

EXHIBITOR HOW-TO GUIDE

Online Ordering – Updated 11.1.24



Please use the steps listed below as a resource to help you place your order for utilities with us. If you need assistance for any reason, including if you need a special Order or are not sure what to order, please call 912-447-4710 or email exhibitorservices@savtcc.com and we'll be happy to assist you.

Please click the link below to be brought to our online Calendar of Events.

[SCC EXHIBITOR ONLINE ORDERING PORTAL](#)

Once there, please locate your event by either scrolling the available events or by using the search by name or date functions. Please note that utility ordering is only available **90 days before the exhibitor move-in**. When you locate your event, click **"Go to Store"** at the bottom right of that event.

A screenshot of the "Calendar of Events" search interface. It features a search bar with "Name" and "Date" labels. The "Date" field contains "09/03/2024" and "05/31/2025". There are "Search" and "Clear" buttons. Below the search bar, it displays "09 - 11 SEP" and "(Your Event Name Here)". A "Go to Store" button is located at the bottom right.A screenshot of the "Sign In" form. It includes a checkbox for "Remember me" and a "Sign In" button. There are links for "Forgot your password?" and "I have never registered Sign Up".

You'll next be prompted to log in. Please create an account by selecting **"Sign Up"** if you do not already have one.

Next, if you know it, please enter your booth number. **Booth numbers are critical to locating your booth and supplying the service you are paying for**, so please make every effort to supply it.

You'll then be at the main menu, where you can read about all the services we offer. The Navigation pane on the left will direct you to the category of utilities you wish to purchase. Add items to the cart by changing the quantity. Once you have made your selection(s), proceed to the "cart."

You will complete your sale with our trusted partner's secure payment portal (Ungerboeck). You can save your cart and come back later if you need to, but once your sale is complete you will need to contact us directly to make a change of service (except if you are adding services without changing what you already ordered – this can be done on your own.)

If electrical, internet or rigging services are ordered, you will be prompted to fill-in or upload any booth maps, renderings, sign hanging form, etc. Once confirmed, you will be taken into our secure payment portal to complete your order.

Forms of payment accepted on the portal are VISA, Mastercard, and American Express.

You will be emailed a receipt once your transaction is complete. If you encounter any errors or wish to confirm your order, please call 912-447-4710 or email exhibitorservices@savtcc.com.