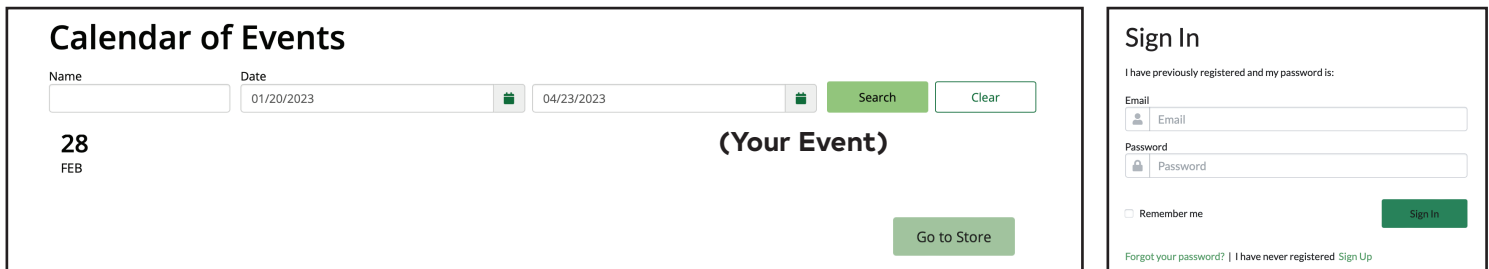


Thank you for exhibiting at Raleigh Convention Center! Please use this guide as a resource to help you place your order for utilities with us. If you need assistance for any reason, including if you need a special order or are not sure what to order, please call 919-996-8515 or email paul.ballance@raleighnc.gov and we'll be happy to assist you.

Please click this link to be brought to our online Calendar of Events.

[RCC Ungerboeck Online Ordering Portal](#) <-----CLICK HERE

Once there, please locate your event by either scrolling the available events or by using the search by name or date functions. Please note that utility ordering is only available 90 days before the exhibitor move-in. When you locate your event, click "Go to Store" at the bottom right of that event.



The screenshot shows two side-by-side panels. The left panel is titled "Calendar of Events" and features search fields for "Name" and "Date" (with a calendar icon), a "Search" button, and a "Clear" button. Below the search fields, it displays "28 FEB" and "(Your Event)". A "Go to Store" button is located at the bottom right of this panel. The right panel is titled "Sign In" and includes the text "I have previously registered and my password is:". It has input fields for "Email" and "Password", a "Remember me" checkbox, and a "Sign In" button. At the bottom of the "Sign In" panel, there are links for "Forgot your password?" and "I have never registered Sign Up".

You'll next be prompted to log in. Please create an account by selecting "**Sign Up**" if you do not already have one.

Next, if you know it, please enter your booth number. Booth numbers are critical to locating your booth and supplying the service you are paying for, so please make every effort to supply it.

You'll then be at the main menu, where you can read about all the services we offer. The Navigation pane on the left will direct you to the category of utilities you wish to purchase. Add items to the cart by changing the quantity. Once you have made your selection(s), proceed to the "cart."

You will complete your sale with our trusted partner's secure payment portal (Ungerboeck). You can save your cart and come back later if you need to, but once your sale is complete you will need to contact us directly to make a change of service (except if you are adding services without changing what you already ordered – this can be done on your own.)

Forms of payment accepted on the portal are VISA, Mastercard, American Express, and ACH bank transfer. If you need to pay via check, please contact us directly and we will gladly assist you with that.

You will be emailed a receipt once your transaction is complete. If you encounter any errors or wish to confirm your order, please call 919-996-8515 or email paul.ballance@raleighnc.gov.