



Greetings from The Rhode Island Convention Center!

We are here to assist with ordering electrical, internet, cleaning, plumbing, and parking for your booth. To continue in our efforts to be “green”, all exhibitor service orders are processed through our online ordering system.

To order any of the above services online, please follow these simple steps:

- 1) Visit the Rhode Island Convention Center website at: <http://www.riconvention.com/>.
- 2) Click on the **EXHIBITORS** tab.
- 3) Click the **ONLINE ORDERING** button.
- 4) If you already have an account, log in to begin the ordering process. If not, please watch the **REGISTRATION INSTRUCTIONS STEP BY STEP** video to learn how to register for an account.  
(PLEASE CONTACT YOUR EVENT MANAGER DIRECTLY IF YOU HAVE TROUBLE SETTING UP A NEW ACCOUNT.)

Orders sent in via fax are no longer accepted. Please note the *Rhode Island Convention Center* requires payment in full prior to all services being delivered to your booth.

If you have a question or need help with your order, please reach out via email to [ncarlow@pvdricenter.com](mailto:ncarlow@pvdricenter.com) or call (401) 458-6310.

***Please be aware if internet services are required for your booth, all orders must be placed through COX Communications. To place your internet order with COX, click on the "Order Internet" link on the RI Convention Center website (under the EXHIBITORS tab) and fill out the required fields. You may also contact Scott Cloninger via email [scott.cloninger@cox.com](mailto:scott.cloninger@cox.com) or by phone at 702-815-5377.***

We look forward to working with you!

Sincerely,

Nick Carlow | Event Manager  
Rhode Island Convention Center  
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