

# 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.

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

**Legend:** \$1,495 \$1,375 \$995 \$895 \$795 \$695

Reserved Reserved by Admin In Basket

Booth Number	Cost
101-102	\$1,495
103-104	\$1,495
105-106	\$1,495
107-108	\$1,495
109-110	\$1,495
111-112	\$1,375
113-114	\$1,375
115-116	\$1,375
117-118	\$1,375
119-120	\$1,375
121-122	\$1,375
123-124	\$1,375
125-126	\$1,375
127-128	\$1,375
129-130	\$1,375
131-132	\$1,375
133-134	\$1,375
135-136	\$1,375
137-138	\$1,375
139-140	\$1,375
141-142	\$1,375
143-144	\$1,375
145-146	\$1,375
147-148	\$1,375
149-150	\$1,375
151-152	\$1,375
153-154	\$1,375
155-156	\$1,375
157-158	\$1,375
159-160	\$1,375
161-162	\$1,375
163-164	\$1,375
165-166	\$1,375
167-168	\$1,375
169-170	\$1,375
171-172	\$1,375
173-174	\$1,375
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619-620	\$1,375
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623-624	\$1,375
625-626	\$1,375
627-628	\$1,375
629-630	\$1,375
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707-708	\$1,375
709-710	\$1,375
711-712	\$1,375
713-714	\$1,375
715-716	\$1,375
717-718	\$1,375
719-720	\$1,375
721-722	\$1,375
723-724	\$1,375
725-726	\$1,375
727-728	\$1,375
729-730	\$1,375
731-732	\$1,375
733-734	\$1,375
735-736	\$1,375
737-738	\$1,375
739-740	\$1,375
741-742	\$1,375
743-744	\$1,375
745-746	\$1,375
747-748	\$1,375
749-750	\$1,375
751-752	\$1,375
753-754	\$1,375
755-756	\$1,375
757-758	\$1,375
759-760	\$1,375
761-762	\$1,375
763-764	\$1,375
765-766	\$1,375
767-768	\$1,375
769-770	\$1,375
771-772	\$1,375
773-774	\$1,375
775-776	\$1,375
777-778	\$1,375
779-780	\$1,375
781-782	\$1,375
783-784	\$1,375
785-786	\$1,375
787-788	\$1,375
789-790	\$1,375
791-792	\$1,375
793-794	\$1,375
795-796	\$1,375
797-798	\$1,375
799-800	\$1,375
801-802	\$1,375
803-804	\$1,375
805-806	\$1,375
807-808	\$1,375
809-810	\$1,375
811-812	\$1,375
813-814	\$1,375
815-816	\$1,375
817-818	\$1,375
819-820	\$1,375
821-822	\$1,375
823-824	\$1,375
825-826	\$1,375
827-828	\$1,375
829-830	\$1,375
831-832	\$1,375
833-834	\$1,375
835-836	\$1,375
837-838	\$1,375
839-840	\$1,375
841-842	\$1,375
843-844	\$1,375
845-846	\$1,375
847-848	\$1,375
849-850	\$1,375
851-852	\$1,375
853-854	\$1,375
855-856	\$1,375
857-858	\$1,375
859-860	\$1,375
861-862	\$1,375
863-864	\$1,375
865-866	\$1,375
867-868	\$1,375
869-870	\$1,375
871-872	\$1,375
873-874	\$1,375
875-876	\$1,375
877-878	\$1,375
879-880	\$1,375
881-882	\$1,375
883-884	\$1,375
885-886	\$1,375
887-888	\$1,375
889-890	\$1,375
891-892	\$1,375
893-894	\$1,375
895-896	\$1,375
897-898	\$1,375
899-900	\$1,375
901-902	\$1,375
903-904	\$1,375
905-906	\$1,375
907-908	\$1,375
909-910	\$1,375
911-912	\$1,375
913-914	\$1,375
915-916	\$1,375
917-918	\$1,375
919-920	\$1,375
921-922	\$1,375
923-924	\$1,375
925-926	\$1,375
927-928	\$1,375
929-930	\$1,375
931-932	\$1,375
933-934	\$1,375
935-936	\$1,375
937-938	\$1,375
939-940	\$1,375
941-942	\$1,375
943-944	\$1,375
945-946	\$1,375
947-948	\$1,375
949-950	\$1,375
951-952	\$1,375
953-954	\$1,375
955-956	\$1,375
957-958	\$1,375
959-960	\$1,375
961-962	\$1,375
963-964	\$1,375
965-966	\$1,375
967-968	\$1,375
969-970	\$1,375
971-972	\$1,375
973-974	\$1,375
975-976	\$1,375
977-978	\$1,375
979-980	\$1,375
981-982	\$1,375
983-984	\$1,375
985-986	\$1,375
987-988	\$1,375
989-990	\$1,375
991-992	\$1,375
993-994	\$1,375
995-996	\$1,375
997-998	\$1,375
999-1000	\$1,375

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**

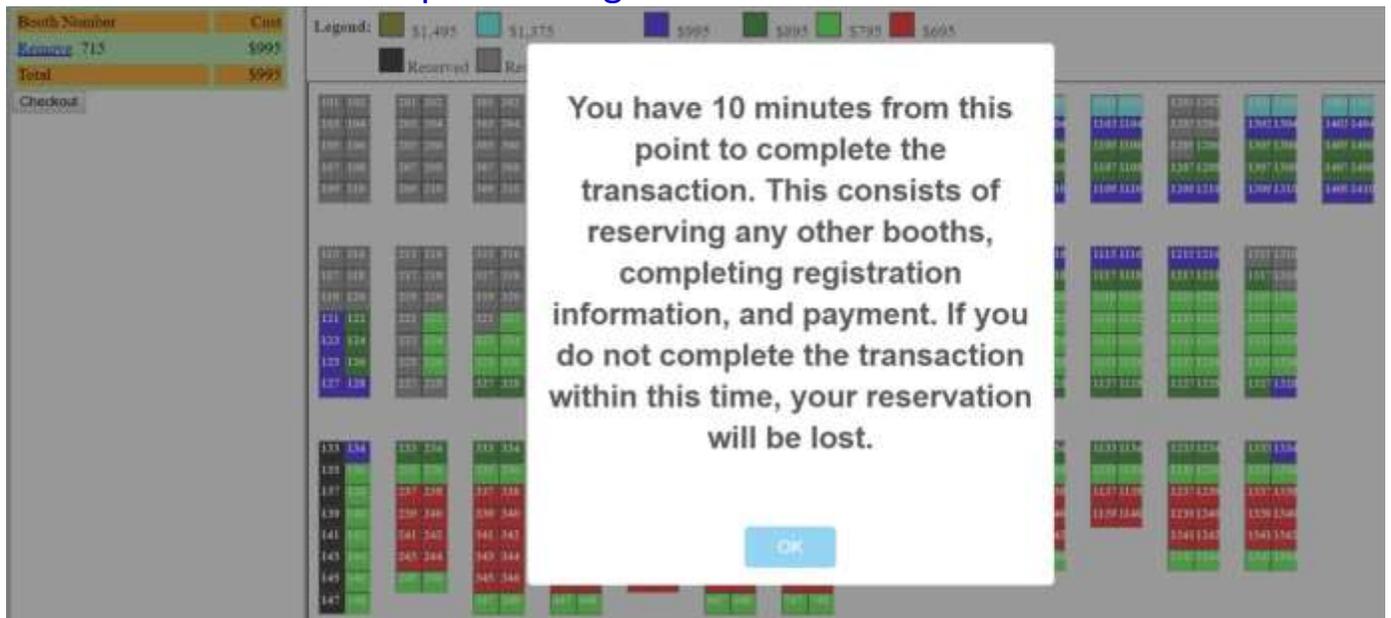
**Total** \$

**Directions**

- Select the booth(s) you wish to purchase
- After selecting the first booth, you will have 10 minutes in which to complete the reservation and make the payment.
- You

## Booth Reservation Instructions

- After you select your booth(s) you will see a popup window reminder to finish process in given time.



- 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.



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

## Booth Reservation Instructions

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 90E: \$850  
Booth Number 910: \$850  
Booth Number 912: \$850

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

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

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

Next

Enter your information and click Next

5. 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.

## Booth Reservation Instructions

**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. ← Personal Information

Name: Zaid Shaikh	Address: 123 Test Dr.	Phone Number: (900) 890-1234
City: Piscataway	State or Province: NJ	Country: United States
Zip or Postal Code: 08874		
Email: zaid.shaikh@gmail.com		

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**Bazaar Booths**

Booth Number	Cost
001	000
010	000
012	000

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**Attendees**

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

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**Cost**

Registration Type: Vendor	Vendor
Bazaar Cost: \$2,500.00	
Additional Name Cost: \$	
<b>Total Cost: \$2,500.00</b>	

[Edit](#)

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**Payment by Credit/Debit card**

When you press the Pay Now, your card will be charged the amount of \$2,500.00. PLEASE DO NOT CLICK THE BUTTON TWICE OR YOU WILL BE DOUBLE-CHARGED.

<p>Type: <input type="text" value="VISA"/> <span style="color: red;">← Select your credit card</span></p> <p>Expiry Date (MM/YYYY): <input type="text" value="12/18"/> <span style="color: red;">← Card Expiry Date</span></p> <p>First Name: <input type="text" value="Zaid"/> <span style="color: red;">←</span></p> <p>Address: <input type="text" value="123 Test Dr."/></p> <p>State or Province: <input type="text" value="NJ"/></p> <p>Country: <input type="text" value="USA"/></p>	<p>Number: <input type="text" value="1234 5678 9010 1111"/> <span style="color: red;">← Your Card number</span></p> <p>CVV Code: <input type="text" value="123"/> <span style="color: red;">← Card security number</span></p> <p>Last Name: <input type="text" value="Shaikh"/></p> <p>City: <input type="text" value="Piscataway"/></p> <p>Zip or Postal Code: <input type="text" value="08874"/></p>
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Please fill all this information correctly

[Pay Now](#)

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



7. 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.**

# Booth Reservation Instructions



## 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)