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## **How to Order Services**

Ordering services at The Greater Philadelphia Expo Center is easy, just follow these steps.

Orders may be placed 6 months prior to the show.

**Please note that for all events, the discount rate cut off is two weeks before the first date of the show. Any orders placed after the cutoff date will be processed at the standard rate.**

1. Go to [www.phillyexpocenter.com](http://www.phillyexpocenter.com).
2. Choose "For Exhibitors" at the top of the page.
3. Choose "Order Services"
4. The website will have you set up an account. From there, choose your event and place your order.

**Don't forget to remember your password!** You can use it to log in to your account and order services for any event at the Expo.