How to place an Order

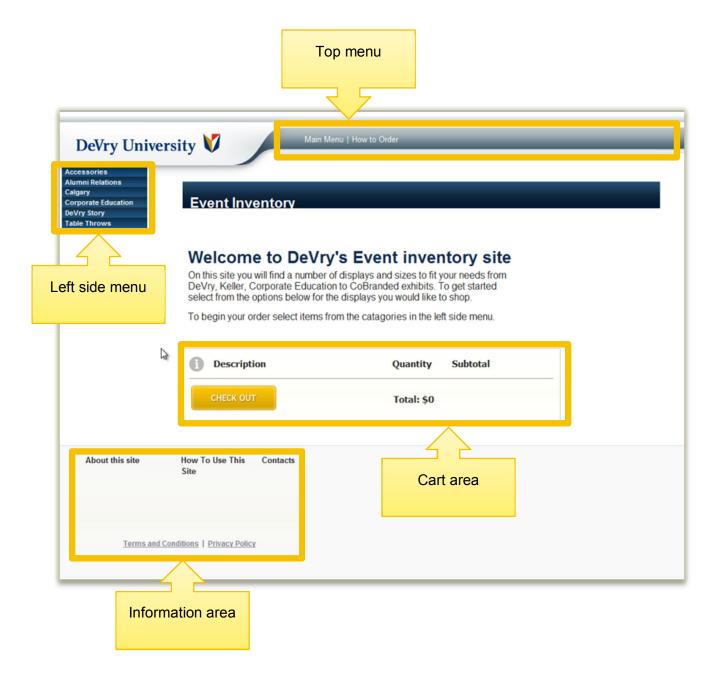A step by step guide to ordering event exhibits

DeVry University

How to place an Order

Top menu

Screen Layout

Top menu

The top menu contains two links. The *Main Menu* link navigates to the home page. (If you have an item in your cart an alert message will warn you of unsaved information. You may cancel the page exit request to continue your order)

The *How to Order* link will provide information on how to use this website. If you are using a browser that supports the pdf file format you can view the instruction online, or a link will be provided to download instructions. Additionally there is a short video tutorial that will guide you through the order process

DeVry University

Main Menu | How to Order

Accessories
Alumni Relations
Calgary
Corporate Education
DeVry Story
Table Throws

Event Inventory

Welcome to DeVry's Event inventory site

On this site you will find a number of displays and sizes to fit your needs from DeVry, Keller, Corporate Education to CoBranded exhibits. To get started select from the options below for the displays you would like to shop.

To begin your order select items from the catagories in the left side menu.

Left side menu

	Description	Quantity	Subtotal
CHECK OUT			Total: $0

About this site

How To Use This Site

Contacts

Terms and Conditions | Privacy Policy

Cart area

Information area

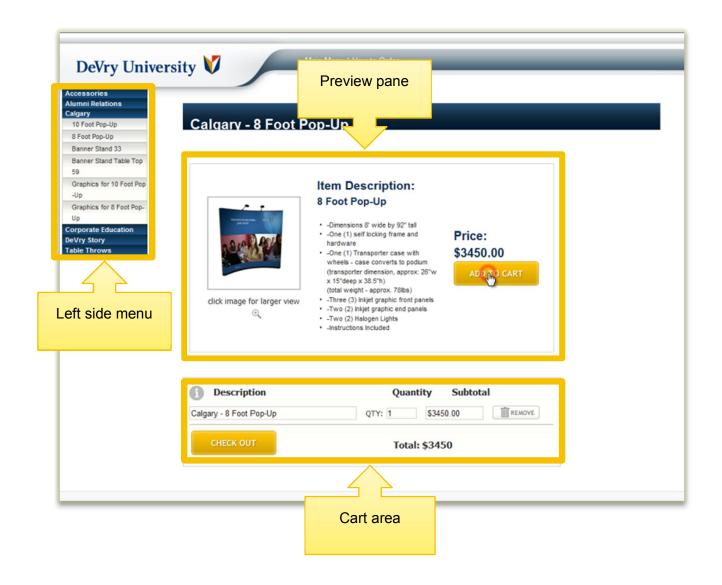## Preview pane and Cart

Left side menu

From the left side menu you will be able to select items from the categories. Right click a category to expand the available options.

Click an item and the item information will appear in the preview pane.

To add an item to your cart, click the *ADD TO CART* button. To change the quantity you can either enter the desired quantity into the quantity field or *ADD TO CART* button to increase the quantity value by one.

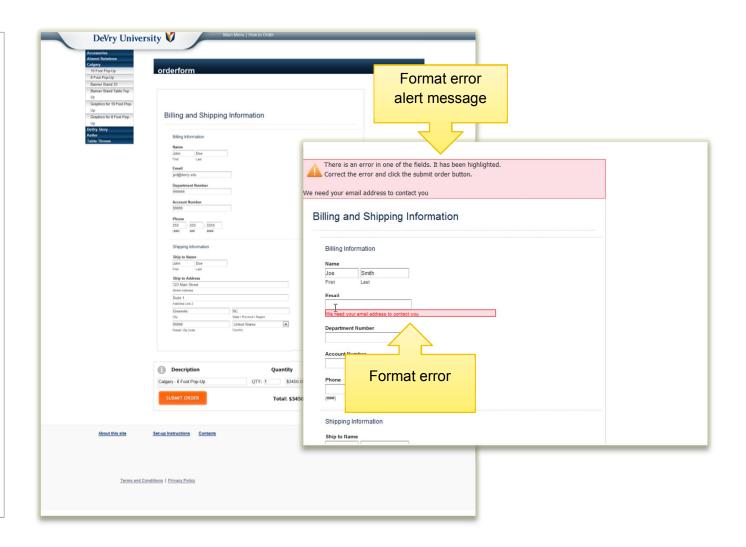To remove an item click the **remove** button

When finished adding items to cart click the *CHECK OUT* button inside the cart area

DeVry University

Preview pane

Accessories
Alumni Relations
Calgary
10 Foot Pop-Up
8 Foot Pop-Up
Banner Stand 33
Banner Stand Table Top 59
Graphics for 10 Foot Pop-Up
Graphics for 8 Foot Pop-Up
Corporate Education
DeVry Story
Table Throws

Calgary - 8 Foot Pop-Up

Item Description:
8 Foot Pop-Up

click image for larger view

- -Dimensions 8' wide by 92" tall
- -One (1) self locking frame and hardware
- -One (1) Transporter case with wheels - case converts to podium (transporter dimension, approx: 26"w x 15"deep x 38.5"h) (total weight - approx. 78lbs)
- -Three (3) Inkjet graphic front panels
- -Two (2) Inkjet graphic end panels
- -Two (2) Halogen Lights
- -Instructions Included

Price:
$3450.00

ADD TO CART

Left side menu

	Description	Quantity	Subtotal	
ℹ	Calgary - 8 Foot Pop-Up	QTY: 1	$3450.00	REMOVE

CHECK OUT   **Total: $3450**

Cart area

Billing and Shipping form

Fill out all fields in the form and click the *SUBMIT ORDER* button located at the bottom of the form.
(Depending on your browser settings you may need to scroll this form)

Fields with formatting errors will be hi-lighted in red with additional information on the correct format
Fix all errors using correct formats and re-submit the form by clicking the *SUBMIT ORDER* button

Format error alert message

Format error

Completed Order

When you complete your order a thank you acknowledgement will display with links to preview the order in the pdf format or print the screen for your records.(In order to preview the pdf file you will need to have a pdf reader installed on your device)

A representative with ion will confirm your order via email or by phone

View PDF

Print PDF