How to Register for Oklahoma City Convention Center Online Ordering

- Go to the login page by entering https://okcconventioncenter.boomerecommerce.com into your address bar.
- If you have any questions or need any help ordering your services, please contact us at exhibitorservices@okcconventioncenter.com

New Users:

- Click on the "Register Now" button.
- A page loads allowing you to search for your company. Perform a search to see if your company exists in our system. Enter a few characters of your company's name into the "Your Company Name" search box and click the "Search" button.
- If your company exists, you will see it in the grid below. Click the checkbox next to your company's name, then click the "Next" button.
- If you don't see your company, click on the "Create a New Company" button and enter your company's information.
- Next, a "Create a New Contact" page appears. Fill in all the fields on the form.
    o The email address you put here will become your username on our store.
- Click the "Register" button.
- You will now be sent a temporary password via email. Click the link to return to the login page.
- It may take a minute or two to receive the email containing your temporary password. You'll need this in order to log in.
- Once you receive your temporary password, go back to the login page and enter your email address and temporary password. Click the "Log in" button.
- You'll be brought to a screen where you can assign a permanent password. First, enter your temporary password into the "Old Password" box. Then, assign a new password in the "New Password" box and re-enter it in the "Confirm Password" box.
- Click the "Set Password" button.

Existing Users:

- If you have previously placed orders with us, enter your login name (your email address previously provided) and your password in the box on the right-hand side of the page.
- If you have forgotten your password, click "Forgot Password" in the box to receive a new temporary password.

How to Place a New Order

- Once you have logged in, search for the event you are associated with in the list of upcoming events.
- Use the filters at the top of the page to narrow down the results if necessary.
- If you cannot find your event at all, email us at exhibitorservices@okcconventioncenter.com so we can add your event to the list.
- Select the event by clicking on it in the results.
- You are now in the storefront's homepage of the event and can begin shopping.
- Use the left-hand navigation menu ("See All Departments") to browse through the departments and shop for products.
- When you click on a department (e.g. Electrical Service, Internet Service), a list of available products and their associated prices will appear. Find the product(s) you need and click the corresponding "Add to Cart" button(s).
- When you click "Add to Cart", you will be taken to a page where you can specify the quantity of the product you need and add any special instructions. Read the associated terms and conditions, then click the checkbox next to "I agree to the above terms and conditions" and click "Add to Cart".
- To continue shopping, use the drop down menu under "Shop Departments" on the left-hand side of the screen.
- When you are ready to check out, click on the "x item(s) in your cart" button located in the upper right-hand corner of the screen.
- On the following screen, you can review everything in your cart. If you want to remove an item from your cart, click on the red X to the left of the product name. If you want to keep shopping, click the "Keep Shopping" button in the upper left-hand corner of the screen. Otherwise, if everything looks correct, click the "Secure Checkout" button in the upper right-hand corner of the screen.
- Fill in all the fields on the "Customer Detail" page, then click "Next".
- On the "Acceptance" page, please read through our terms and conditions. Then click the checkbox next to "I Accept the Terms and Conditions" at the bottom of the page and click "Next".
- Your balance due is shown at the top of the "Payment" page. Make sure this amount is entered in the "Payment Amount" box, then select a payment method from the "Payment Method" drop down box and fill in all the fields. Once this has been completed, click "Apply Payment".
  - o If you are using multiple forms of payment, simply enter an amount for each method of payment. Make sure the sum of these payments matches your total balance due.
- After entering your payment(s), click "Next" to continue.
- Review your order and submit.