




Visit [resexpo.com](http://resexpo.com)  
for online services

## Online Ordering

### Step by step online ordering. [www.resexpo.com](http://www.resexpo.com)

1. Access our website at [www.resexpo.com](http://www.resexpo.com).
2. Use the pull-down menu at the top of the page to take you to your upcoming show. Click on the show you will be attending.
3. The page will now change where you will see three boxes. Enter your booth number in the first box. (If you have multiple booths, use the lowest number). Tab over and enter your area code. Tab again and enter the rest of your phone number. Do not use dashes. **THEN**, Click on 
4. The page will "Thank You For Logging In". Scroll down to the bottom of the page and click that you accept the payment policy and have agreed to it.
5. After accepting, your screen will change again "Welcoming" you to the show.
6. The seven tabs at the top of the page can be used to navigate the various RES services.
7. After you have completed your order(s) and proceeded to check out, you have three options for payment:
  - a. Credit Card Payment to finish transaction online.
  - b. Print order and submit with credit card either by fax or mail.
  - c. Print order and mail with a check.

All orders are verified for accuracy.  
A confirmation will be sent via  
email or fax at that time, not  
necessarily at the time of  
submitting.

For questions and further  
information please call:  
847-696-2208

