



# How to Place an Online Order

STEP 1  
**Click Create Your Account**

STEP 2  
**Click Create New Order**

STEP 3  
**Input Order Details**

Select (1) Day of Event, (2) Time you want your order delivered, (3) Put Booth Number where it asks Location, (4) Set attendance number to 1

STEP 4  
**Select Exhibitor Order, then hit NEXT**

STEP 5  
**Select Desired Items for your Table, then hit NEXT**

STEP 6  
**Review Order, then CHECKOUT**

STEP 7  
**Agree to Terms, then hit SUBMIT**  
Some terms may apply only to food and beverage orders.

STEP 8  
**Select Add Card**

STEP 9  
**Add Expiration Date, then hit NEXT**  
Top Line is for Month, Bottom Line is for Year

STEP 10  
**Fill out all of your Credit Card Information**

STEP 11  
**Hit [CLICK HERE](#) to Complete Your Transaction**

