



Shepard Exposition Services

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# ONLINE ORDERING INSTRUCTIONS

NFMT Fall 2016

November 1 - 2, 2016

Mirage-Las Vegas, Las Vegas, NV

Event Code: L103041116

## \*\*\*ATTENTION EXHIBITORS\*\*\*

**ORDER NOW!** Follow these simple steps to order Shepard Services Online:

- GO TO:** [www.shepardes.com/intro.asp](http://www.shepardes.com/intro.asp)
- Click on **NFMT Fall 2016**
- LOG IN** from the Show Information page.
- ENTER** your email address and password then click 
  - NEW users:** User name = Your Email Address (provided by Show Management)  
Password = NFMT16
  - Previous users:** User name = Your Email Address  
Password = Your pre-existing password
- Don't remember your password? Click the link ["Forgot your password?"](#) and follow the prompts to have your password sent to the registered email address.
- Once logged in, you will be prompted to review your profile information.
  - If your information is correct, click 
  - OR
  - If your information is not correct, please click "here" as indicated on the webpage, update your profile, and submit changes.
- Welcome to Shepard Online Ordering!

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.

To **NAVIGATE** to a specific page, use the menu headers at the top of the page.

To **VIEW** your shopping **CART**, click on 

To **DELETE** an item from your shopping cart, click  next to the item you wish to remove.

**QUESTIONS?** Do not hesitate to contact us for assistance!

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