

**FUTUREPROOF
CITYWIDE**

**TURNKEY EXHIBIT RENTALS &
CUSTOM DISPLAYS MANUAL**

**5th Street & Ocean Drive
March 16-19, 2025**



Online Marketplace

Expo Convention Contractors (Expo CCI) has been chosen as an Approved Vendor for **Future Proof Citywide 2025**. We are prepared to assist you in every way possible to ensure a successful marketing presentation for your company. Expo Convention Contractors has an online marketplace that provides an easy way for you to order all of your show services. Our system is user friendly and visually driven, making it easy to navigate.

You still have the option to order via the PDF Exhibitor Manual by completing and sending form/s to info@expocci.com.

Below are instructions to access our online marketplace for online ordering.

- Once you have successfully registered for a booth with the show manager, Expo CCI will receive your contact information. We will then email you a unique temporary password, as well as link to our storefront <https://expocci.boomerecommerce.com/home/2512/EventHome>
- When you log in for the first time, you will be prompted to update your password, keeping your order and payment information confidential and accessible only to you. If you were an exhibitor last year or have logged into our storefront before, your password will be the same as your last login. You always have the option to reset your password from the login page.
- After you have logged in, you will be directed to your Event Homepage. Here you will find important show dates and times, and booth equipment. As well as any important contacts you may need in preparation for this event.
- From your Event Homepage, you will also notice a menu on your left hand side. From these menu options you can start shopping to place your order online. Subcontractor forms and additional information can be found with in the menus displayed across the top of the page.
- All remaining balances are to be paid prior to the show. If you have an open balance after the show has closed, a 25% administrative charge will be accessed to your invoice.
- Please call our Exhibitor Service Department if you need assistance. We're here to help! You can reach us at (305) 751.1234 or by email at info@expocci.com

NEED

**A CUSTOM
BOOTH?**

click here

NEED

**SHIPPING
TO AND FROM
A TRADESHOW?**

e LOGISTICS

click here

NEED ANYTHING?

Phone: 305-751-1234
| Fax: 305-751-1298

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE ONLINE PORTAL
(<https://expocci.boomerecommerce.com/home/2512/EventHome>)

Order Online at the Expo Online Marketplace!

Shop for event essentials and more at _____

We offer a user-friendly and visually driven online marketplace for you to effortlessly order all your show services. Navigate the system with ease and find exactly what you need. (<https://expocci.boomerecommerce.com/home/2512/EventHome>)

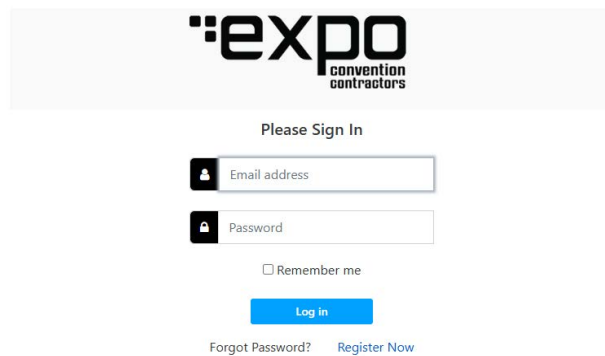
Prefer the traditional method? You can still order via PDF using the Turnkey Exhibit Rentals & Custom Displays Manual by completing and sending the forms to info@expocci.com.

Deadline date to receive discounted rates: February 24, 2025

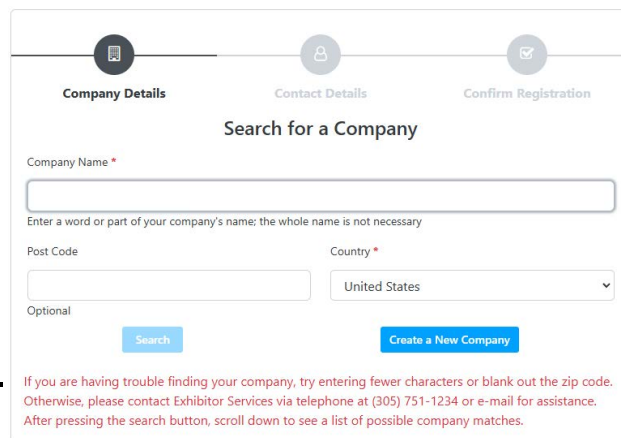
Create an Account

New users can create an account by clicking "Register Now" on the homepage. Follow these simple steps:

- 1. Register Now:** Click the button on the homepage.
- 2. Company Search:** Enter your company name to see if it exists in the system. If not, a "Create a New Company" button will appear.
- 3. Create New Company (if needed):** Fill out the required information and click "Next."
- 4. Register Your Account:** Enter your contact details and click "Register."
- 5. Complete Registration:** Follow the on-screen instructions to finalize your registration and login.
- 6. Profile Confirmation:** Once logged in, verify your profile information. Contact us at info@expocci.com if you need assistance.

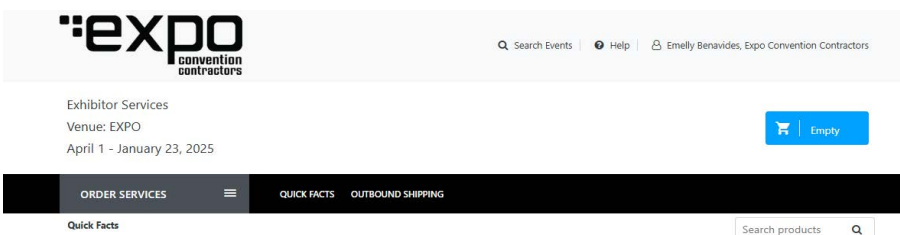


Welcome to Expo Convention Contractors! This area will provide you the place to order all your booth needs for your upcoming event. If you need any help ordering your services, please do not hesitate to contact us. We want to make sure you have exactly what you need for a successful event!



Ordering Process

- 1. Order Services Menu:** Navigate to the "Order Services" menu and explore available options.
- 2. Add to Cart:** Find the desired product and click "Add to Cart."
- 3. Shopping Cart:** View your order by clicking the "Shopping Cart" icon in the top right corner.
- 4. Order Confirmation:** Review your order details and follow the provided steps to complete checkout and payment processing.



***All remaining balances are to be paid prior to the show. If you have an open balance after the show has closed, a 25% administrative charge will be accessed to your invoice.*

**GO BACK TO TABLE
OF CONTENTS** ←

Need Help?

If you have any questions or need assistance during your shopping experience, please contact us: **Email:** info@expocci.com **Phone:** 305-751-1234