

# AT YOUR SERVICE...

## EXCELLENCE AS STANDARD



## How to place orders online

Are you due to exhibit at an event at ACC Liverpool?

If so, you can now order any additional requirements for your exhibition stand online.

These services include, stand cleaning, exhibition furniture, IT orders and stand AV. To take advantage of ACC Liverpool's online ordering please visit <http://orderonline.accliverpool.com/selectsop/>.

To make an order you will be required to input the event ID, this is noted at the bottom of this document. You will also be required to input your stand name and number and you will then be taken to an additional page where you will be given a list of items or services that you can select from. You then may be asked to provide some further details regarding the order, for example, time the service is required.

If it is the first time that you are using this service you will be required to create a login profile. Once you are signed in, you will then proceed to a page where you can input your payment details for your order.

Please note, your order will not be confirmed until payment has been taken. If you are having troubles processing the payment, please contact our Business Centre team by phone (0151 239 6001), or via email ([businesscentre@accliverpool.com](mailto:businesscentre@accliverpool.com)) and the team will be able to complete your order manually\*.

As per our ordering system, all items are subject to an early and late order price\*\*. Please note that online ordering will close 3 days prior to the exhibition opening. If you do wish to place an order after this deadline please contact our Business Centre team who will be able to process your order manually\*.

If you have any further questions regarding this document please do contact our Business Centre team who will be happy to assist.

\*All items are subject to venue availability.

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

**ACC Liverpool, Kings Dock,  
Liverpool Waterfront L3 4FP**

**Contact name  
[email@accliverpool.com](mailto:email@accliverpool.com)**

Event ID: