


# <https://ordering.ges.com/>

- In the search bar type in Presidential and click enter
- Click the wording in Red “[2016 Presidential Debate](#)” for the show

**Find a Show**

View  entries

Name	Date	Location
 <b>2016 Presidential Debate</b>	Mon 10/17/2016	Las Vegas, NV

☐ Include Past Shows

# ***Instructions for Ordering Website: [ordering.ges.com](http://ordering.ges.com)***

- Creating a new Online Ordering Account or Log In to a existing Account
- Find Your Booth
  - Enter Company Name under Exhibitor Name & Booth Number
- Clicking “I am an Exhibitor or EAC” then Click “Finish”
- Placing your Order by clicking “Furnishings”
  - Add items to the cart and check out

# Creating an Account

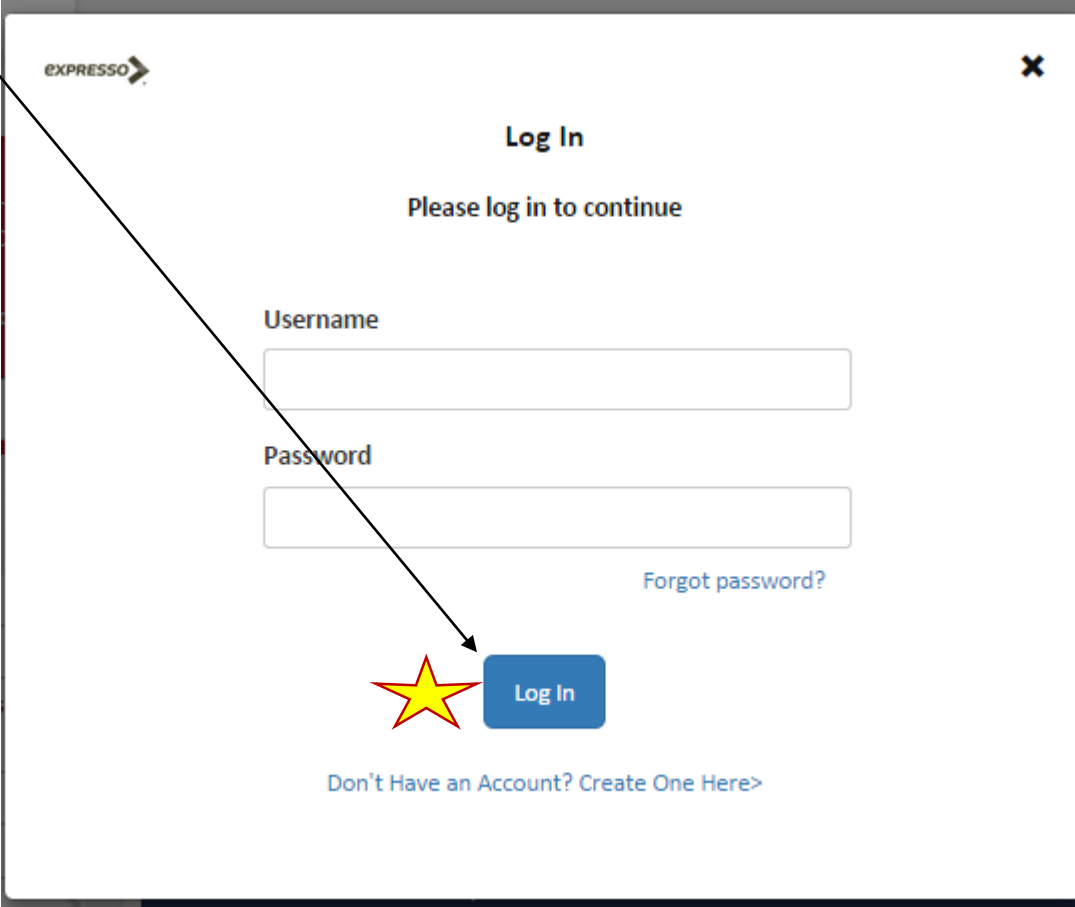
Step 1.

Click “LOG IN” to create an new account



Step 2.

Click “Don’t Have an Account? Create One Here”  
to create a new account in the pop up screen



EXPRESSO


**Log In**

Please log in to continue

Username

Password

[Forgot password?](#)

 [Log In](#)

[Don't Have an Account? Create One Here>](#)


Step 3.


Or Enter “User Name” & “Password” if you already have one in the pop up screen and click “Log In”

EXPRESSO

### Log In

Please log in to continue

Username  YourUserName

Password  .....

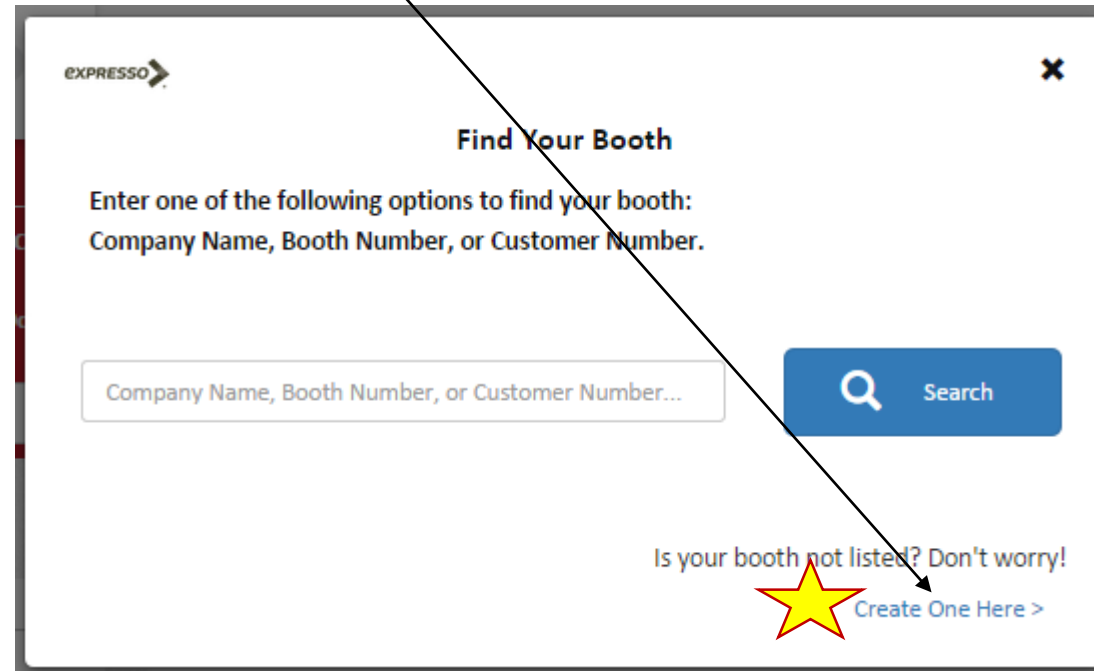
[Forgot password?](#)

[Log In](#)

[Don't Have an Account? Create One Here>](#)

Step 4.

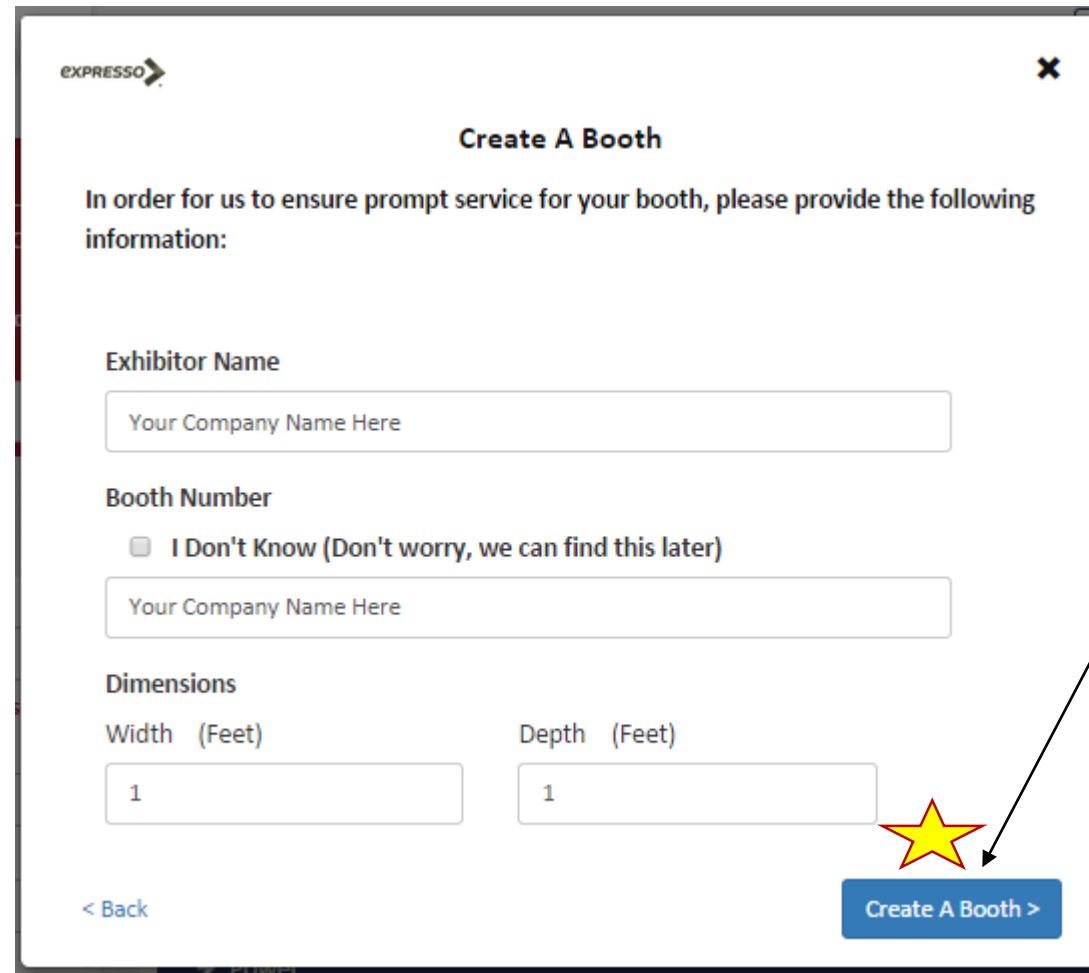
Click “Create One Here” on the Find Your Booth pop up screen



The screenshot shows a pop-up window titled "Find Your Booth" with the EXPRESSO logo in the top left and a close button (X) in the top right. The main text asks the user to "Enter one of the following options to find your booth: Company Name, Booth Number, or Customer Number." Below this is a search input field with the placeholder text "Company Name, Booth Number, or Customer Number..." and a blue "Search" button with a magnifying glass icon. At the bottom, there is a link that says "Is your booth not listed? Don't worry! Create One Here >". A yellow star is placed over the "Create One Here >" link, and a black arrow points from the text "Click 'Create One Here'" in the instructions above to this link.

Step 5.

Enter your Company Name as the Exhibitor Name & Booth Number then Click “Create A Booth”

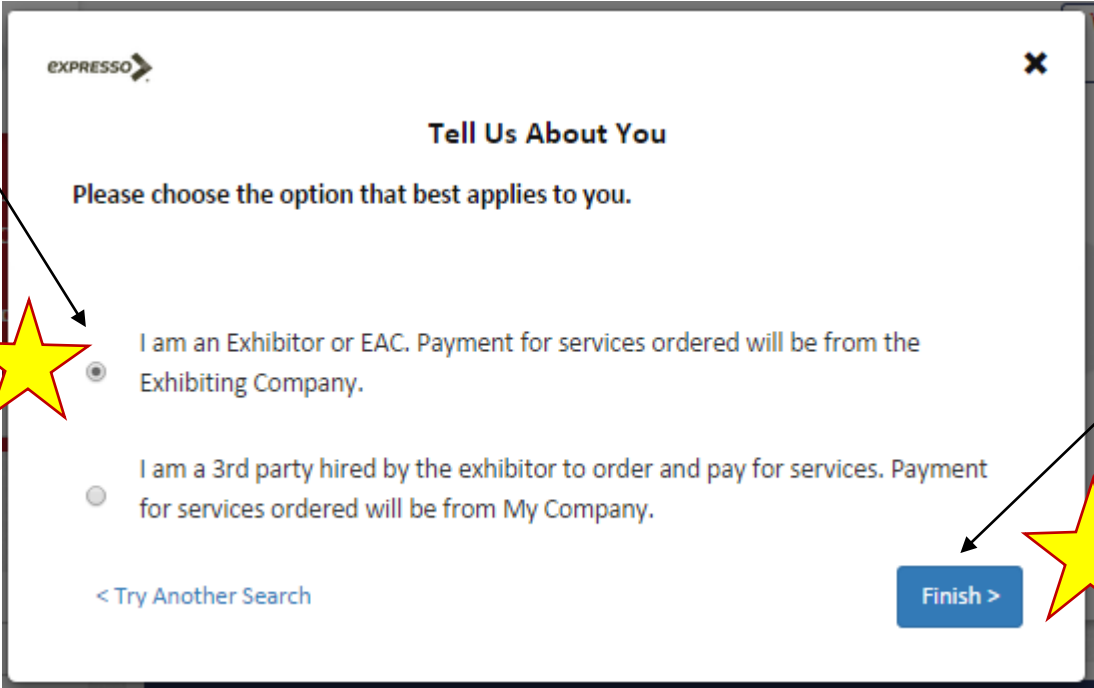


The screenshot shows a web form titled "EXPRESSO" with a close button (X) in the top right corner. The main heading is "Create A Booth". Below this, a message states: "In order for us to ensure prompt service for your booth, please provide the following information:". The form contains three sections: "Exhibitor Name" with a text input field containing "Your Company Name Here"; "Booth Number" with a checkbox labeled "I Don't Know (Don't worry, we can find this later)" and a text input field containing "Your Company Name Here"; and "Dimensions" with two input fields for "Width (Feet)" and "Depth (Feet)", both containing the number "1". At the bottom left is a "< Back" link, and at the bottom right is a blue button labeled "Create A Booth >". A yellow star is placed over the "Create A Booth >" button, with a black arrow pointing to it from the right side of the image.

Step 6.

Click “I am an Exhibitor or EAC”

Then Click “Finish” and your ready for online ordering for the 2016 Presidential Debate

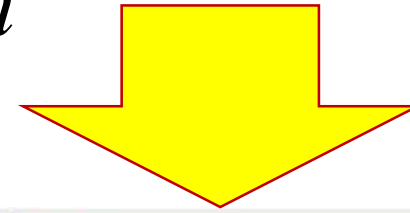


The screenshot shows a web form titled "EXPRESSO" with a close button (X) in the top right corner. The main heading is "Tell Us About You". Below it, the instruction reads "Please choose the option that best applies to you." There are two radio button options: "I am an Exhibitor or EAC. Payment for services ordered will be from the Exhibiting Company." and "I am a 3rd party hired by the exhibitor to order and pay for services. Payment for services ordered will be from My Company." At the bottom left is a link "< Try Another Search" and at the bottom right is a blue button labeled "Finish >".

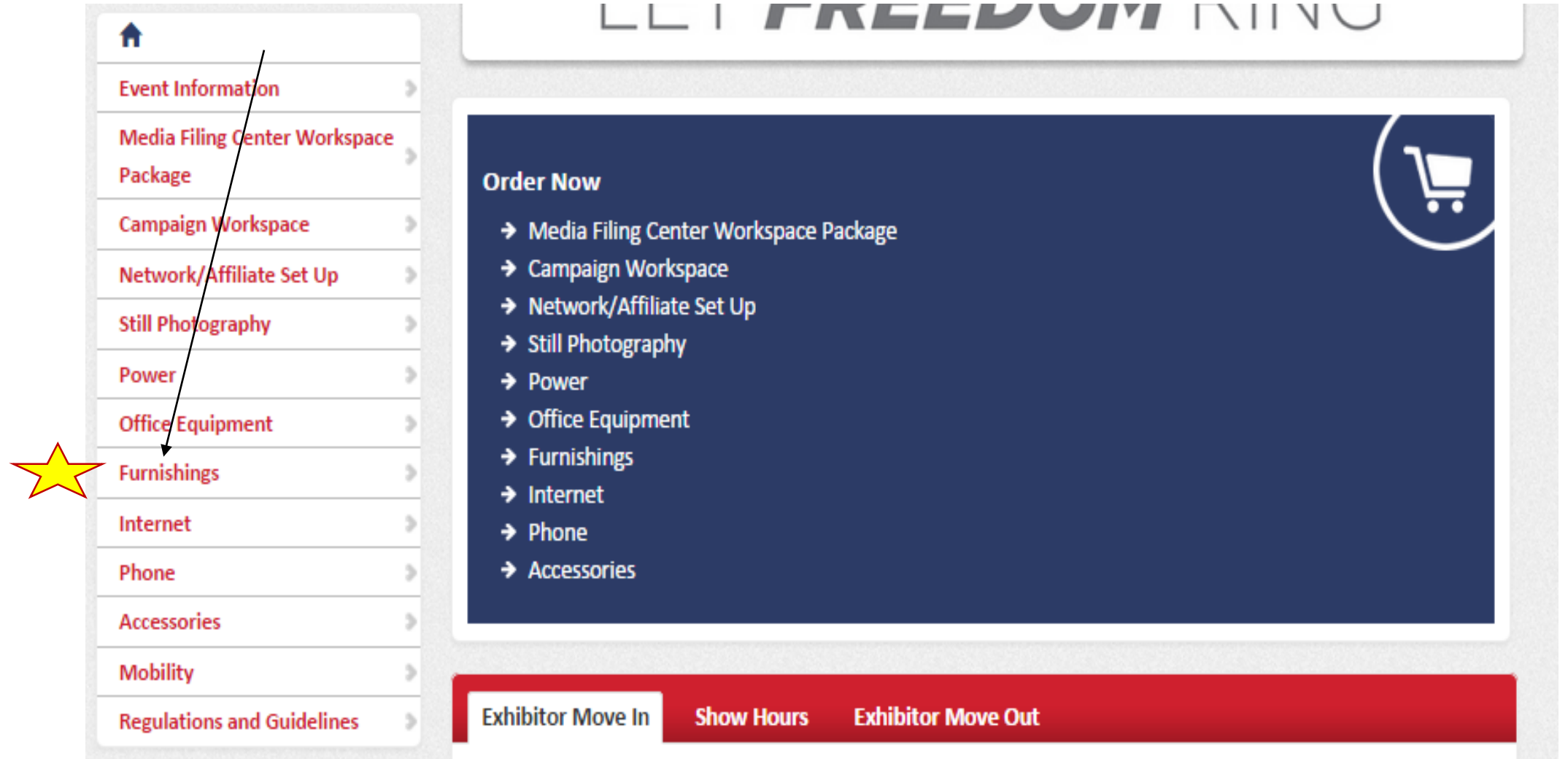
Annotations: A yellow star is placed next to the first radio button option, with an arrow pointing from the text "Click 'I am an Exhibitor or EAC'" above. Another yellow star is placed next to the "Finish >" button, with an arrow pointing from the text "Then Click 'Finish'" above.



*Please Note: Your “Logged In” when you see the below  
“Ordering for Booth” with your company name on the  
top right hand corner of your screen*



# Step 7. Click Furnishings



The screenshot displays a website interface for 'LET FREEDOM RING'. On the left is a vertical navigation menu with a home icon at the top. The menu items are: Event Information, Media Filing Center Workspace Package, Campaign Workspace, Network/Affiliate Set Up, Still Photography, Power, Office Equipment, Furnishings, Internet, Phone, Accessories, Mobility, and Regulations and Guidelines. A yellow star is placed to the left of the 'Furnishings' item, and a black arrow points from the top of the menu down to it. To the right of the menu is a large dark blue rectangular area titled 'Order Now' in white text. This area contains a list of items with right-pointing arrows: Media Filing Center Workspace Package, Campaign Workspace, Network/Affiliate Set Up, Still Photography, Power, Office Equipment, Furnishings, Internet, Phone, and Accessories. A white shopping cart icon is located in the top right corner of this blue area. At the bottom of the page is a red horizontal bar containing three white text links: 'Exhibitor Move In', 'Show Hours', and 'Exhibitor Move Out'.

Event Information

Media Filing Center Workspace Package

Campaign Workspace

Network/Affiliate Set Up

Still Photography

Power

Office Equipment

Furnishings

Internet

Phone

Accessories

Mobility

Regulations and Guidelines

**Order Now**

- Media Filing Center Workspace Package
- Campaign Workspace
- Network/Affiliate Set Up
- Still Photography
- Power
- Office Equipment
- Furnishings
- Internet
- Phone
- Accessories


Exhibitor Move In Show Hours Exhibitor Move Out

Step 8.

Enter Quantity & Select Location drop down

Then Click “Add to Booth Enter Your Company Name

**Add to Order for Booth: Enter Your Company Name**



**Starbase Table**  
Table, Starbase

**Dimensions:**  
40" Round x 30"H

**Code:**  
300058

**Price:**  
\$60.00 Each

**Quantity:** ★  Each

**Location:** ★

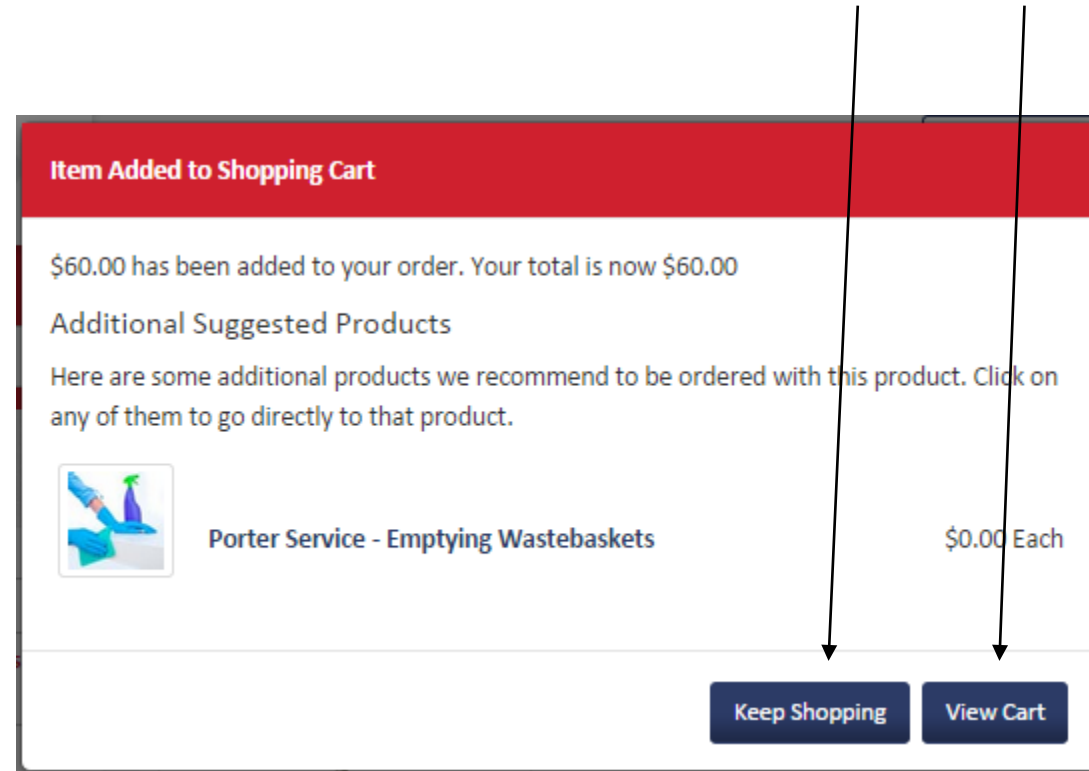
**Special Instructions:**

**Total:** ★ \$60.00

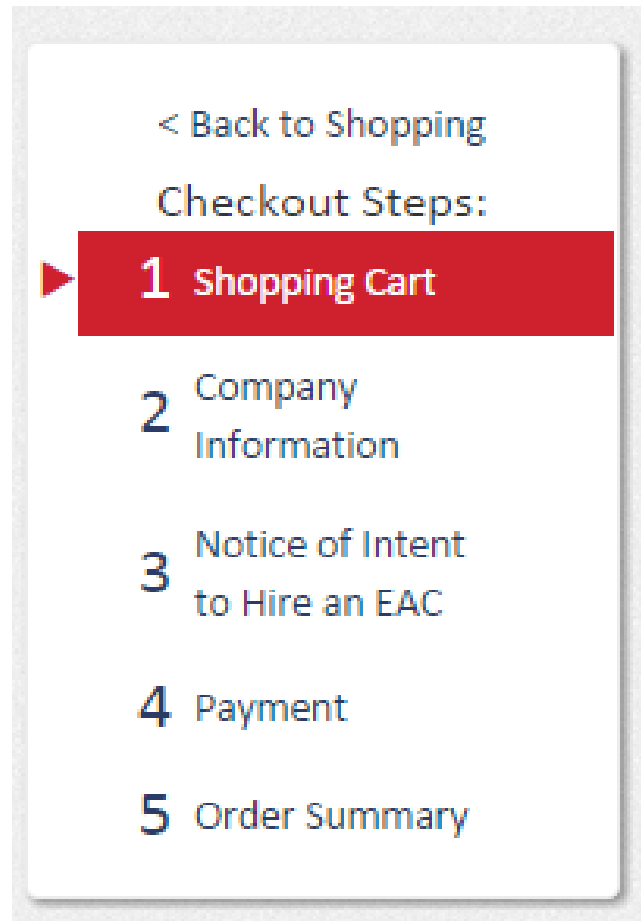
[Add to Booth Enter Your Company Name](#) or [return to shopping](#)

Time to add, switch, or checkout your booth? Use the convenient booth selector.

# Step 9. Click “Keep Shopping” or “View Cart”



Step 10. Check out of the shopping cart  
complete the “Checkout Steps” below



*Please Note:* On Step 3 of the Check Out process please Click “No, I do not intend to hire additional service providers”

Step 3 : Notice of Intent to Hire an EAC

Previous: Company Information

Booth Enter Your Company Name  
Estimated Order Total: \$60.00

Next: Payment

Do you intend to hire any outside companies to provide services for your booth?

☒ No, I do not intend to hire additional service providers

☐ Yes, contractors other than the exhibiting company will be providing services for this booth  
(You will be prompted to add their information below)

Previous: Company Information

Next: Payment