

# Online Ordering Exhibitor Services (utilities)

*\*PLEASE CLICK ON LINK\**

1.

**CLICK HERE**

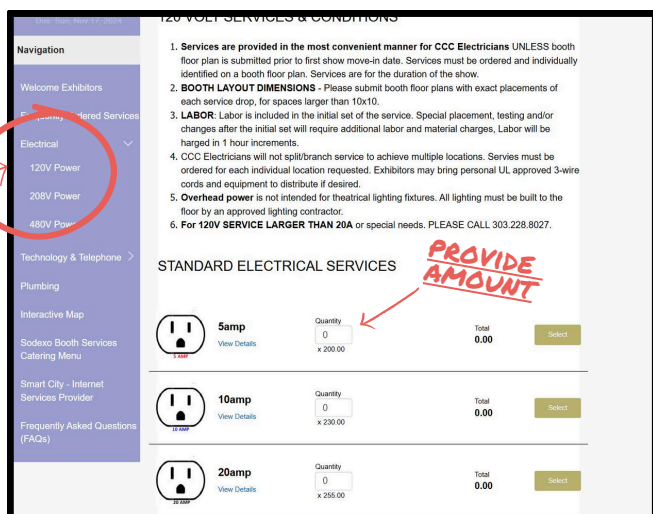
**Hello!**



2. **Scroll** or **search** to find your event, then click on "Go to Store"

3. **Sign in**, or please create an account and "Sign Up"

4. **Provide** booth # if you are unable to do so, provide Meeting Room #, space, location, or abbreviate company name



The screenshot shows a navigation menu on the left with 'Electrical' selected. The main content area is titled '120 VOLT SERVICES & CONDITIONS' and lists several service options. A red arrow points to the 'SELECT' button next to the '5amp' option. Another red arrow points to the 'Quantity' input field, which is labeled 'PROVIDE AMOUNT'.

5. **Select** Electrical  
**Select** Voltage  
**Look** for amperage  
**Provide** Quantity  
**Scroll** ALL the way down  
and **select** "Continue"

*\*KEY: APPROXIMATELY  
100 WATTS = 1AMP \**

*\*IT'S A LONG  
WAY DOWN!!\**

6. **Select** the grocery cart with cost

*IT WILL LOOK  
LIKE THIS*

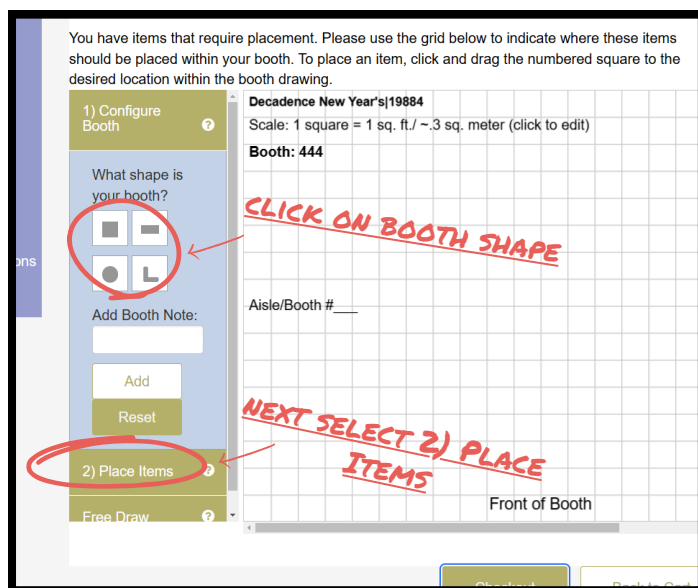


The screenshot shows a green button with a shopping cart icon and the text '400.00'.

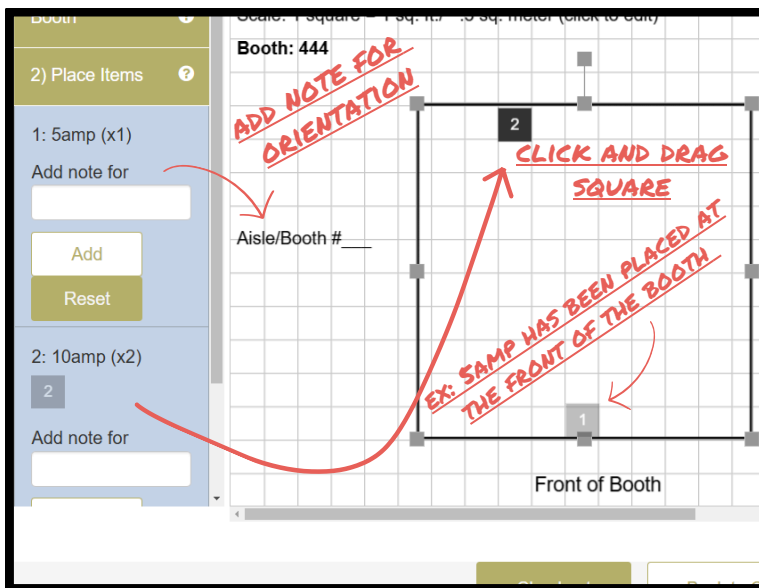
7. Once in SHOPPING CART **select** "Pre-Checkout"

*\*IF YOU CART IS EMPTY GO BACK TO STEP 5\**

8. **ITEM PLACEMENT** (You're almost done! You got this!!)

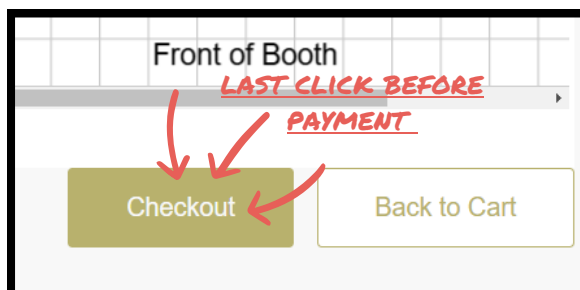


The screenshot shows a 'Decadence New Year's 19884' booth layout. A red arrow points to the 'CLICK ON BOOTH SHAPE' section, which has a red circle around the 'What shape is your booth?' options. Another red arrow points to the 'NEXT SELECT 2) PLACE ITEMS' section, which has a red circle around the '2) Place Items' button.



The screenshot shows a grid layout for placing items. A red arrow points to the 'CLICK AND DRAG SQUARE' section, which has a red circle around the '2' square. Another red arrow points to the 'EX: 5AMP HAS BEEN PLACED AT THE FRONT OF THE BOOTH' section, which has a red circle around the '1' square.

*\*IF UNABLE TO PROCEED  
PLEASE RESTART STEP 8\**



The screenshot shows a 'Front of Booth' layout. A red arrow points to the 'LAST CLICK BEFORE PAYMENT' section, which has a red circle around the 'Checkout' button.

Thank you for ordering online!  
You will receive an invoice via email.  
Call (303) - 228-8027  
for any questions or concerns

*\*\*THE INVOICE IS A CONFIRMATION  
THAT WE HAVE YOUR ORDER :)\*\**