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October 14-17, 2018  
McCormick Place  
Chicago, Illinois USA

C O - L O C A T E D



Healthcare<sup>+</sup>  
PACKAGING  
EXPO

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## Online Ordering Instructions

**Discount Deadline:**  
**August 27, 2018**  
(excludes labor)

**If you have a third party managing this show for you, please contact your Customer Account Manager and they will provide a separate password.**

### **To order your show services: CLICK ON**

- Order Services
- Continue
- Add Item
- Select Service
- Select an Item
- Quantity (select)
- Option (if requested choose)
- Add this Item
- Add Item (for more ordering)
- Repeat the above steps

### **Completing your order: CLICK ON**

- Select Payment
- Insert Your Name
- Check Agree (terms and conditions)
- Payment - New Credit Card

### **If ordering Utilities:**

- If Custom Placement is required you must order (1) outlet at a time.
- Follow ordering process above
- After you click Add Item PLEASE READ THE RULES AND REGULATIONS FOR SERVICES
- Select an Item
- Quantity
- For Custom Placement: choose either:
  - Customer Floor Plan and Upload Floor Plan
  - OR
  - Custom Placement - X Feet Back and X Feet Over
- Add this Item
- Continue until order is completed and payment is selected

If you need help with any steps of the ordering process please contact your Customer Account Manager at 972-751-9400.