



## ***online ordering***

### **Ordering products and services online is fast... simple and secure.**

- Step 1** To access Online Ordering go to: [www.gesexpo.ca](http://www.gesexpo.ca)
- Step 2** Select your show from our list of upcoming events, or choose “View Events” to see a complete list organized by city.
- Step 3** If you have chosen to “View Events” locate your city and event and select the event name to view more details.
- Step 4** The event details will provide you with options such as Online Ordering, Online Exhibitor Manual and a downloadable PDF of GES Service Order Forms.
- Step 5** You will need to create a permanent Online Ordering account:
- > Click “Sign Up”
  - > Click “New Exhibitor”
  - > Complete Add Exhibitor Information, click “Save”
  - > Complete “User Profile”, click “Next”
  - > Read the “Terms and Conditions”
  - > To continue, click “I Agree”, click “Finish”
  - > Select your Show, proceed with your order

**Please keep your User ID and Password for future  
shows and events serviced by GES.**

**Remember to order early to avoid extra costs.**

***Thank you for your order.***