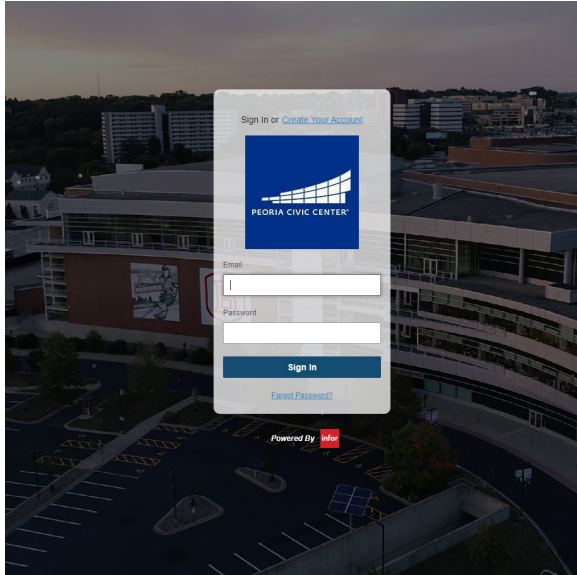
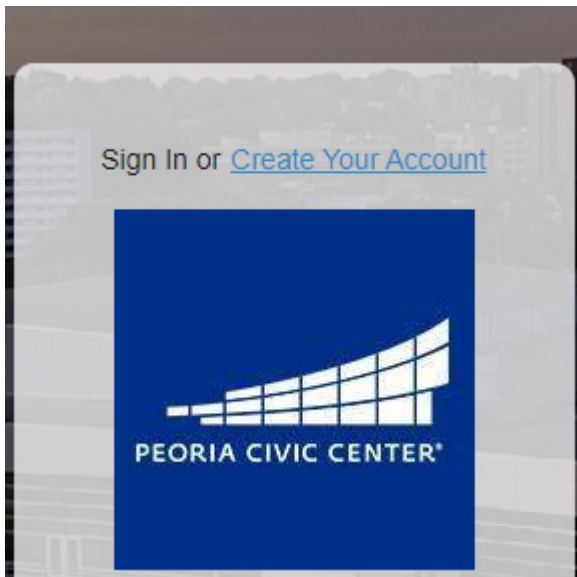




Step 1

Navigate to the online ordering link that was provided to you.

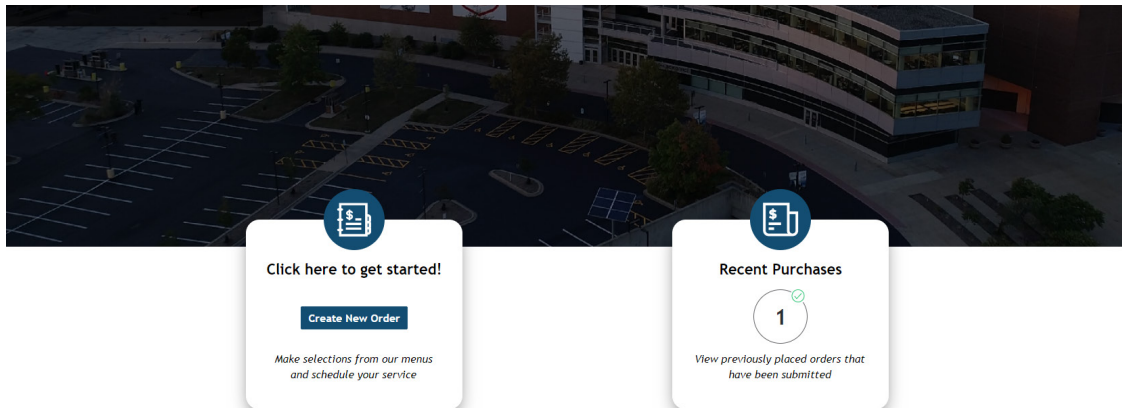


Step 2

First time users need to create an account and verify their email address.

Step 3

Once you are logged in, you will see this screen.
From here, select “Create New Order.”

The screenshot shows a 'Create New Order' form. It has two columns. The left column contains fields for 'Function Date' (09/30/2024), 'Start Time' (12:00 AM), 'Company Name', 'Service Location', and 'Booth Number'. The right column has a section titled 'Please Select An Available Service' with a dropdown menu showing 'Vendor Service Order' and the time range '12:00 AM - 11:55 PM'. There are 'Next' and 'Cancel' buttons. A note at the bottom states: 'Changing the start time will change the available services'. The form is powered by Infor.

Step 4

Now you will enter the required information:

- Function Date will be the first day of the event
- Start Time can remain 12am
- Your company name
- Service Location will be either Peoria Civic Center or an offsite location
- Your booth number (0 if unknown)

Select “Vendor Service Order” once you have completed the required information.

Step 5

On this screen, use the menu on the left side to navigate and select the services needed for your event.

Select next when you are done choosing services.

Order Details

- Available Menus
 - Audiovisual
 - Electric
 - Freight Shipping
 - Internet
 - Rental Furniture & Equipment
- Current Menu Options
 - Audiovisual

Select a menu to scroll its items into view

Next

Back

Audiovisual

46" LCD TV

\$150.00
Quantity

8' x 8' Screen

\$60.00
Quantity

AV Cart

\$20.00
Quantity

CD Player

\$60.00
Quantity

Step 6

You will then see your order summary. If you are satisfied with your selections, click “Checkout.”

Cart Total: \$156.00

Shopping Cart

Wednesday - 10/02/2024 \$156.00
(Vendor Service Order)

Recent Purchases

Select an order date to scroll its order summary into view

Create New Order

Checkout

Summary

Vendor Service Order

Function Date: 10/02/2024
Start Time: 12:00 AM
Company Name: PCC
Service Location: Peoria Civic Center
Estimated Attendance: 1

Copy **Edit** **Cancel**

Audiovisual

Audiovisual

46" LCD TV (1 @ \$150.00) \$150.00

Charges \$150.00

Service Fee \$6.00

Total \$156.00

Cart Total \$156.00

Step 7

On the left side of the screen, select “Add Card” to add payment information.

The screenshot shows a mobile application interface. On the left, a sidebar menu is visible with the following items: 'Grand Total: \$156.00', 'Orders' (with a dropdown arrow), 'Tuesday - 10/08/2024 \$156.00 (Vendor Service Order)', 'Payment Methods' (with a dropdown arrow), and 'None available, please add a payment option.' Below the menu, there is a radio button labeled 'Select a payment option and submit to finalize your order', followed by two buttons: 'Add Card' and 'Back'. The main content area displays 'Agreement Information' with a blue icon of a document. It includes sections for 'Disclosure*' (stating that the parties agree to the implied warranties of merchantability and fitness for particular purpose), 'Terms & Conditions*' (detailing equipment requirements and labor rates), and 'Card Disclosure*' (stating that credit cards are authorized for use).

Step 8

You will be prompted to enter credit card information on this screen. It will ask for the card's expiration date first.

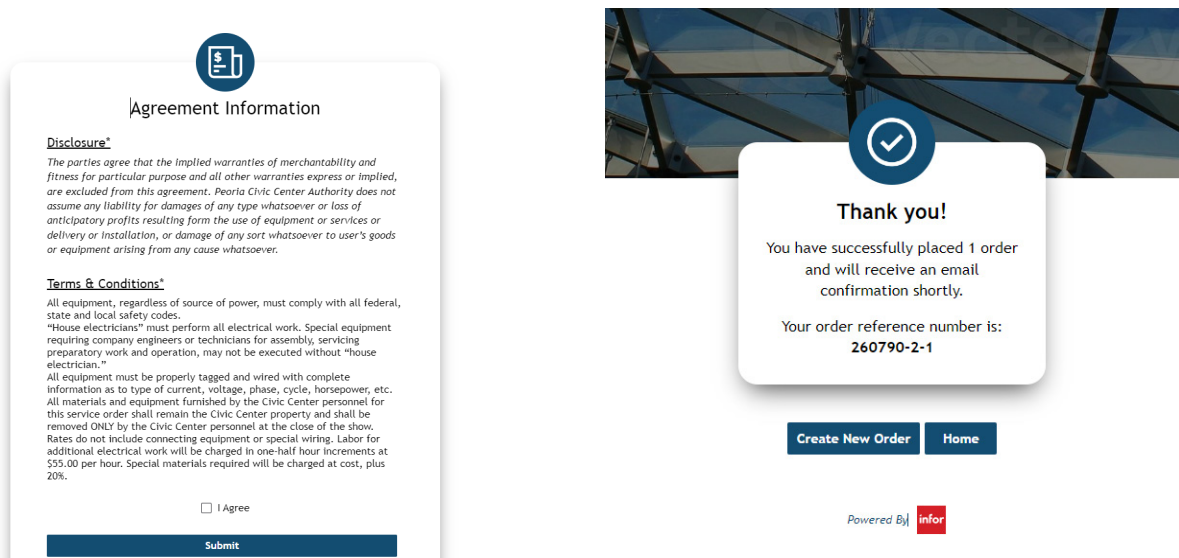
The screenshot shows the 'Add Credit Card' screen. At the top, there is a blue icon of a credit card. Below it, the title 'Add Credit Card' is displayed. A message reads: 'Please enter the credit card expiration month/year since Authorize.Net will not return it when the card is captured. Press Next to start the communication process to have Authorize.Net accept a credit card for this contact.' Below this, there is a label 'Expiration (MM/YYYY)' followed by two input fields for the month and year, separated by a slash. A 'Next' button is located below the input fields. At the bottom of the screen, there are two buttons: 'Cancel' and 'SAVE'. The background of the screen shows a blurred image of a building structure.

Step 9

Once you are finished entering the payment information, you will be taken back to the order summary screen. You will then select the card you added under payment methods.

Step 10

After you agree to the Terms & Conditions, click “Submit/Process Payment.” You will receive an order confirmation and a reference number.



The image shows two screenshots from a web application. The left screenshot is the 'Agreement Information' form, which includes a 'Disclosure' section with a disclaimer, a 'Terms & Conditions' section with detailed terms, and a 'Submit' button at the bottom. The right screenshot is a 'Thank you!' confirmation screen, displaying a success message, the order reference number '260790-2-1', and buttons for 'Create New Order' and 'Home'.

Agreement Information

Disclosure*

The parties agree that the implied warranties of merchantability and fitness for particular purpose and all other warranties express or implied, are excluded from this agreement. Peoria Civic Center Authority does not assume any liability for damages of any type whatsoever or loss of anticipatory profits resulting from the use of equipment or services or delivery or installation, or damage of any sort whatsoever to user's goods or equipment arising from any cause whatsoever.

Terms & Conditions*

All equipment, regardless of source of power, must comply with all federal, state and local safety codes.

"House electricians" must perform all electrical work. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation, may not be executed without "house electrician."

All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc. All materials and equipment furnished by the Civic Center personnel for this service order shall remain the Civic Center property and shall be removed ONLY by the Civic Center personnel at the close of the show. Rates do not include connecting equipment or special wiring. Labor for additional electrical work will be charged in one-half hour increments at \$55.00 per hour. Special materials required will be charged at cost, plus 20%.

☐ I Agree

Submit

Thank you!

You have successfully placed 1 order and will receive an email confirmation shortly.

Your order reference number is:
260790-2-1

Create New Order **Home**

Powered By **infor**

If you have any questions or concerns, please reach out to customerservice@asmpeoria.com or peoriaexpo@asmpeoria.com