

PLEASE READ BEFORE PLACING YOUR UTILITY SERVICE ORDER!

Due to changes in the City of Austin information policy, the Austin Convention Center now operates under PCI compliance rules.

Payments for all utility service request must be submitted online.

Please visit www.palmereventscenter.com to submit your utility request.

Online ordering instructions are listed below:

1. Once on the website select the Exhibit tab.
2. Select online ordering portal, exhibitor online ordering.
3. Select the event.
4. Go to Store.
5. Create an account and tap "Sign Up", if you do not already have a log in.
6. Select Services, and place the order.
7. Apply payment and receive a service order confirmation number.

Email booth diagramsto alejandro.aguilar@austintexas.gov.

If there are any questions concerning placing an order, you may contact Alejandro Aguilar for assistance. He can be reached at 512.404.4500 or by email at alejandro.aguilar@austinconventioncenter.gov.

Thank you,

ACCD Exhibitor Service
Division