



Exhibitor How-To Guide

How to place an order:

1. Visit www.bairdcenter.com/exhibitor-information
 - a. Google Chrome is the recommended browser
2. Click on the blue Exhibitor Store button
 - a. Select which show you will be attending from the list of open stores
3. Add the items that you would like to order to your cart
4. A slider will appear on the right of the screen and you will be prompted to log in
 - a. The first time placing an order you will need to register with our system by clicking "sign up" (in blue below the login credentials)
 - i. Fill in your account information and click Register
 1. Watch for an activation email from no-reply@gomomentus.com, please check spam folder if you can't find this
 - b. If you have ordered through our store before and have forgotten your credentials, please use the Forgot Password prompt
5. Once going through the activation process, you can review your cart and click Checkout
6. On the preview page you will be prompted to enter your booth number, update onsite contact information, and upload maps
7. Once confirmed it will take you into our secure payment portal to complete your order
8. You will receive another email from no-reply@gomomentus.com with your receipt once the payment is complete

How to request Tax Exempt:

Send an email to exhibitorsvc@wcd.org with your completed tax-exempt form before you place an order. A WCD representative will reach out with instructions on how to complete your order.

How to request a refund:

Send an email to exhibitorsvc@wcd.org to request a refund or cancellation of an order. Request must be received prior to installation of the event, and refund amount will be based on the date the cancellation notice was received.

- 100% Refund – 61-90 days prior
- 50% Refund – 31-60 days prior
- No Refund – 0-30 days prior