

Topicz Trade Show 2023 Instructions

ONLINE ORDERING – February 27, 2023 – March 29, 2023

To Order Online:

1. Go to: www.tradeshoweasy.com
(Please only use Firefox or Chrome)
2. Type in: top23-YOUR ACCOUNT NUMBER
3. Type in the password: top23 (temporary password)
4. The Home Page will load with detailed instructions. From here, you can review then click the MENU button to start ordering when ready.

Example:



LOGIN

Top-23-99999

.....

Login

5. The Order Screen defaults by vendor and is listed alphabetically.
6. On the vendor control screen click on any vendor to view and order their deals.
7. Once you click on a vendor name, their deals will appear in the order screen.
8. Click on the Quantity box and appropriate date to enter your quantity amount to order.
9. Click Done to proceed to another item.
10. Once you order from a vendor their company name will appear in BOLD on the vendor screen.
11. Click on a different vendor and repeat steps 8 & 9 to place another order.
12. You can also click the drop down window for more options.

Here you can view:

All Items
Sponsors
New Items
Purchased Items
History Items
or Shop by Category

All Items ▾

All Items

Sponsors

New Items

Purchased

History Items

CATEGORIES

CANDY/SNACKS

CIGARETTES

13. To view ALL of the vendors you have ordered from click on the ORDER REPORTS/COMPLETE ORDER button on top right. Here you can view and print your order summary.

ORDER REPORTS/COMPLETE ORDER

14. You can return any time prior to the close of the order site and edit your order.
15. To Change or Revise your order, Chose Drop Down and Click Purchased. Here you can edit Orders.