



## Exhibitor Ordering Instructions

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### Downtown Raleigh Spring Home Show

Raleigh Convention Center

February 15-17, 2019

Dear Exhibitor,

Hale Northeastern is pleased to have been selected as the official show decorator for the [Downtown Raleigh Spring Home Show](#) being held [February 15-17, 2019](#) at the Raleigh Convention Center in Raleigh, NC.

Hale Expo Services is now proud to offer the convenience of online ordering as an option to our exhibitors.

If you still wish to download and print a hard copy of our exhibitor manual, that option is still available as well. How to access both options are described below.

#### How to Use Our New System

- Our new system is 100% pci compliant and as such, our online ordering server will generate and send you a temporary secure password to an email address that you provide us. Since the password is generated automatically through the system, we do not have access to the password that you have chosen. If you forget your password, we can send a reset command to our server to send you out a new temporary link.
- Please send an email to [csr@haleexpo.com](mailto:csr@haleexpo.com) with the following information:
  - The email address that you would like the online ordering link to be sent to.
  - The name of the show you are exhibiting in.
  - Your company name you are exhibiting as.
  - And your booth number.

Our Customer Service Department will then send you a secure email link and temporary password to the email address that you provided.

- When you receive the email, click the link contained within the email body and you will be taken to our ordering server and it will prompt you for your temporary password and then it will prompt you to enter your own new password. Please follow instructions as indicated.
- Once you are logged into the system, you can order online directly through the web storefront or if you wish, there will be link on the left-hand side that will be labeled "Exhibitor Service Kit". You can click on that link to download and print a pdf version of our order forms and fax it to (716) 896-8908 or you can mail in to:

Hale Northeastern, Inc.  
828 East Ferry Street  
Buffalo, NY 14211

Note: By providing Hale Northeastern Inc. with your email address, you are giving Hale Northeastern, Inc. permission to send you important information about the show in which you are exhibiting (i.e. advance order deadline date approaching, shipping deadline date approaching etc) along with information about the services we offer via the email address you provided. Hale Northeastern, Inc. does not and will not sell or share your email address with any third parties.

To realize substantial savings, order online or with your order forms on or before [February 1, 2019](#).

If you have any questions or problems accessing our website, please feel free to call (716) 896-6170 and one of our representatives will be happy to help you.

Thank you for your participation in the [Downtown Raleigh Spring Home Show](#).

Sincerely,  
Hale Northeastern Inc.

Exhibitor Services Department