



Shepard Exposition Services
2801 W. Patapsco Ave, Ste. C
Baltimore, MD 21230

Customer Service Phone: (443) 709-0502
Customer Service Fax: (443) 709-0508
Customer Service Email: baltimorecustsvc@shepardes.com
Event Code: M113370809

ONLINE ORDERING INSTRUCTIONS

NFDMA 72nd Annual National Convention & Exposition
August 4-5, 2009
COBO Center Wayne Hall
Detroit, Michigan

ATTENTION EXHIBITORS

ONLINE ORDERING FOR SHEPARD SERVICES AVAILABLE

TO TAKE ADVANTAGE OF THE CONVENIENCE OF ORDERING ONLINE, SIMPLY FOLLOW THE INSTRUCTIONS BELOW.

1. Log on to the Shepard Exposition Services website at www.shepardes.com
2. Click on Online Ordering under Exhibitor Services.
3. Click on the show you will be attending.
NFDMA 72nd Annual National Convention & Exposition
4. -First-time user, click on the NEW button - Create a New Log-in and complete the information requested.
OR
-Returning user, click on the GO button - My Account and log on using your username and password.
5. When entering the Event Code use **M113370809**
6. Once you are logged in, you will see an introduction page.
7. Use the menu options on the left side to choose the options you are interested in.
8. To place an order, you will need to enter the desired quantity of each item and then click on "add to my cart" at the end of the page.
9. Repeat steps 7 & 8 until you have ordered all desired services. Once you are finished ordering, please click on the "Checkout" button at the bottom left corner of your "my cart" page.
10. When prompted, fill out the required information including credit card information** and click "Submit Order".

**Please be advised that the credit card information submitted via online order may be used for additional services ordered on show site including, but not limited to, material handling charges and additional furnishings.
11. After order is submitted, an "Online Order Receipt" will be displayed. Click on "Click here for printable version" to print out a hard copy receipt.

Some helpful icon tips:



Shopping Cart Icon-click on this icon to view what you have added to your cart.



Home Icon - click on this icon to be re-routed to Shepard's home page



Profile Icon - click on this icon to edit and update your contact information and booth number.



Delete Icon - click on this icon to remove an item from your shopping cart.