

<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
 2016 Presidential Debate	Mon 10/17/2016	Las Vegas, NV

Include Past Shows

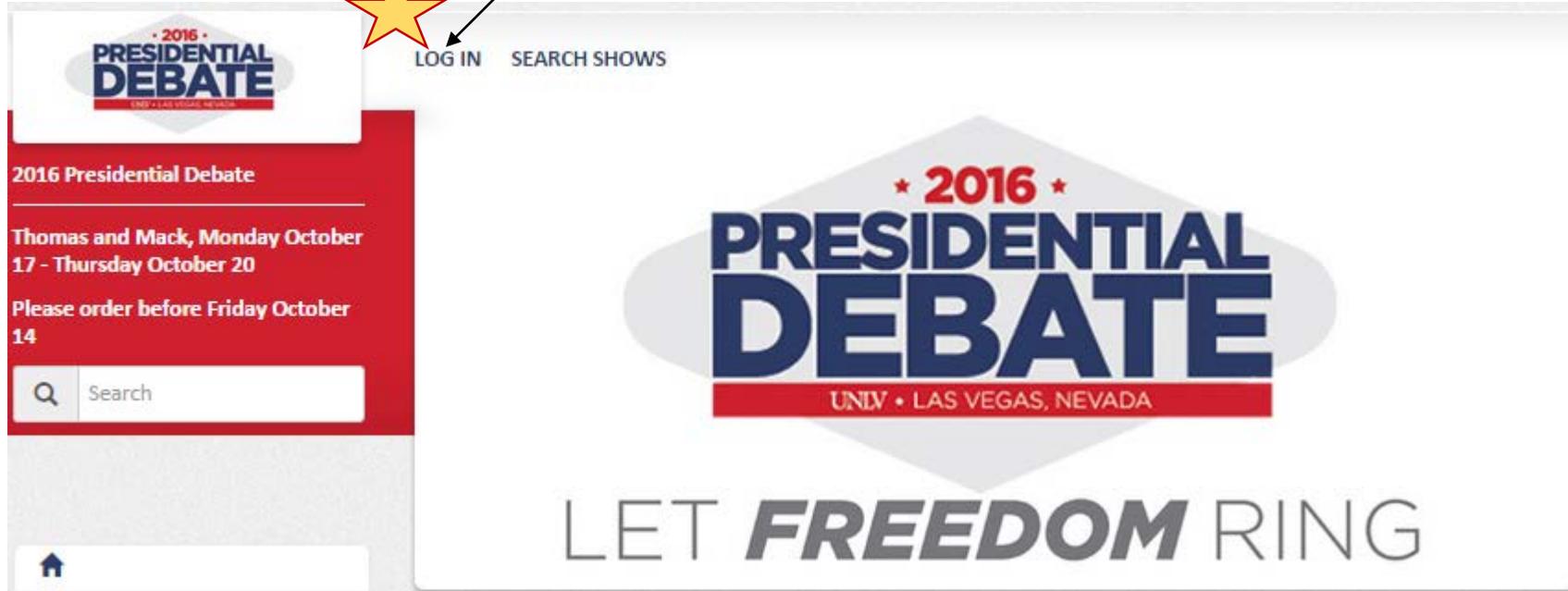
Instructions for Ordering Website: ordering.ges.com

- 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

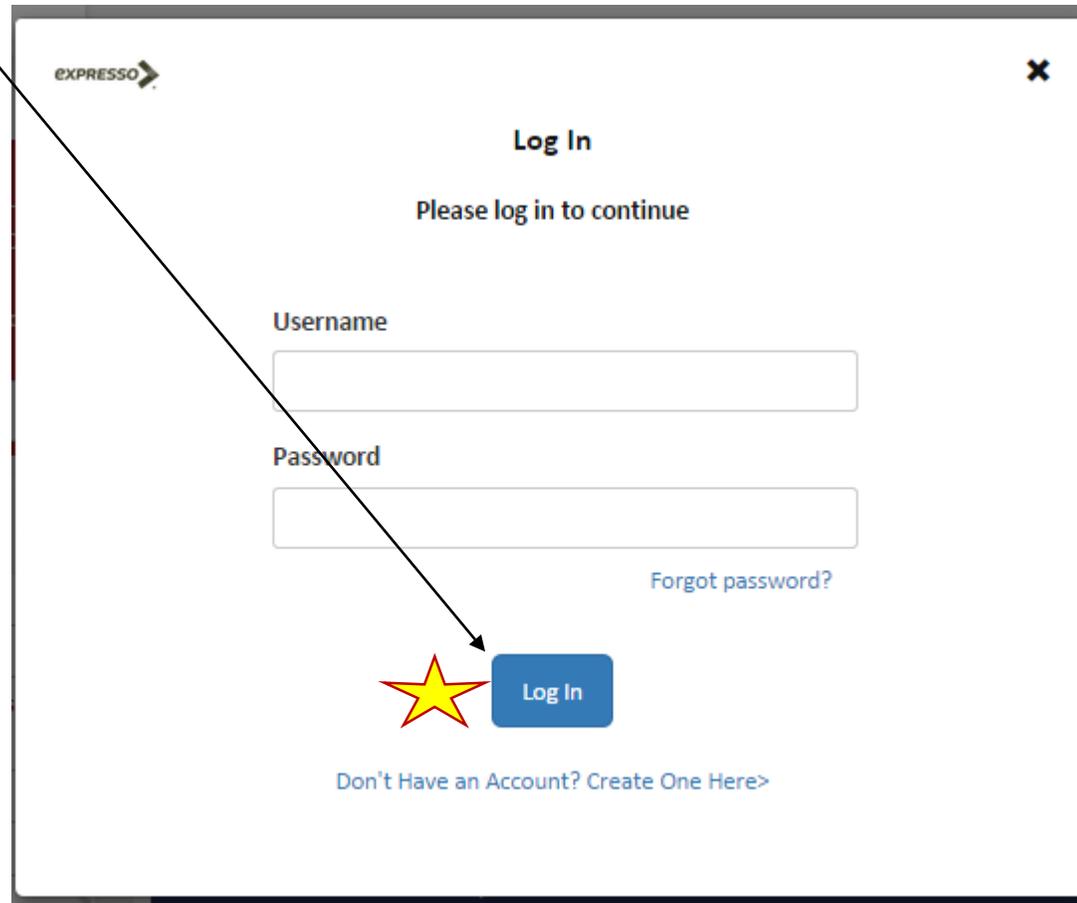
Step 1.

Click “LOG IN” to create an new account



Step 2.

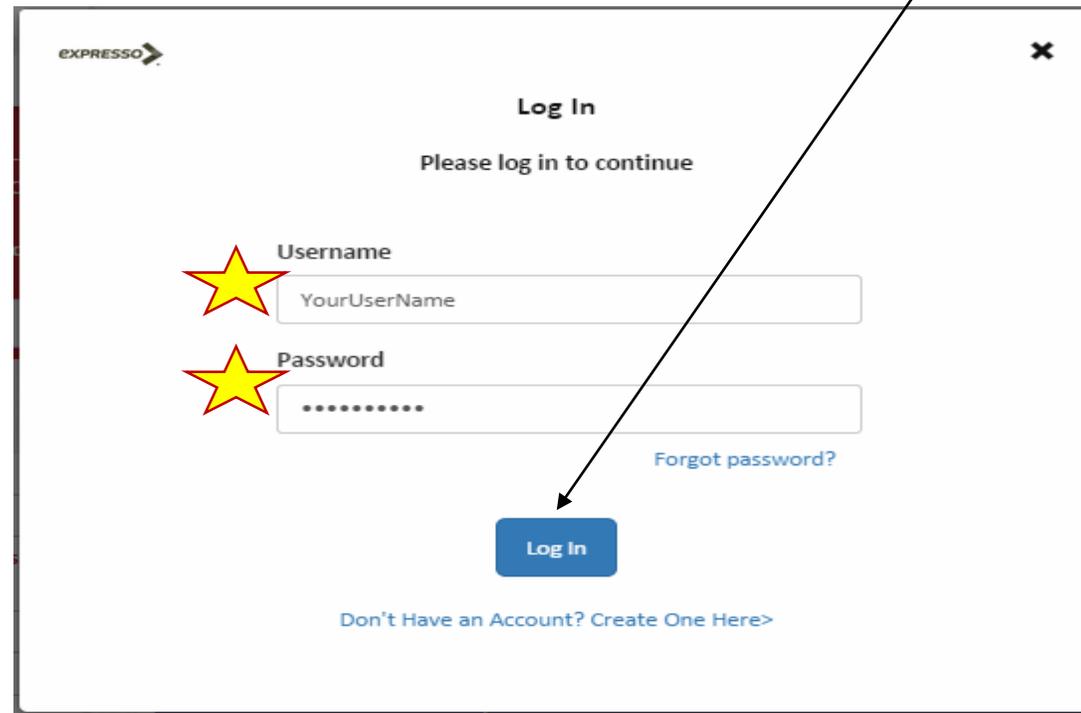
Click “Don’t Have an Account? Create One Here”
to create a new account in the pop up screen



The image shows a login form for 'EXPRESSO'. At the top left is the 'EXPRESSO' logo with a right-pointing arrow, and at the top right is a close button 'x'. The title 'Log In' is centered, followed by the instruction 'Please log in to continue'. Below this are two input fields: 'Username' and 'Password'. To the right of the password field is a blue link 'Forgot password?'. At the bottom center is a blue 'Log In' button, which is highlighted with a yellow star. Below the button is a blue link 'Don't Have an Account? Create One Here>'. A black arrow points from the top left of the slide towards the 'Log In' button.

Step 3.

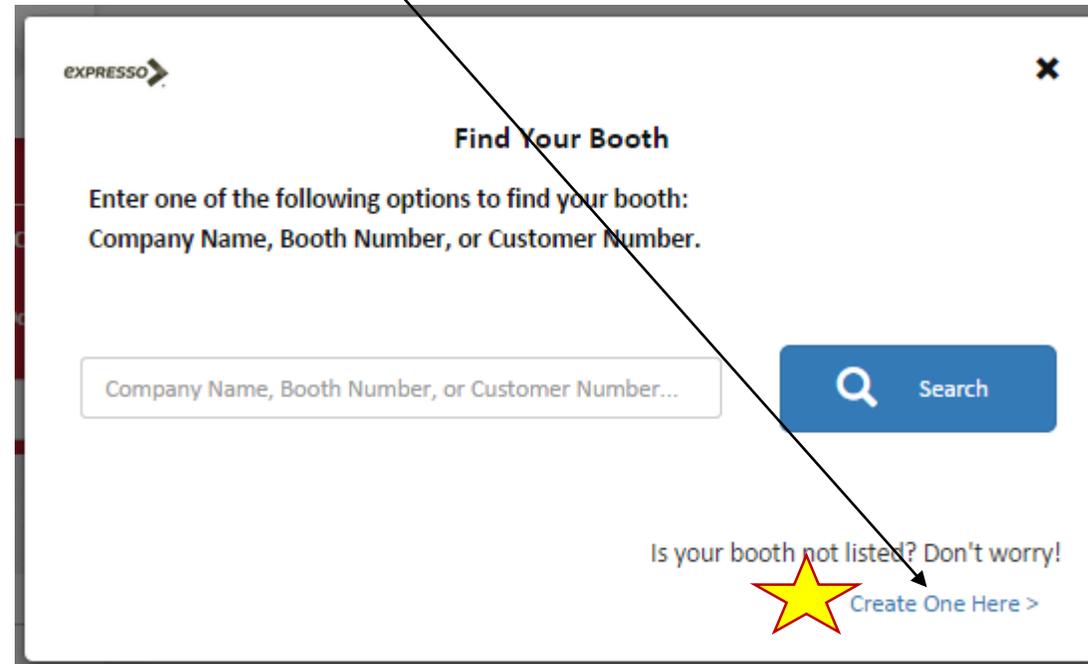
Or Enter “User Name” & “Password” if you already have one in the pop up screen and click “Log In”



The screenshot shows a login form titled "Log In" with the instruction "Please log in to continue". The form includes two input fields: "Username" with the placeholder text "YourUserName" and "Password" with masked characters ".....". A blue "Log In" button is positioned below the fields. A link "Forgot password?" is located to the right of the password field. At the bottom, there is a link "Don't Have an Account? Create One Here>". The form is enclosed in a window with the "EXPRESSO" logo and a close button in the top left corner. Two yellow stars are placed to the left of the "Username" and "Password" labels. A black arrow points from the text "Log In" in the instruction above to the "Log In" button.

Step 4.

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



EXPRESSO >

Find Your Booth

Enter one of the following options to find your booth:
Company Name, Booth Number, or Customer Number.

Company Name, Booth Number, or Customer Number...

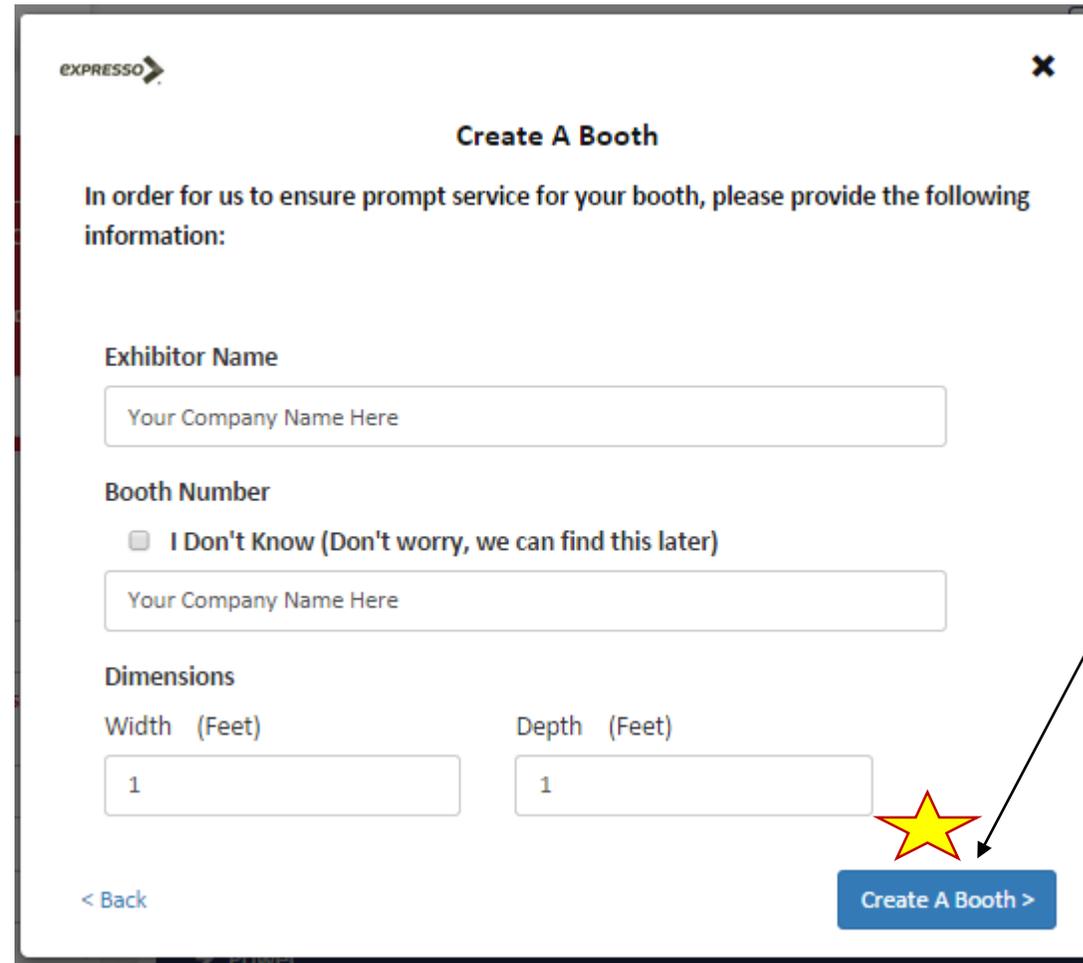
Search

Is your booth not listed? Don't worry!

 [Create One Here >](#)

Step 5.

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



EXPRESSO >

Create A Booth

In order for us to ensure prompt service for your booth, please provide the following information:

Exhibitor Name

Your Company Name Here

Booth Number

I Don't Know (Don't worry, we can find this later)

Your Company Name Here

Dimensions

Width (Feet) Depth (Feet)

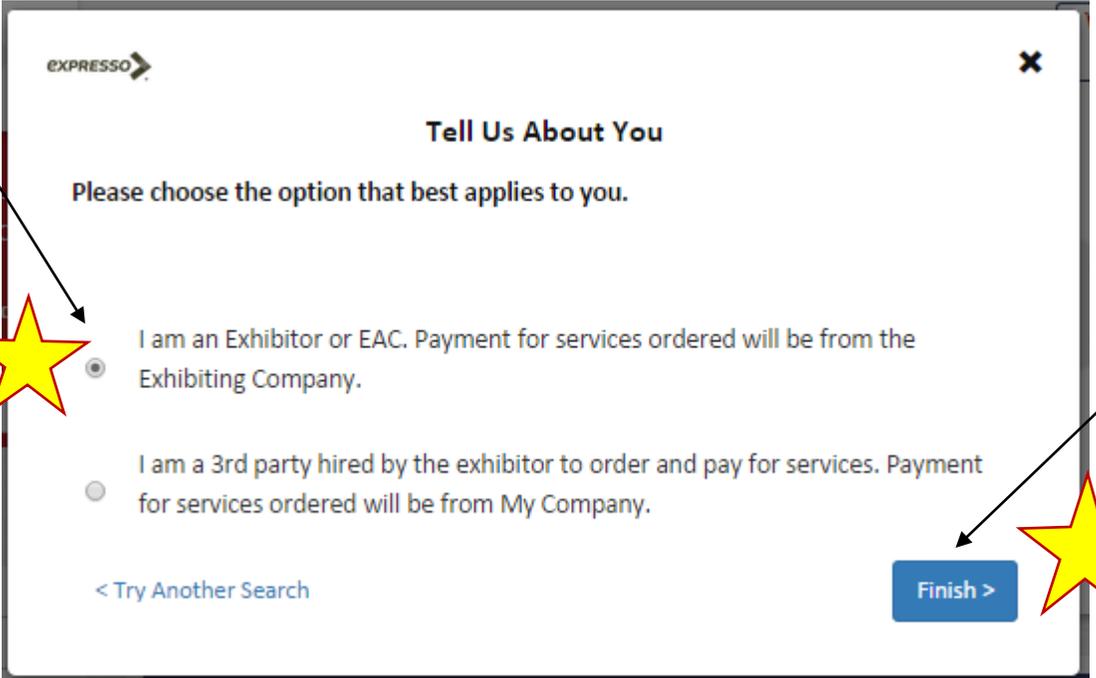
1 1

< Back **Create A Booth >**

Step 6.

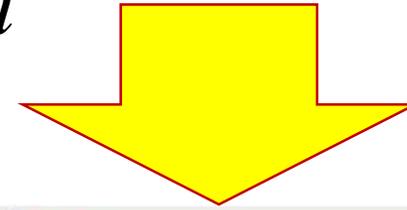
Click “I am an Exhibitor or EAC”

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



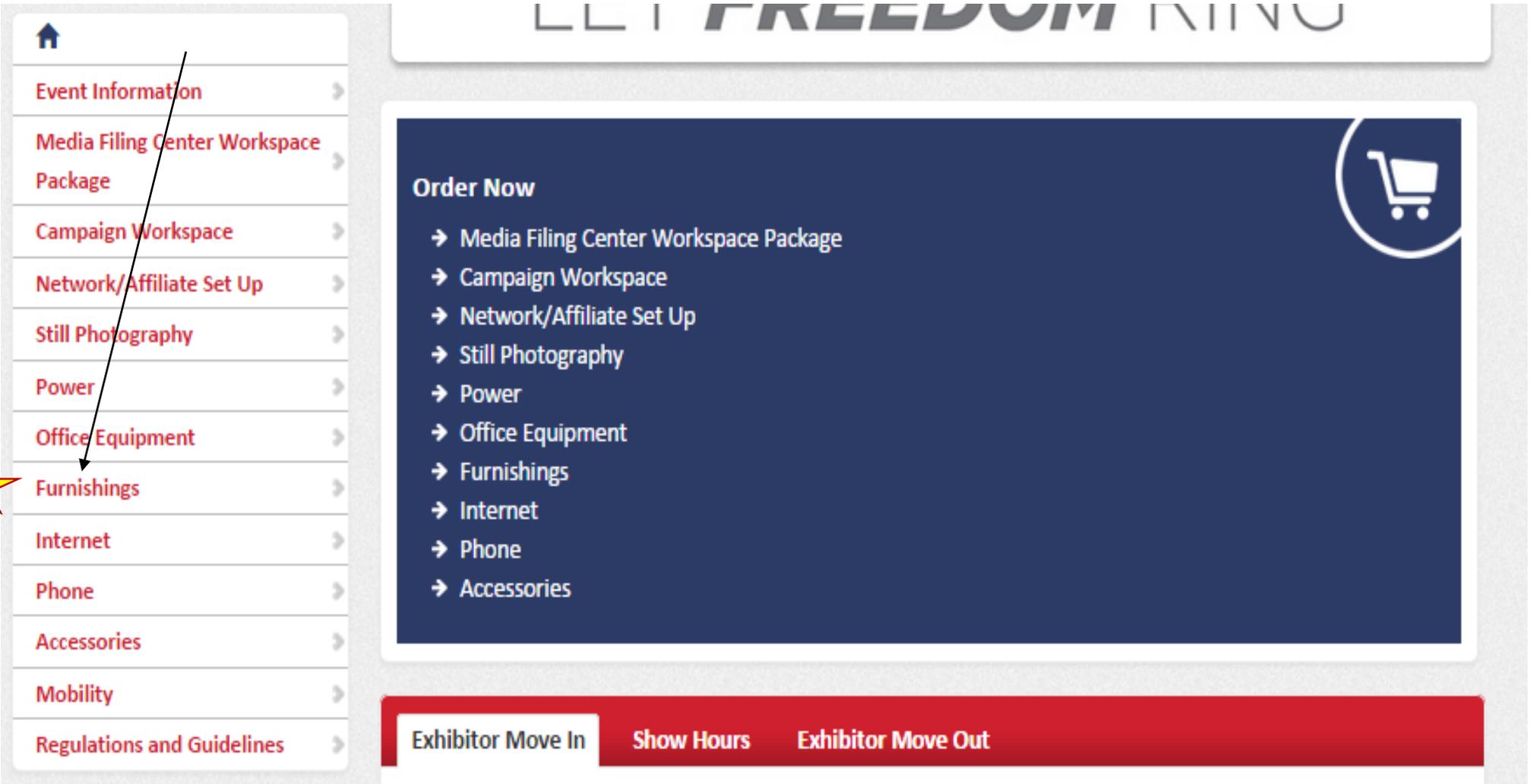
The screenshot shows a web form titled "EXPRESSO" with a close button (X) in the top right corner. The main heading is "Tell Us About You" and the instruction is "Please choose the option that best applies to you." There are two radio button options: "I am an Exhibitor or EAC. Payment for services ordered 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 >". Two yellow stars are placed on the page: one next to the first radio button option and one next to the "Finish >" button. Two black arrows point from the text above to these stars.

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



The screenshot displays the website interface for the 2016 Presidential Debate. The top navigation bar includes links for LOG OFF, MY SHOWS, and MY ACCOUNT. In the top right corner, a box titled "Ordering For Booth: Enter Your Company Name (1 x 1)" shows a "Current Total: 50.00". The main content area features a large logo for the "2016 PRESIDENTIAL DEBATE" at UNIV • LAS VEGAS, NEVADA, with the slogan "LET FREEDOM RING" below it. A left sidebar contains event details for "2016 Presidential Debate" on Thomas and Mack, Monday October 17 - Thursday October 20, with a deadline to order before Friday October 14. A search bar and a home icon are also visible in the sidebar.

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 dark blue 'Order Now' section with a shopping cart icon in the top right corner. This section contains a list of items with arrows pointing to the right: Media Filing Center Workspace Package, Campaign Workspace, Network/Affiliate Set Up, Still Photography, Power, Office Equipment, Furnishings, Internet, Phone, and Accessories. At the bottom of the page is a red navigation bar with three buttons: 'Exhibitor Move In', 'Show Hours', and 'Exhibitor Move Out'.

LET FREEDOM RING

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

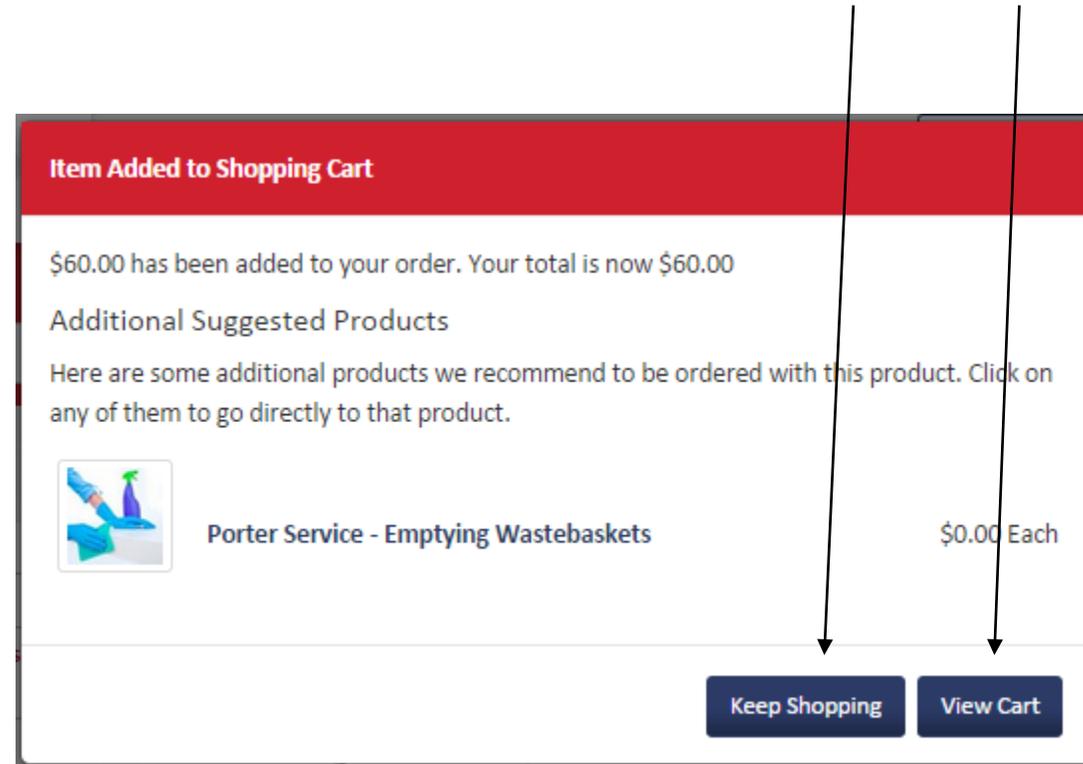
Location: ★

Special Instructions:

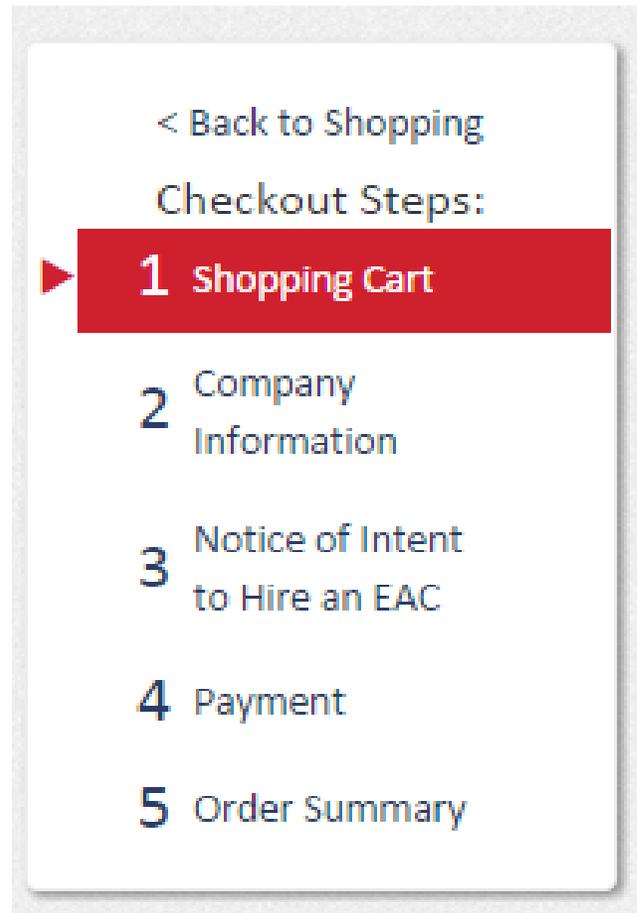
Total: ★ \$60.00 or
return to shopping

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 [Next: Payment](#)
Estimated Order Total: **\$60.00**

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](#)

