

# AT YOUR SERVICE...

EXCELLENCE AS STANDARD



## Online Ordering - Exhibitors

At ACC Liverpool we offer a variety of additional items and services to enhance your exhibitor stands. These include IT, stand furniture, stand cleaning and stand AV, plus useful venue information.

Exhibitors can now use our online ordering facility to place one single order for all of their separate exhibition requirements\* [here](#).

From here, you exhibitors will be asked to create an account before continuing, all exhibitors will be required to input their stand number when making an order using the system so please provide your exhibitors with this information before offering this service.

During the ordering process, payment will be taken for any services or items your exhibitors have selected. Any orders made online will still be subject to our standard early and late order prices\*\* and the online ordering system will not be able to accept any orders 3 days before your event is due to begin. If any exhibitors need to make orders after online ordering is closed they can contact our Business Centre Team via phone (0151 239 6001) or email ([businesscentre@accliverpool.com](mailto:businesscentre@accliverpool.com)) where their order will be completed manually\*.

Should you have any further questions regarding this document, please speak to your event manager who will be happy to assist.

\*All items are subject to availability

\*\*Late order pricing becomes effective 14 days prior to exhibition opening