

General Exposition Services

THE TRADE SHOW SERVICE CONTRACTORS



Dear **PTO Today** Exhibitor:

Welcome to the online exhibitor service kit for the upcoming **PTO Today** being held at the Valley Forge Convention Center on March 18-19, 2015.

This letter contains instructions on how to access the Online Exhibitor Kit. You may print it out for easier step by step viewing.

Online Exhibit Kit Instructions:

To access our ONLINE kit for the **PTO Today** you have 2 options.

DIRECT LINK

[General Exposition Services Online Service Kit \(http://www.generalexposition.com/online-servicekit.php\)](http://www.generalexposition.com/online-servicekit.php)

MANUAL ENTRY

Please click the following link or copy and paste the link into your browser's window - www.generalexposition.com

Next, click on the Online Services button located in the upper right hand corner of the Web page. This will take you to the log in page.

AT THE LOG IN PAGE - Enter the password: **PTO15**

Once you enter you will be given 2 options, View and Print Forms or View and Complete Forms Online.

VIEW AND PRINT OPTION:

This option provides a complete list of all the forms that can be printed out individually. This option only allows you either to mail or fax your form(s) to General Exposition Services with payment.

To print a form without opening, simply place your mouse over one of the forms, right click, and choose "print to target". Otherwise, you can click to open then print.

VIEW AND COMPLETE FORMS ONLINE:

This option allows you to fill out the forms and make payment directly online. This option requires a credit card to be submitted prior to entering the forms. We recommend that you print a copy of the order form, for your records, before clicking submit

We look forward to being of service to you. If you have any questions, please give us a call at 610-495-8866, mention the upcoming **PTO Today**, and one of our Customer Service Reps will be happy to assist you.