



# Vendors Ordering Services

ELECTRICAL OUTLETS & HEAVY POWER | SPOTLIGHTS | WATER | WIRED INTERNET

## How to Order

Ordering services for your event is easy:

1. Visit [www.phillyexpocenter.com/order-booth-services/](http://www.phillyexpocenter.com/order-booth-services/) and click **Get Started**
2. Answer the question prompt and click **Shop Now**
3. If this is your first order, you will set up an account
4. Choose your event and place your order



### Tips

**Remember your password!** You can use it to log into your account and order services for any event at Expo.

**How do I know if my promoter provides electric?** If you are unsure, first ask the promoter of your show what is included in your booth package.

**Need help with your order?** Email [contact@phillyexpocenter.com](mailto:contact@phillyexpocenter.com)

## Discount Pricing

Ordering opens up to six months before an event.

For all events, the discount rate cut off is two weeks before the first day of the show.

Orders placed after the cutoff date will be processed at the standard rate.