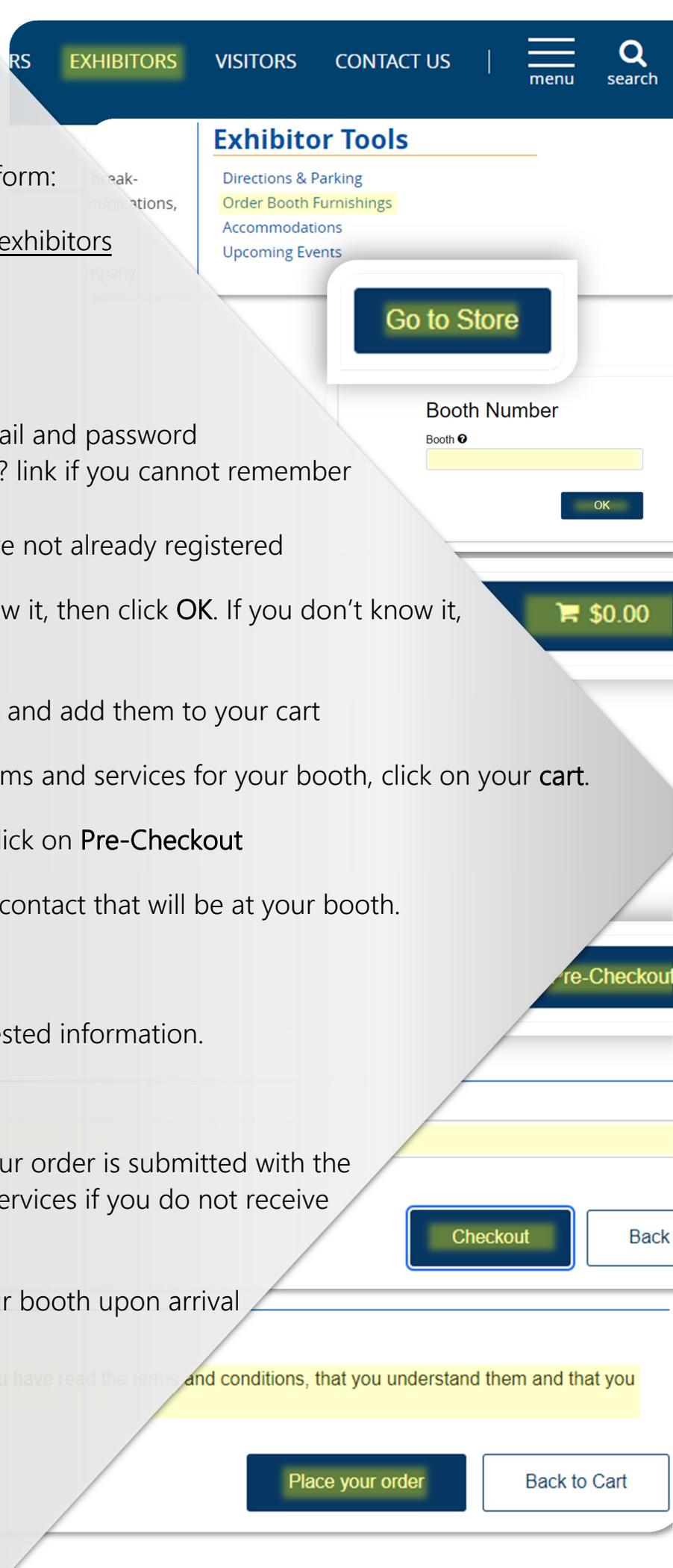


HOW TO ORDER

1. Navigate to the online ordering platform:
www.alliantenergycenter.com/exhibitors
2. Click on **Order Booth Furnishings**
3. Click on **Go to Store** for your event
4. Sign into your account with your email and password
 - a. Use the **Forgot your password?** link if you cannot remember your password
 - b. Use the **Sign Up** link if you have not already registered
5. Enter your booth number, if you know it, then click **OK**. If you don't know it, leave it blank then click **OK**.
6. Use the **Menu** to view items/services and add them to your cart
7. When you have added all of your items and services for your booth, click on your **cart**.
8. Review your cart for accuracy then click on **Pre-Checkout**
9. Click the down arrow and select the contact that will be at your booth.
10. Click on **Checkout**
11. Enter your payment and other requested information.
12. Click on **Place your order**
13. You should receive an email after your order is submitted with the itemized receipt. Contact Exhibitor Services if you do not receive this email.
14. Your ordered items should be in your booth upon arrival for your event or shortly thereafter.



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