



Exhibitor How-To Guide

How to place an order:

1. Visit www.wisconsincenter.com/exhibitor-information/
 - a. Google Chrome is the preferred internet browser
2. Click on the store link for the show you will be exhibiting at
3. Add the items that you would like to order
 - a. Items are listed alphabetically by Department
 - i. Building Services
 - ii. Audio Visual
 - iii. Electrical
 - iv. Info Technology
 - v. Levy – Food & Beverage
 - vi. Security
 - vii. Rigging
 - b. Make sure to enter notes into the instruction field as needed
 - i. Examples:
 1. Assorted Cookies – Instruction: Deliver to booth at 8am on 1/1
 2. 10-30Amp 208V 1 phase – Instruction: Requires NEMA # L5-20
 3. Booth Security – Instruction: 1 overnight guard on 1/1 from 8pm-8am
4. At the bottom of the store page enter your booth number
5. Add any documents to the attachments box (booth map, sign form, equipment information)
6. Finally, click preview
7. On the next screen, you will need sign up for an account, or use an existing account if you have already placed an order with our system
 - a. To register for an account, click the blue link that says Sign Up under the login credentials. Follow the steps to create an account with our payment processing system, this is only needed the first time you order in our system.
 - b. If registering for a new account, please refresh the link above and repeat steps 2-4 once the activation is completed
8. Use your email and password that you created and click Login
9. Use the payment portal to pay for your order

How to request Tax Exempt:

Send an email to exhibitorsvc@wcd.org with your completed tax-exempt form before you place an order. A WCD representative will reach out with instructions on how to complete your order.

How to request a refund:

Send an email to exhibitorsvc@wcd.org to request a refund or cancellation of an order. Request must be received prior to installation of the event, and refund amount will be based on the date the cancellation notice was received.

- 100% Refund - 61-90 days prior
- 50% Refund - 31-60 days prior
- No Refund - 0-30 days prior