

2025 DMFD Exhibitor Trade Application Instructions

To start, choose Create Account or Log In option below:

1. A. Create Account

- To create an account, head to dmfd.com.au and click on '**Log In**' on top right corner
- Select '**Create Account**'
- The password must be at least 8 characters
- Your password should contain at least:
 - one Uppercase letter, one Lowercase letter, one Number, one Symbol (!\$#@£&?%)
- Once account has been created, a confirmation email will be sent
- Return to home page to proceed
- Navigate to the grey floating pop up on the left-hand side of home page and select '**Account**'
- Within your online account portal, inside the box labelled Trade, select the green '**Trade Applications**' button.
- Select '**Add**' on right hand side of screen
- Select '**Add New Application**'
- Edit contact information and complete mandatory fields - please note that 'GST Number' field can be left blank.

B. Log In (if account already created in 2024)

- To login, head to dmfd.com.au and click on '**Log In**' on top right corner
- Enter Email Address and Password
- If you have forgotten your password, please select 'Forgot Your Password' to reset
- Once you have logged in, navigate to the grey floating pop up on the left-hand side of home page and select '**Account**' on left hand side of home page
- Within your online account portal, select '**Trade Applications**' on left hand menu or '**View Trade Applications**' on your Profile Dashboard

Choose to renew application or create new application below:

- **RENEW APPLICATION DETAILS:** to update previous application details, select '**Renew**' on the right-hand side of screen (scroll across if necessary)
- Review and update details on '**Applicant**' tab, and proceed with application
- **CREATE NEW APPLICATION:** select '**Add**' on right hand side of screen to provide all new details for 2025 event
- Select '**Add New Application**'
- Edit contact information and complete mandatory fields, please note that 'GST Number' field can be left blank.



2. **Stand Areas:** Select your required trade stand area. *Eg. your site preference is site 113, so you will select Zone 1 – Machinery and related agricultural products and services.*
Save and Continue

3. **Stand Details:** This is where you select your stand type by selecting your preferred site from the site no. ranges. *Eg. your site preference is site 113, you need to select Qty: 1 for Site No. 112-114. This is also where you purchase any **site extras**.*
Save and Continue

4. **Business Details:** This is where you choose your Business Category and the site number you prefer.
Save and Continue

5. **Documentation:** This is for your insurance details.
Save and Continue

6. **Advertising:** This is where you add on your advertising options.
Save and Continue

7. **Confirmation:** Review application summary
Save and Continue

8. **Cart/Checkout**

We hope this helps, but please feel free to contact the team at any time for assistance and questions. EVENT@DMFD.COM.AU