Step 1

Navigate to the online ordering link that was provided to you.
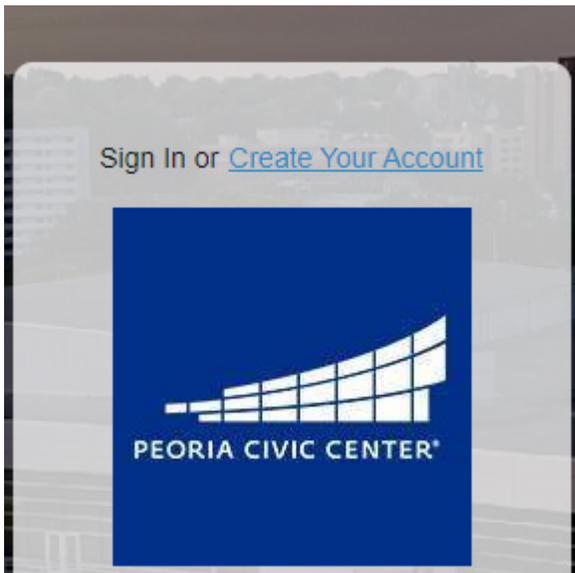
Step 2

First time users need to create an account and verify their email address.

Step 3

Once you are logged in, you will see this screen.
From here, select "Create New Order."
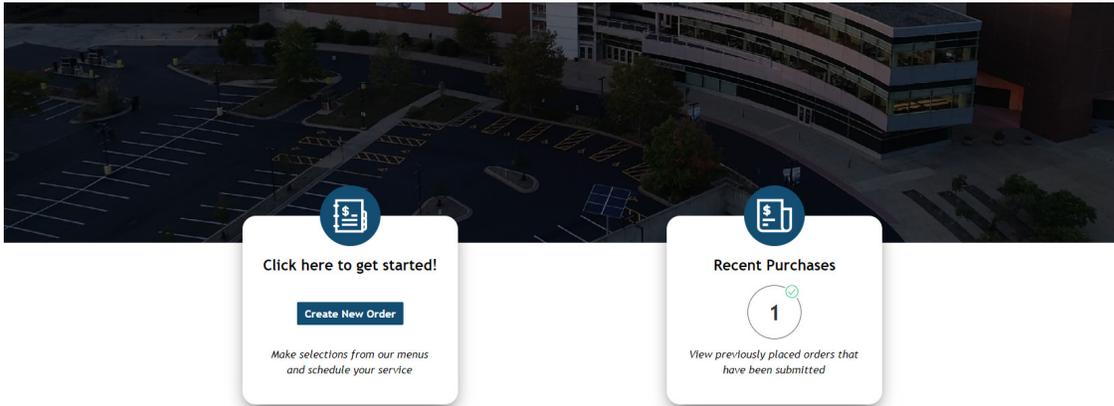
Click here to get started!

Create New Order

Make selections from our menus and schedule your service

Recent Purchases

1

View previously placed orders that have been submitted

Function Date *
09/30/2024

Start Time *
12:00 AM

Company Name

Service Location

Booth Number *

ⓘ *Changing the start time will change the available services*

Please Select An Available Service *

Vendor Service Order
12:00 AM - 11:55 PM

Next   **Cancel**

Powered By infor

Step 4

Now you will enter the required information:
- Function Date will be the first day of the event
- Start Time can remain 12am
- Your company name
- Service Location will be either Peoria Civic Center or an offsite location
- Your booth number (0 if unknown)

Select "Vendor Service Order" once you have completed the required information.

Step 5

On this screen, use the menu on the left side to navigate and select the services needed for your event.

Select next when you are done choosing services.
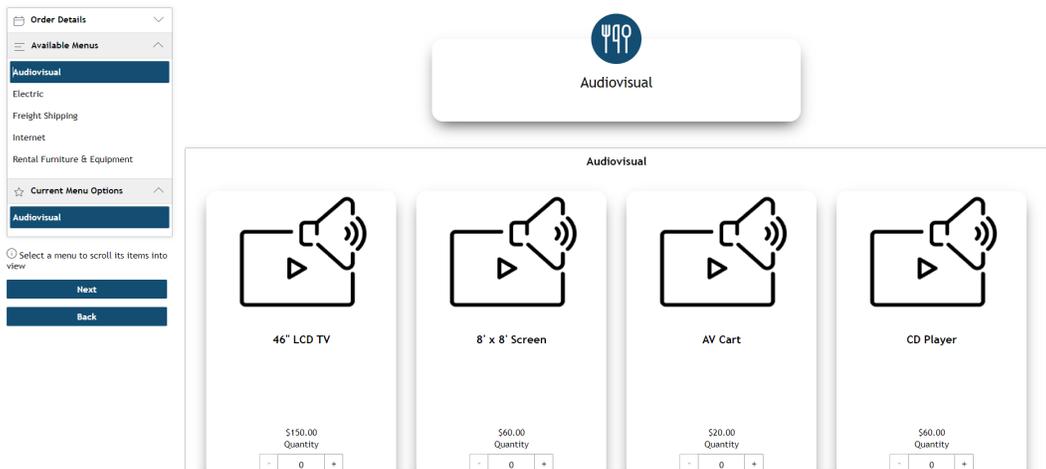
Step 6

You will then see your order summary. If you are satisfied with your selections, click "Checkout."
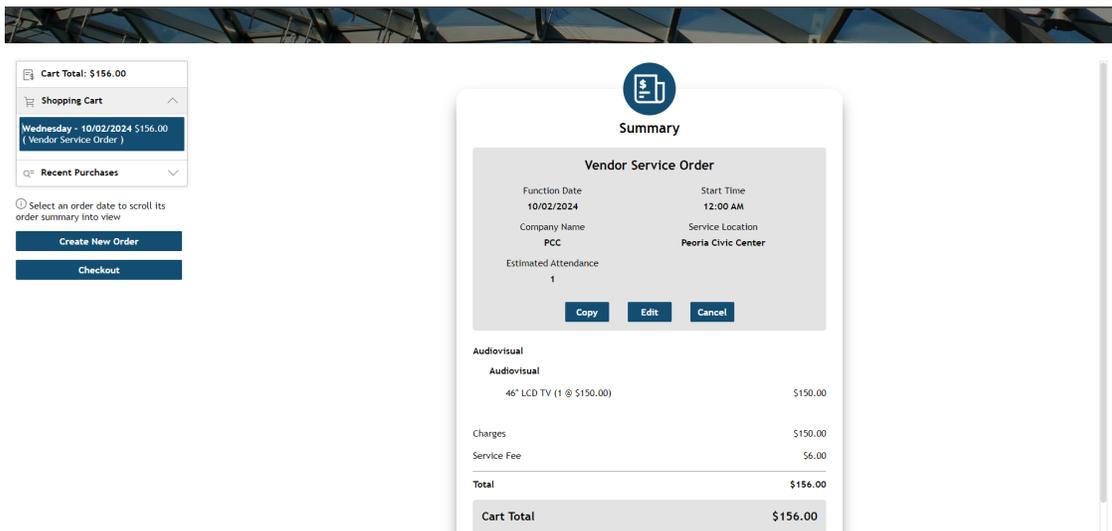
Step 7

On the left side of the screen, select "Add Card" to add payment information.
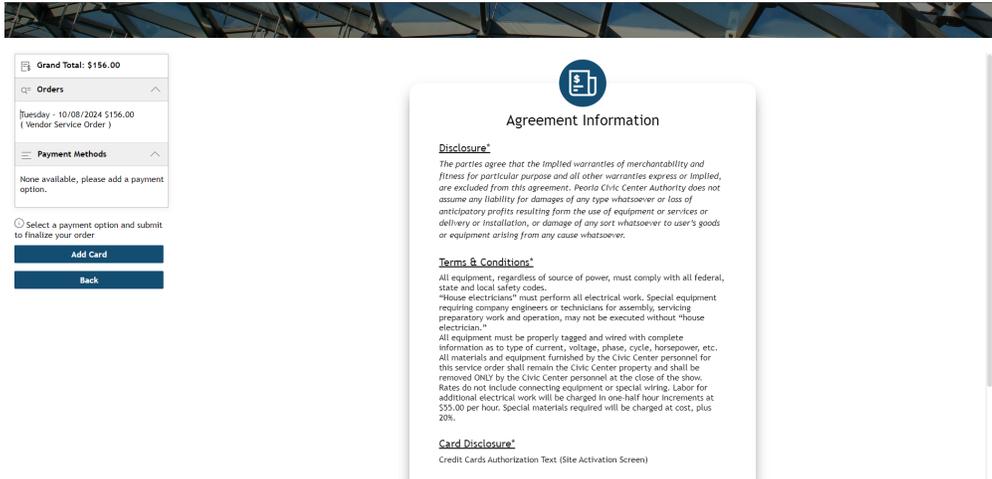
Step 8

You will be prompted to enter credit card information on this screen. It will ask for the card's expiration date first.
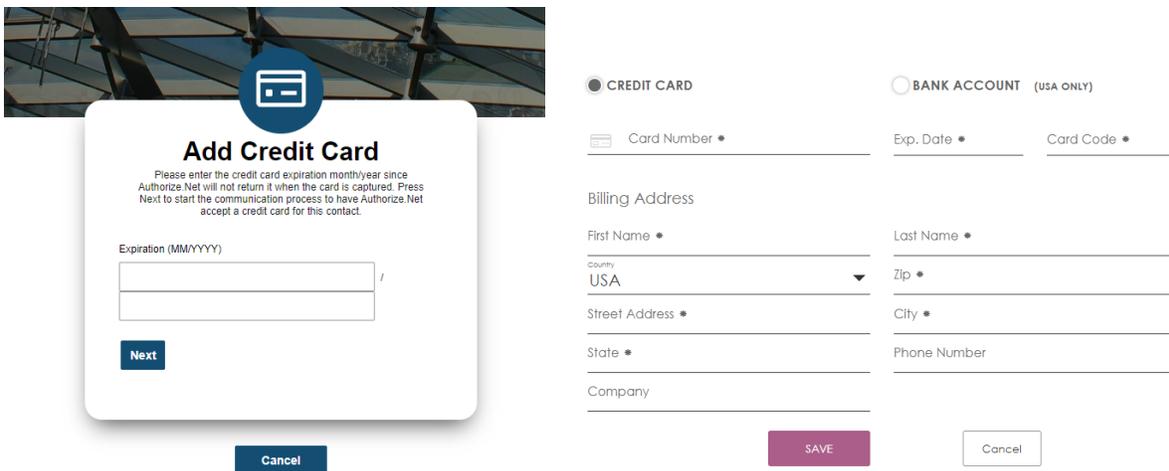
Step 9

Once you are finished entering the payment information, you will be taken back to the order summary screen. You will then select the card you added under payment methods.

Step 10

After you agree to the Terms & Conditions, click "Submit/Process Payment." You will receive an order confirmation and a reference number.

Agreement Information

Disclosure*

The parties agree that the implied warranties of merchantability and fitness for particular purpose and all other warranties express or implied, are excluded from this agreement. Peoria Civic Center Authority does not assume any liability for damages of any type whatsoever or loss of anticipatory profits resulting form the use of equipment or services or delivery or installation, or damage of any sort whatsoever to user's goods or equipment arising from any cause whatsoever.

Terms & Conditions*

All equipment, regardless of source of power, must comply with all federal, state and local safety codes.
"House electricians" must perform all electrical work. Special equipment requiring company engineers or technicians for assembly, servicing preparatory work and operation, may not be executed without "house electrician."
All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
All materials and equipment furnished by the Civic Center personnel for this service order shall remain the Civic Center property and shall be removed ONLY by the Civic Center personnel at the close of the show.
Rates do not include connecting equipment or special wiring. Labor for additional electrical work will be charged in one-half hour increments at $55.00 per hour. Special materials required will be charged at cost, plus 20%.

☐ I Agree

Submit

Thank you!

You have successfully placed 1 order and will receive an email confirmation shortly.

Your order reference number is:
260790-2-1

Create New Order   **Home**

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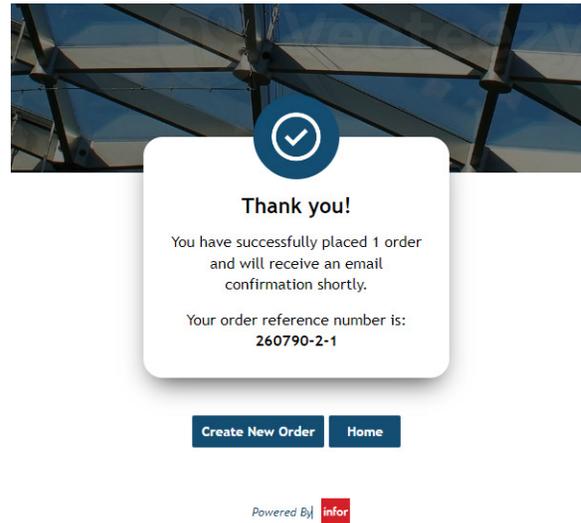
If you have any questions or concerns, please reach out to customerservice@asmpeoria.com or peoriaexpo@asmpeoria.com