SPOKANE CONVENTION CENTER

Dear Exhibitor:

The exhibitor services link is now available for your event. To ensure your items are set up in a timely manner, please review the following **required** information below:

- Booth Number **must** be included. Please get booth number from client or decorator.
- Name of the registered exhibitor (**not** the decorator or installer) must be included.
- If specific line placements for electrical or internet lines are required, please send a booth diagram to the email address provided below.
- Orders must be received at least two (2) weeks before the load-in date.

Orders received after the two-week cutoff will be subject to increased rates. Late ordering rates will apply to all on-site orders during move-in.

To order electrical or AV for the show, please follow the link below:

1. Follow this link to be taken to our Exhibitor Ordering Portal.
2. This link will take you to a calendar of upcoming events.
3. Locate your event and click on the 'Go to Store' icon.
4. You'll be redirected to an account setup page unless you've previously created an account.
5. Create your account and place your order.
6. Ensure to print your order confirmation for reference.

Note: Incomplete information may result in delays in setting up your booth order.

Ordered services will be set during exhibitor load-in at the latest. For any inquiries, please contact the Spokane Convention Center Exhibitor Services at exhibitorservices@spokanepfd.org or by phone at 509-279-7105.

We look forward to welcoming you very soon!

Mark L Smith
Event Supervisor
Spokane Convention Center

Peggy Willis
Event Administrative Assistant
Spokane Convention Center