Access Our Website at res.rosemont.com

STEP BY STEP ONLINE ORDERING

for registered exhibitors only

1) GO TO:
res.rosemont.com

2) PASSWORD:
- First Time Exhibitor: Click "Register".
- Returning Exhibitor: Use existing password or click forgotten password

3) SIGN IN:
Click the "Log In" button

4) EVENT SELECT:
Use the pull down menu to select the show you will be attending.

5) SELECT SPACE #:
Use the pull down menu to select the booth number.

6) ORDERING:
Click ordering drop down to navigate the various RES Services.

7) CHECKOUT:
After you have completed your order(s) click on the cart (located in the top right corner).
Review item and make changes if necessary, then click "Proceed to Checkout".
Enter Credit Card info and click "Continue".

An order confirmations will be sent via email upon completion.

8) ONLINE ORDERING CUTOFF:
Online portal closes 2 days prior to show move in. Exhibitors still needing to place orders should contact customer service or place orders on site upon their arrival.

All Online Orders Must be Paid by Credit Card



If you have trouble logging in contact Marne Kirkwood at Kirkwoodm@villageofrosemont.org