

# General Exposition Services

THE TRADE SHOW SERVICE CONTRACTORS



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Dear **HCANJ** Exhibitor:

Welcome to the online exhibitor service kit for the upcoming HCANJ being held at the Harrah's Conference Center on October 29-30, 2024. **Vendors move in on Monday, October 28<sup>th</sup>.**

This letter contains instructions on how to access the Online Exhibitor Kit.

**Expo Kit initial log in page** – Connect to the General Expo page by using the link below:

<https://www.generalexposition.com/online-servicekit.php>

Enter the **Exhibit Code: HCANJ24**

**Create Your Account** - At the Sign In page, you will be prompted to sign in with an existing exhibitor account. If you do not have an account, you will be prompted to create one. To access GES services, you **MUST** set up **ONE** account per company. Once the company account is set up, share the log in information with those booking items for the show.

**GEX Services** - Now that you have signed into the expo kit platform, you can read through kit which includes show information and services available. Continue to scroll down to the “Reference” section where you will find links for available services including furnishings, electric, labor, shipping, cart service, etc.

**ORDERS** – don't wait until the last minute to place your order. If you know you need a service or want to rent equipment, do it in advance to ensure your order is fulfilled for the show. As you place orders for your items, all furnishings and services will be placed in your shopping cart, and you will be prompted for payment information upon checkout.

**SHIPPING** We strongly suggest you use the GES shipping services. You will find a link under the reference section on the GES platform. **NOTE** if you ship to the hotel directly, including their business center, they will charge you a fee at time of pick up. GES and HCANJ are not associated with the hotel business center or their shipping policy and will not be able to assist in obtaining your packages or waiving these fees. The business center is run through the hotel directly.

We look forward to being of service to you. If you have any questions, please give us a call at 610-495-8866 or email us at [info@generalexposition.com](mailto:info@generalexposition.com), mention the upcoming **HCANJ** show, and one of our Customer Service Reps will be happy to assist you.