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Event Code: L153830212

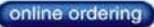


## ONLINE ORDERING INSTRUCTIONS

International LCT Show  
February 13 - 15, 2012  
MGM Grand Hotel & Casino  
Las Vegas, Nevada

### \*\*\*ATTENTION EXHIBITORS\*\*\*

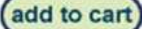
#### ONLINE ORDERING FOR SHEPARD SERVICES AVAILABLE

TO TAKE ADVANTAGE OF THE CONVENIENCE OF ORDERING ONLINE, SIMPLY FOLLOW THE INSTRUCTIONS BELOW.

1. Go to [www.shepardes.com](http://www.shepardes.com)
2. Click on 
3. Click on [International LCT Show](#)
4. Show Information page will be displayed.
5. Log in by entering your email address and password then click 
  - a. New users your login information is as follows:  
User name: Your email address  
Password: TBD  
OR
  - b. Previous users your login information is as follows:  
User name: Your email address  
Password: Your pre-existing password
6. If you do not have a password, you will need to click on the link "[Forgot your password?](#)" and follow the prompts to have your password sent to the registered email address.
7. Once you log in, you will be prompted to review your profile information.
  - a. If your information is correct, click 
  - OR
  - b. If your information is not correct, please click "here" as indicated, update your profile and submit changes.
8. Now you can begin your online ordering experience.

Some helpful tips:

Use the  or  buttons to scroll through all your options.

Use the  button to add an item to your cart, BEFORE proceeding to the next screen.

If you need to review a past page, use your menu options at the top of the page.

To view your shopping cart, click on 

If you wish to delete an item from your shopping cart, click  next to the item you want to be removed.

If you require assistance with your online ordering, please contact our customer service department:

**Shepard Customer Service**  
**(702) 507-5278**  
[lasvegas@shepardes.com](mailto:lasvegas@shepardes.com)