# Topicz Trade Show 2024 Instructions

### ONLINE ORDERING – February 26, 2024 – March 31, 2024

## To Order Online:

1. Go to: www.tradeshoweasy.com
   *(Please only use Firefox or Chrome)*

   **LOGIN**

   Top-24-99999

2. Type in: top24-YOUR ACCOUNT NUMBER
3. Type in the password: top24 (temporary password)

   Login

4. The Lobby Home Page will load. From here, you can click SHOP NOW or MENU to start ordering

   Example:   **SHOP NOW**   ▦ MENU

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
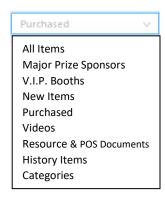    Major Sponsors Items
    VIP Booths
    New Items
    Purchased
    Videos from Manufacturers
    Manufacturer Detail Documents
    History Items *(Total Purchases from June 2020 – August 2020)*
    Categories

    | Purchased ⌄ |
    |---|
    | All Items |
    | Major Prize Sponsors |
    | V.I.P. Booths |
    | New Items |
    | Purchased |
    | Videos |
    | Resource & POS Documents |
    | History Items |
    | Categories |

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.