



Exhibitors can now order Online the following:

Utilities Connection (power)
Internet Connection
Telephone Connection

1. Copy and paste the link <https://adobeformscentral.com/?f=PQL7fZ4TAFYIkARVt2Dtbg>

or

You can go to our website at www.oncenter.org, select plan an event, select helpful links, select hit exhibitor forms.

2. Please fill out business information. Fields with red asterisks are required to be filled out or the form will not process
3. Please fill out event information. Select the event you will be attending by using the drop down arrow. If you don't see your event listed, please call 315-435-8079. Events are added once contracts have been signed. Service date should be the date you require the power to be installed by. This date may vary depending on load-in days for multi-day shows.
4. Select services by using the drop down arrows in each field. As you select items the fields will drop down and additional information fields will appear.

Please fill in needed information that the center will need to fill your order. For example: special plug configurations, IP address for internet to be Public or Private, etc.

5. Rules and regulations are listed at the bottom. You must read and agree to them in order to process your order.
6. Please proceed to checkout. Any missing information will be listed in red.
7. Please pay for the order. Once the payment has been accepted, you will receive a confirmation and a receipt

Events will be closed from ordering online 48hrs prior to arrival date. Any orders after this time will have to be done onsite at the onsite rate. Thank you.