

Online Ordering Guidelines

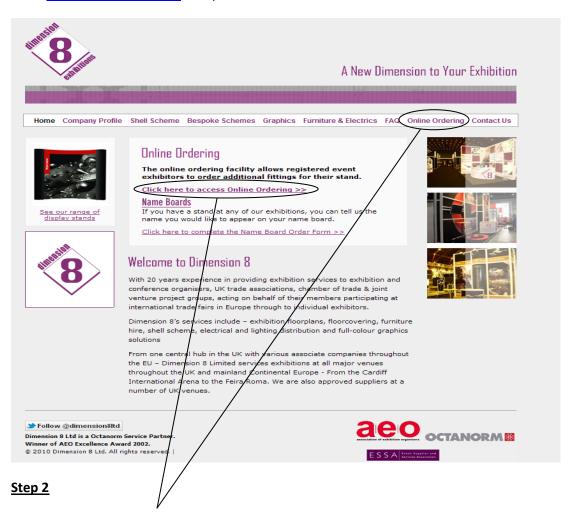
All the information you need to get prices and place your order online.

2014

The easiest way to order your additional Stand fitting items, electrical requirements (not mains only), furniture and carpet is via the online ordering system on our website;

Step 1

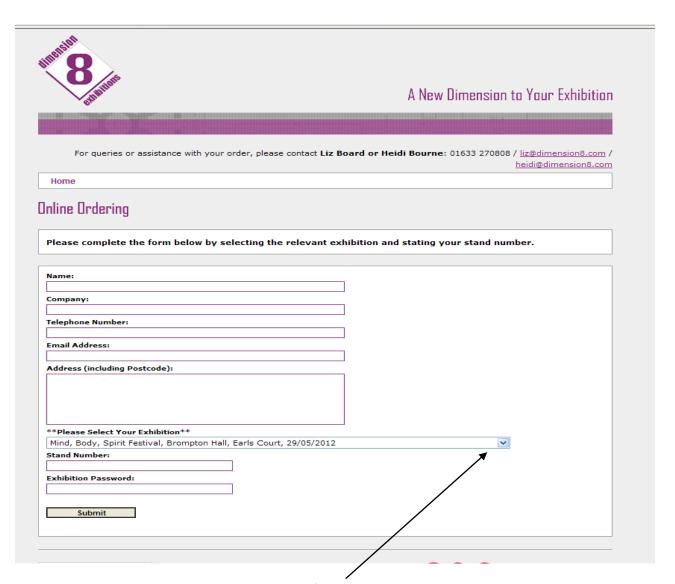
Enter www.dimension8.com into your browser.



Click on the link to access the online ordering system

Step 3

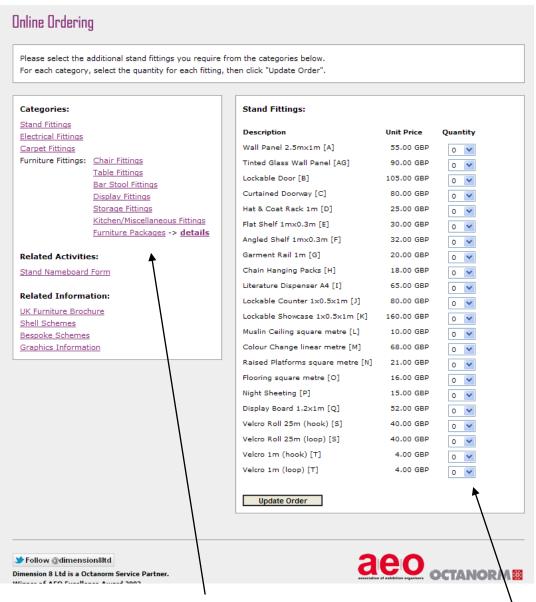
 You will then need to provide information such as event name and stand number. (please see form below)



Please be sure to select the correct event from the dropdown list.

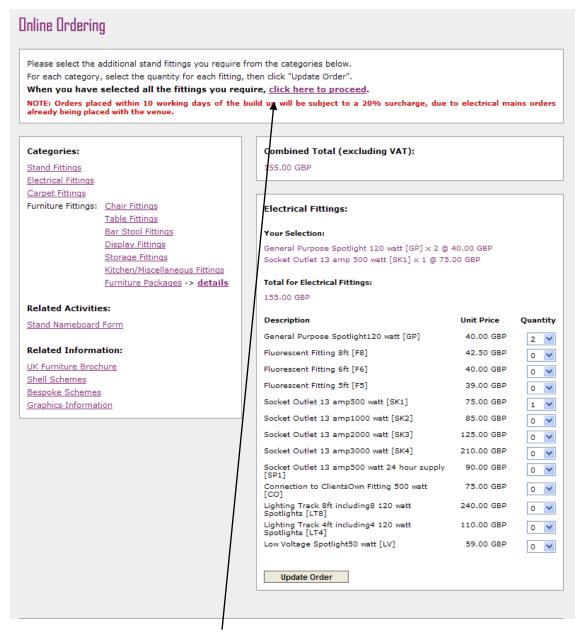
If you do not know the password for your event please contact the event organiser, alternatively contact <u>info@dimension8.com</u> stating your stand number and which show you are attending.

 Once you have access to the system you can browse prices, find images of furniture and place an order;

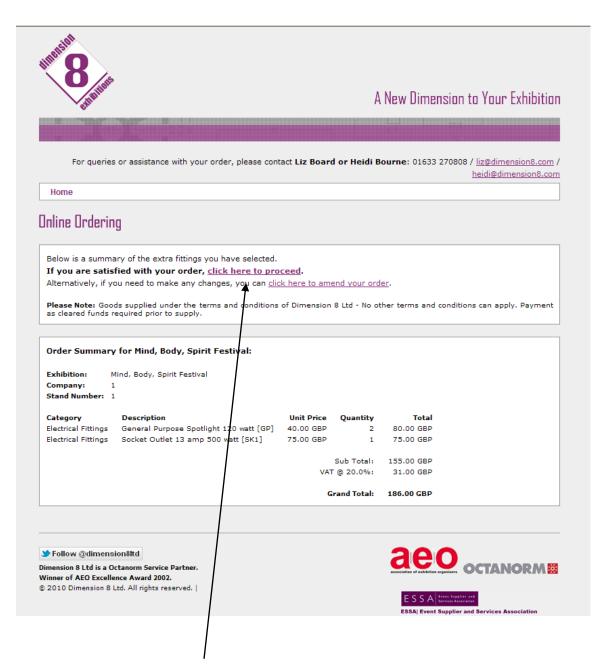


- To browse the different categories please use the tabs on the left hand side
- To order something, please select the quantity from the drop down lists on the right hand side and click 'Update order' to add to your order.

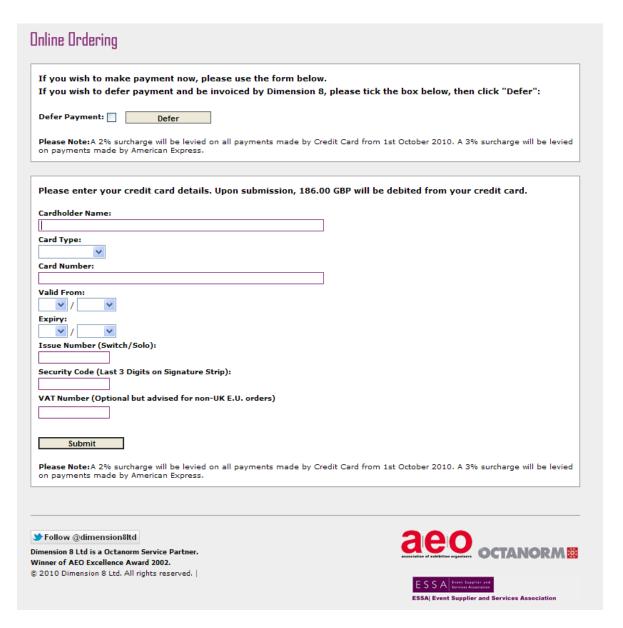
 Once you have selected all of your requirements you will be provided with a list of your selected items and a total cost



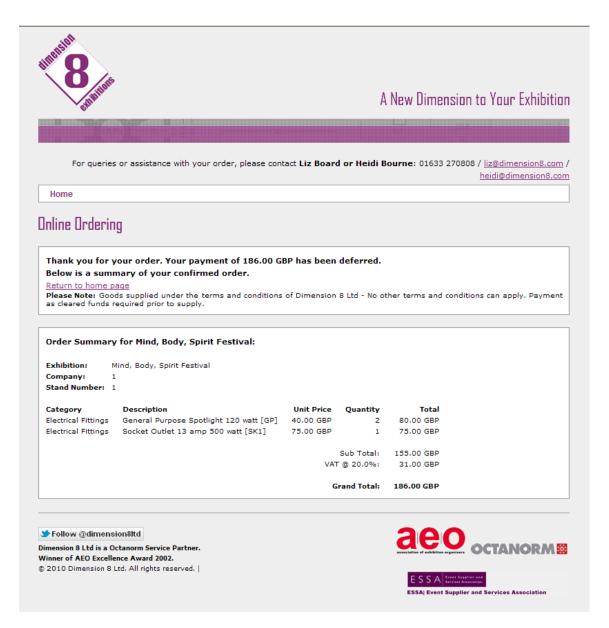
• If you are happy with everything click where prompted to proceed to order summary



 Here you have the opportunity to double check your order and amend if needed. If you are satisfied with your order click to proceed to payment



- There are two ways of paying for your order;
- 1. Defer the payment; in which case an order will be sent to us, where it will be processed and an invoice will be created and sent to you.
- 2. Pay via credit/ debit card; payment will be taken immediately from card details entered; then invoice will be created and sent electronically to email address provided.



• Whichever way you decide to pay you will have confirmation of your order and the amount taken from your card/ invoiced.

If you experience any problems using the online ordering (or there are furniture items which aren't on the system that you would like a price for) please contact info@dimension8.com