



## Exhibitor How-To Guide

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### How to place an order:

1. Visit [www.wisconsincenter.com/exhibitor-information/](http://www.wisconsincenter.com/exhibitor-information/)
  - a. Google Chrome is the recommended browser
2. Click the blue Exhibitor Store button
3. Select which show you will be attending from the list of open stores
4. Add your items
5. At the bottom of the screen enter your booth number and then click preview
6. On the next screen, you will need to register with our system by clicking "sign up" (in blue below the login credentials)
7. Fill in your account information and click Register
  - a. Activation emails will come from [no-reply@eventbooking.com](mailto:no-reply@eventbooking.com), please check spam folder if you can't find this
8. Once going through the activation process, click return to login
9. This time at the login screen use the credentials you just created to login (it should keep record of your order, if not repeat steps 1-3)
  - a. Make sure there are no spaces after your email address – autofill sometimes will add a space
10. This will take you to a screen where you will review your order, upload any booth maps, renderings, sign hanging form, etc. Once confirmed, you will be taken into our secure payment portal to complete your order
11. You will receive another email from [no-reply@eventbooking.com](mailto:no-reply@eventbooking.com) with your receipt once the payment is complete

### How to request Tax Exempt:

Send an email to [exhibitorsvc@wcd.org](mailto: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](mailto: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