## ONLINE ORDERING

## SASE National Convention and Career Fair

Boston Convention & Exhibition Center | Boston, MA

**M170561024** October 10 - 12, 2024

Order online through the Shepard Exhibitor Portal at

https://apps.shepardes.com/olk/intro.asp. Login or Create an Account and follow the simple instructions for ordering. If you need assistance during your shopping experience, contact us using our **Q** chat feature on the right side of the screen. Representatives are available Monday - Friday, 8AM - 5PM EST.

- 1. Go to: https://apps.shepardes.com/olk/intro.asp
- 2. Select the Event.
- Login from the Show Information page by clicking the Login for Online Ordering button.
- 4. Select your event, enter your email address and password then click Login.

User Name = **Your Email Address** (provided by Event Management)

## Password = SASE2024

- 5. Don't have an account, click "Create an Account."
- Once logged in, please confirm your profile information. If you need to update your information, please contact us at clientservices@shepardes.com.
- 7. To order, utilize the grey category drop-down menus above the Welcome message.
- 8. After making your selections, click the add to cart button on the bottom right of the page.
- 9. To view your order click the Shopping Cart Icon at the top right of the page.
- 10. Confirm your order, click and complete the payment process.

## Login If you are already registered for online ordering, please login below. You'll need to select and event first. After you login you will have access to your other events as well. Select a Event Select a Show Email Address youremail@yourcompany.com Password ..... Login Forgot your password?

we need your email address, name, and
•
r online.



Need help? Contact us: orders@shepardes.com