



Phone: 484-754-3976  
Fax: 484-754-3994  
email: [info@phillyexpocenter.com](mailto:info@phillyexpocenter.com)

## **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 "ForExhibitors" at the top of the page.
3. Choose "OrderServices"
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.

Electric and Internet orders are fulfilled by the Philadelphia Expo Center.



### **To access the Wi-Fi system:**

1. Open the Wi-Fi setting on the device (phone, laptop, tablet, etc.) that needs access.
2. Choose “OaksExpoPublic”.
3. On the log in page choose the package that best suits your needs.
4. Provide the requested payment info to connect.

The system will automatically recognize the device anytime you need to log on during the purchased time.

Connections are good only through the device with which access was purchased.

#### Standard Individual Rates:

15 Minutes: Free

#### Basic 1.5 Mbps/1.5 Mbps

1 Day: \$20

2 Day: \$30

3 Day: \$35

#### Premium 5Mbps/5Mbps

1 Day: \$25

2 Day: \$35

3 Day: \$40