

How to Use the Exhibitor Service Forms:

Here's how they work:

Select your show from the drop-down menu, and then click "Go". You will then be directed to a page where you can select which services you would like to order. Your three options for ordering are:

Option 1: You can select any combination of Electrical, Plumbing, Cleaning and Telecommunications services and fill out those forms online.

Option 2: You can use the PDF order forms which can be downloaded to mail or fax. You can also use the PDF as a reference to plan what you would like to order online, and to read thru the terms in advance of placing your order online.

Option 3: You can use this PDF to order Catering service only. Online Catering service is not available.

To order online (Option 1) follow these steps:

- 1) Check the box next to the service(s) you would like to order and click "Go".
- 2) You will then be directed to a General Terms page which you should review, then check that you agree and enter your initials and click the "Submit" button.
- 3) Then, you will be directed to a page where you enter your company information, click "Submit" when you are done.
- 4) Next, you will be directed to a page of all the terms that apply to each specific service you will be ordering. Again, read the terms and check the box to indicate you agree and initial the page then click "Submit" to continue.
- 5) Now you will be directed to the form(s) to order the service you selected. Enter the quantities in each box next to the services you wish to order. If you have selected a service category initially, but now have changed your mind click the "I don't want to order service" box at the top of the selection. All special instructions can be entered in the space located at the bottom of the page.
- 6) Once you submit the form(s) you will be directed to a confirmation page where you can review your order. You can choose to go back and edit your order or choose to continue to enter your payment information.
- 7) If you choose to continue you will be directed to the floor plan page, there you can upload a PDF of your floor plan or choose to mail or fax it. Electrical, Plumbing, Telecommunication require that you submit a floor plan of your booth. If you would like to upload a PDF of your floor plan, click "Choose File" and browse your computer to select the file, then click upload. If you would rather mail or fax your floor plan, note the mail and fax information for each department is on this page, and click Continue of Payment."
- 8) You will be directed to the payment terms, which you need to review and agree to as with the other terms.
- 9) Next you will be directed to your final step, entering your payment information. Enter your payment information and billing address, if needed.
- 10) Once you submit your payment information, you will receive a thank you confirmation page which includes a confirmation number, please print this page and keep it for your records.
- 11) You have now completed your order. You should receive your receipt within 24 hours of ordering at the contact email address you supplied. If you don't receive your receipt, please contact the Javits Center.

The benefits of this new systems:

This system will allow you to order services quickly and easily online in prior to the show. Exhibitors also still have the option of using the PDF forms to mail or fax their orders.

What you need to know:

You'll need a valid email address to order online, your receipt will be sent to that address.

You'll need a credit card that is valid for at least 15 days after the show.

If you wish to pay by check you will need to use the PDF forms and mail them with your check.

If your service order is going to be for \$10,000 or more than you will need to use the PDF forms or printable receipt and mail a check. Orders of \$10,000 or more will not be accepted online or via credit card payment. You must pay by check.

You must complete all steps through to the thank you page for your order to be placed.

Who to contact if you have questions:

If you have questions regarding your Exhibitor Service order, the terms or the pricing contact the Javits Center at [HYPERLINK "mailto:services@javitscenter.com" services@javitscenter.com](mailto:services@javitscenter.com)

If you have technical questions about the Exhibitor Service Forms, contact the developers of this site, LaDue Design at [HYPERLINK "mailto:info@laduedesign.com" info@laduedesign.com](mailto:info@laduedesign.com)