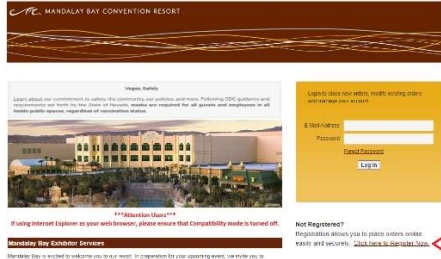


# Ordering for Exhibitor Appointed Contractors or Third Parties

If you are placing an order on behalf of an exhibiting company, please use the below instructions to help place your order. The online ordering system links the email address of the contact to order so you should not use your email address with the exhibiting company's information.



“Click here to Register Now”.

Enter Your Company Name (\*not the exhibiting company), click “Create a New Company”.

Enter Company information, then click next.

Enter your information, then click Register; Confirm Registration.

Select your event, then order services as needed.

When checking out, this is where you will enter the Exhibiting company information.



\*If the Exhibiting Company is not in the system, contact Exhibitor Services to have them added. Continue checkout like normal. Also, during check out, you can add an onsite Contact and phone number.



For additional assistance, contact Exhibitor Services by clicking the red Help button.