



Shepard Exposition Services

4710 Trident Court

Baltimore, MD 21227

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Event Code: M152570311

ONLINE ORDERING INSTRUCTIONS

National Facilities Management and

Technology Conference

March 15-17, 2011


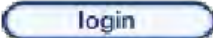
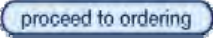
Baltimore Convention Center

Baltimore, Maryland

ATTENTION EXHIBITORS

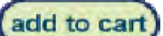
ONLINE ORDERING FOR SHEPARD SERVICES AVAILABLE

TO TAKE ADVANTAGE OF THE CONVENIENCE OF ORDERING ONLINE, SIMPLY FOLLOW THE INSTRUCTIONS BELOW.

1. Go to www.shepardes.com
2. Click on 
3. Click on [National Facilities Management and Technology Conference](#)
4. Show Information page will be displayed.
5. Log in by entering your **email address** and **NFMT11** as your temporary password provided by show management then click  (Your login= email address Password= NFMT11)
6. Once you log in, you will be prompted to review your profile information.
 - a. If you wish to change your temporary password or your information is not correct, please click "here" as indicated, update your profile and submit changes.OR
 - b. If your information is correct, click 
7. Now you can begin your online ordering experience.

Some helpful tips:

Use the  or  buttons to scroll through all your options.

Use the  button to add an item to your cart, BEFORE proceeding to the next screen.

If you need to review a past page, use your menu options at the top of the page.

To view your shopping cart, click on 

If you wish to delete an item from your shopping cart, click  next to the item you want to be removed.

If you require assistance with your online ordering, please contact our customer service department:

Shepard Customer Service

(410) 737-9270

baltimore@shepardes.com