

# **General Exposition Services**

THE TRADE SHOW SERVICE CONTRACTORS



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Dear **Capital Buildings Engineering & Facility Maintenance Show** Exhibitor:

Welcome to the online exhibitor service kit for the upcoming **Capital Buildings Engineering & Facility Maintenance Show** being held at the Martins Crosswinds on Thursday, November 8, 2018.

This letter contains instructions on how to access the Online Exhibitor Kit. You may print it out for easier step by step viewing.

## **Online Exhibit Kit Instructions:**

To access our ONLINE kit for the **Capital Buildings Engineering & Facility Maintenance Show** you have 2 options.

### **DIRECT LINK**

[General Exposition Services Online Service Kit](#) (click to follow link)

### **MANUAL ENTRY**

Please click the following link or copy and paste the link into your browser's window -  
[www.generalexposition.com/online-servicekit.php](http://www.generalexposition.com/online-servicekit.php)

Next, click on the Online Services button located in the upper right hand corner of the Web page. This will take you to the log in page.

**AT THE LOG IN PAGE** - Enter the password: **CAPITAL18**

**At the Sign In page, you will be prompted to sign in with an existing exhibitor account, or if you do not have an account setup, you will be prompted to setup a new account.**

**Now that you are signed in with the show, you can read through the important show information. Scroll down to the bottom of the screen to see the links for which services you wish to order, including carpet, furnishings, labor, etc.**

**For photos of the items, as well as any additional custom forms you may need, please click on the appropriate links listed under "References".**

**As you place orders for your items, all furnishings and services will be placed in your shopping cart, and you will be prompted for payment information upon checkout.**

We look forward to being of service to you. If you have any questions, please give us a call at 610-495-8866, mention the upcoming **Capital Buildings Engineering & Facility Maintenance Show**, and one of our Customer Service Reps will be happy to assist you.