



SPOKANE
PUBLIC FACILITIES
DISTRICT

Dear Exhibitor:

The advanced ordering is in place up to one week prior to your event. After that time frame, the rates will increase to a late ordering fee. The late ordering fee also pertains to ordering on site during move in. To order electrical or AV for the show, please follow the link below:

www.spokanecenter.com/orders

This link will take you to a calendar of events (you may need to scroll down the page about half way to find the calendar). Find your event and click on the words of the show **NOT** the calendar icon. This will redirect you to an account set up page. Please set up your account and place your order, be sure to print your order confirmation.

No booth number, no worries. I will coordinate it with the final floor plan so your equipment is waiting for you.

IMPORTANT INTERNET INFORMATION:

We do have free wi-fi in the building limited to 5Mbps. If you are streaming video or using a vpn we highly suggest that you upgrade to the higher speed which is unlimited or a hardline.

You may contact me directly with any questions at stoll@spokanepfd.org or by phone at 509-279-7005.

We look forward to seeing you very soon.

Sue Stoll

Spokane Convention Center
Spokane Public Facilities District
stoll@spokanepfd.org
509-279-7005
509-279-7060 (fax)