edit to change any information.

Name: Zaid Shaikh	Address: 123 Test St.
City: Piscataway	State or Province: NJ
Zip or Postal Code: 92074	Phone Number: (909) 999-1234
Email: zaid.shaikh@gmail.com	Duration: Entire Duration

Bazaar Booths

Booth Number	Cost
908	850
910	850
912	850

Attendees

Name	City	State or Province	Gender	Age	Email
Zaid Shaikh	Piscataway	NJ			zaid.shaikh@gmail.com

Cost

Registration Type: Vendor
Bazaar Cost: \$2,550.00
Additional Items Cost: \$
Total Cost: \$2,550.00

Edit

Payment by Credit/Debit card

When you click on Pay Now, your card will be charged the amount of \$2,550.00. PLEASE DO NOT CLICK THE BUTTON TWICE OR YOU WILL BE DOUBLE-CHARGED.

Type: Visa	Number: [Red Bar]
Expiry Date (MM/YYYY): [Red Bar]	CVV Code: [Red Bar]
First Name: Zaid	Last Name: Shaikh
Address: 123 Test St.	City: Piscataway
State or Province: NJ	Zip or Postal Code: 92074
Country: USA	

Select your credit card

Card Expiry Date

Your Card number

Card security number

Please fill all this information correctly

Pay Now

# Booth Reservation Instructions

7. If your reservation and payment were accepted, you will see the following message on your screen.



8. If a correct email address was entered in your personal information, you will also receive reservation confirmation email with your booth(s) number(s). Please see sample below. **Please print a copy of this confirmation and bring it with you to the Convention.**



## Registration Details

Business Name	Your Business Name
Name	Your Name
Registration Code	2510
Registration Type	Vendor
Address	Your Address
City	
State/Province	
Zip/Postal Code	
Phone	
Email	
Duration	Entire Duration
Registration Cost	
Additional Items Cost	
Total Cost	\$2,550.00

## Bazaar Booths

Booth Number
908
912

## Attendee Details

Name	Gender	Age	Email

# Booth Reservation Instructions

## Terms & Conditions:

1. Vendors must wear badges at all the times. Vendors without badges will not be allowed in the bazaar area.
2. Vendors must wear Islamic attires at all the times at the convention.
3. All items displayed or sold in the bazaar must meet Islamic standards.
4. Vendors are not allowed to sell food, snacks, or beverages in the bazaar area.
5. ICNA has the right to cancel and remove a booth where a vendor publicizing promoting a message which contradict with Islamic Teachings approved by ICNA Counsel of Sharia.
6. All vendors must confine their activities and displays within their respective booths and should not obstruct view or access to neighboring displays/booths.
7. Vendors, for profit or non-profit, are not allowed to solicit outside of their assigned booth area.
8. Vendors are not allowed to move from their assigned booth to another booth, take additional booth space or move tables or chairs, drapes or poles from other booths.
9. Vendors are not allowed to have more than 3 feet of banner or hoarding on top of the booth, or any type of curtain or banner which blocks other surrounding booths, ICNA Bazaar management has right to remove any such thing from the booths.
10. Vendors using audio/visual equipment must keep the volume low & acceptable to neighboring vendors.
11. Booths must be kept clean at all the times.
12. ICNA is not responsible for any theft, damage, injury or any loss during the convention. It is the sole responsibility of the vendor to obtain insurance coverage for their business.
13. Vendors will be responsible for any damage caused by them to the booth or any other property of the Convention Center.
14. ICNA reserves the right to remove any vendor involved in un-Islamic activity, selling or distributing anti-Islamic or pirated items.
15. Your booth(s) will be cancelled if your credit card is declined or your check is not received within two weeks of booth(s) registration.
16. ICNA reserved the right to reassign booth(s) of same category to any vendor.
17. Vendors must arrange their own parking Convention Center and ICNA will not provide any parking.

## Cancellation Policy:

- A fee of \$50 per booth will apply if booths are canceled after reservation is made.
- No verbal or phone call cancellation or changes – if you want to cancel your booth or would like to change please send an email at [bazaar@conv.icna.org](mailto:bazaar@conv.icna.org)
- A 50% refund will be issued for cancellation received between sixty (60) and thirty (30) days before convention start date.
- **No refund** will be issued for cancellation requests received less than thirty (30) days from convention start date. Cancellations received by phone will not be accepted.

### ICNA Bazaar Department

166-26 89th Ave, Jamaica NY 11432

Email: [bazaar@conv.icna.org](mailto:bazaar@conv.icna.org)