JAVITS CENTER®

Jake
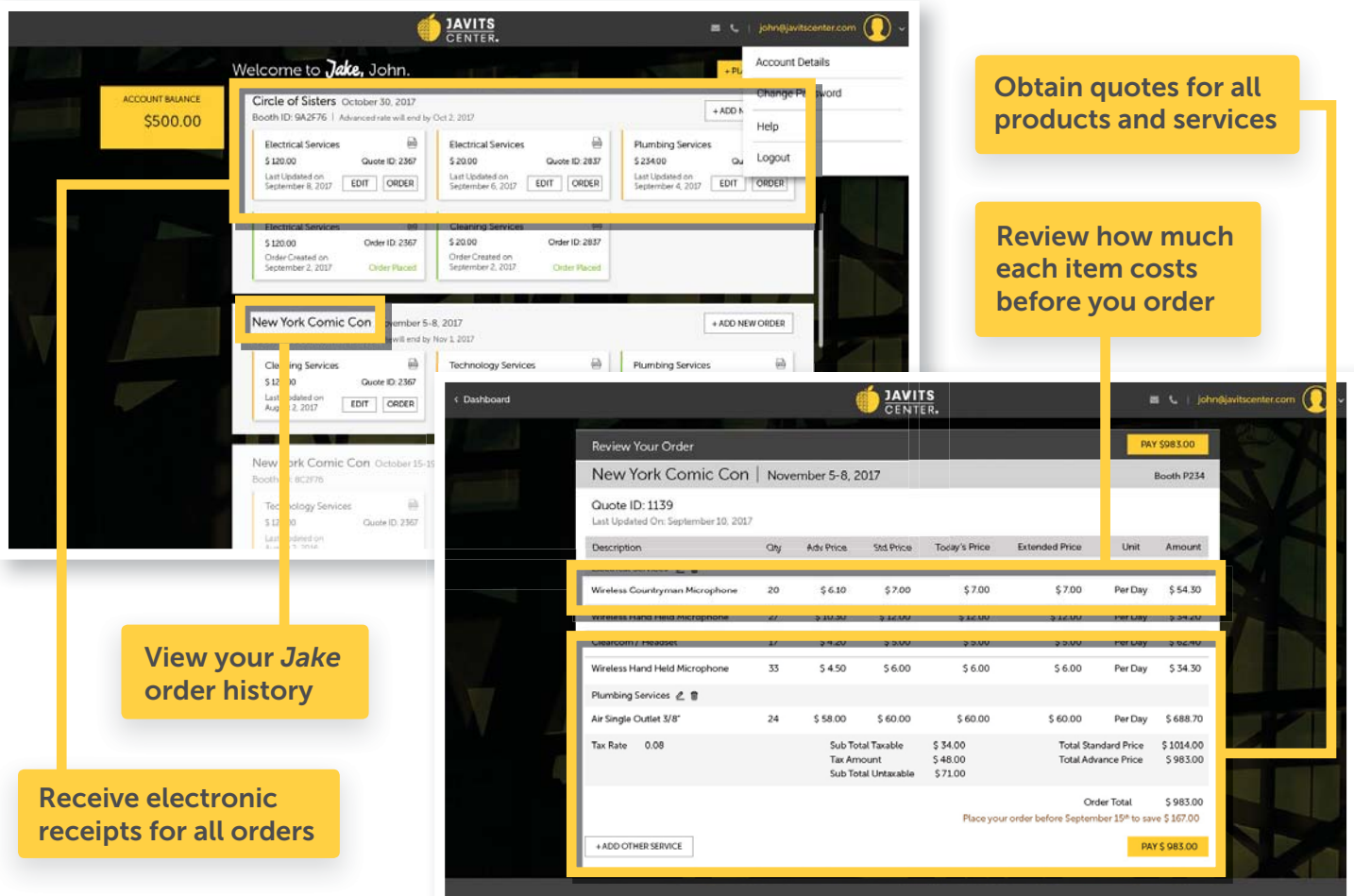
Visit our new online customer portal to order products and services at **javitscenter.com**

Use Free Wi-Fi to Order: **@_Jake**

✓ Obtain quotes for all products and services

✓ Review how much each item costs before you order

✓ View your *Jake* order history

✓ Receive electronic receipts for all orders

JAVITS CENTER®

Jake
The New Online Ordering Portal @ The Javits Center

Jake is the Javits Center's new online ordering portal that allows exhibitors to easily order all products and services offered at the convention center on Manhattan's West Side. This online portal was developed specifically to meet the needs of our customers, making sure that your visit is easier than ever before. With a user-friendly shopping cart experience, your exhibitors can order electrical, cleaning and technology services among other items—all from their mobile device or computer.

Obtain quotes for all products and services

Review how much each item costs before you order

View your *Jake* order history

Receive electronic receipts for all orders

Jake Discount Offer

Starting on January 1, 2018, *Jake* will debut on our website, **javitscenter.com**. And we're so excited about *Jake's* debut that we're offering a special incentive to all of your exhibitors—a 2% discount on all orders placed through the customer portal. From audio equipment to cleaning, we have more than 200 products and services available for purchase at your fingertips. All you need is a valid email address to start placing orders immediately.

Jake
User Guide

Functions to know:

+Place New Order – will take you to the **Select an event** screen.

Return to Portal – will take you to the **Welcome to Jake** screen.

Update – will update and accept the information on the screen.

Create Quote – will register your company with the selected event and prepares for service selections.

Start Over – sends you back to Home.

Save – retains the transaction.

Refresh – reruns the rules in Commerce.

Add to Transaction – add the items selected to your quote and returns to the Select A New Service screen (Electrical, Technology, Cleaning, Plumbing).

Return to Transaction – return to Quote Details without adding any new items.

Let's get started:

1. Already have a Javits Sign In:
   a. Enter your **Email address** and **Password** and click **Sign In**.
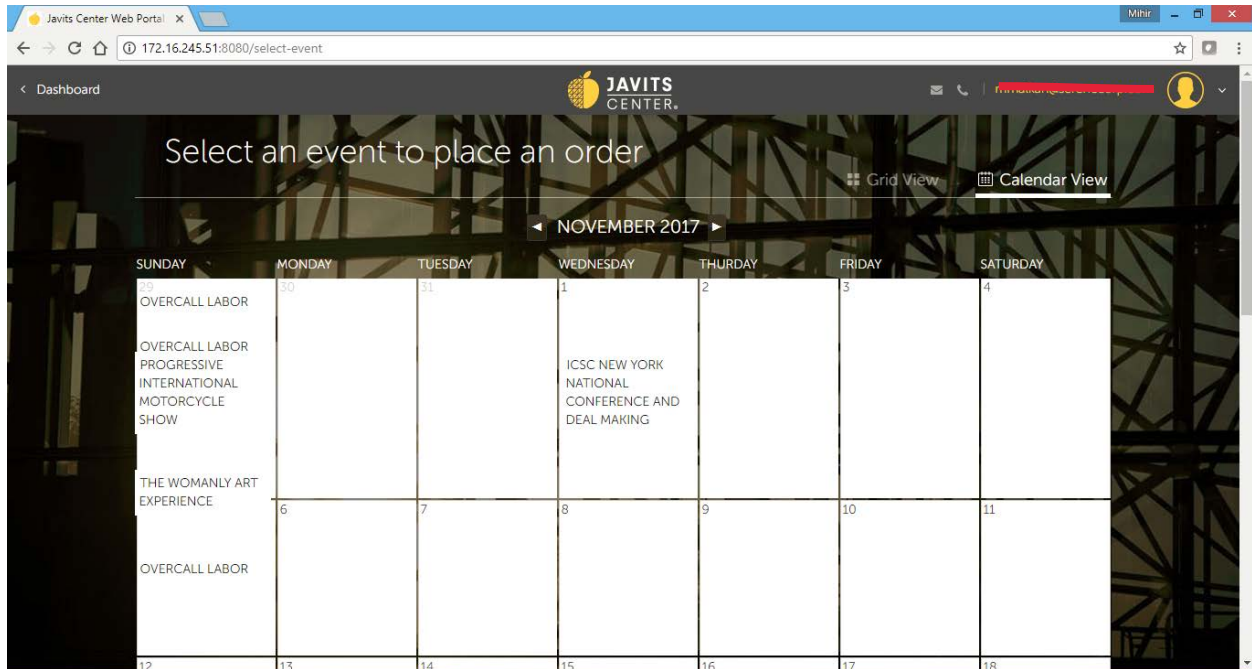2. First-Time user: click on **Create an Account**.

3. Click on **Place New Order**:
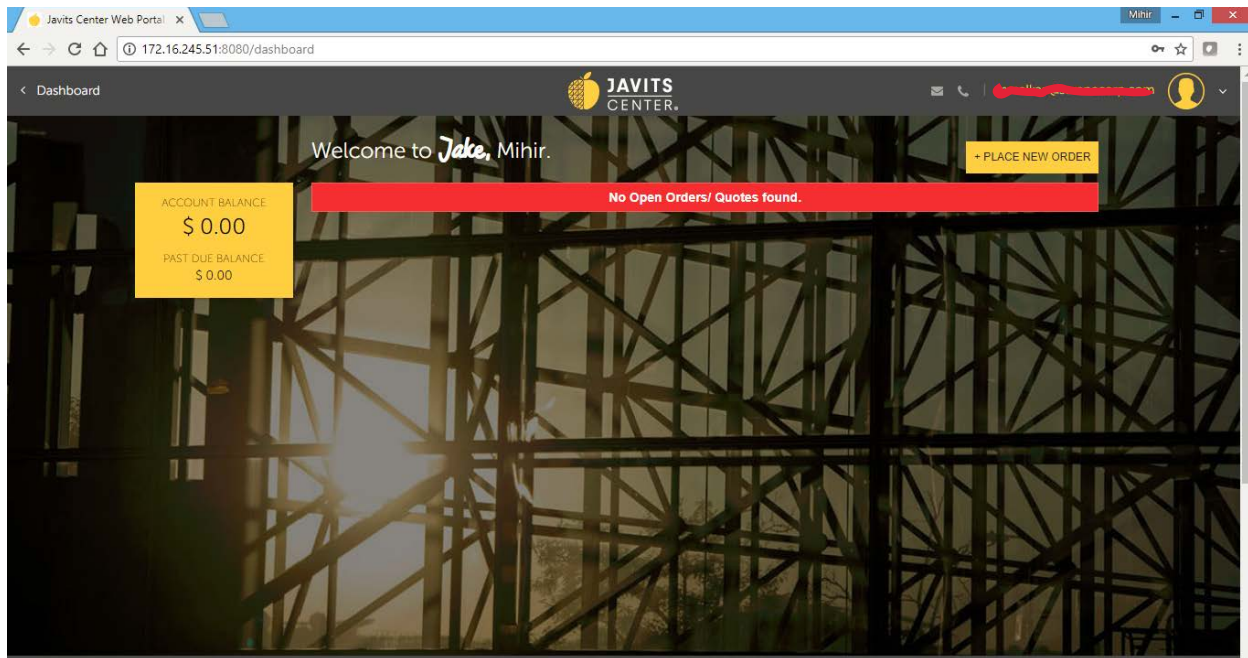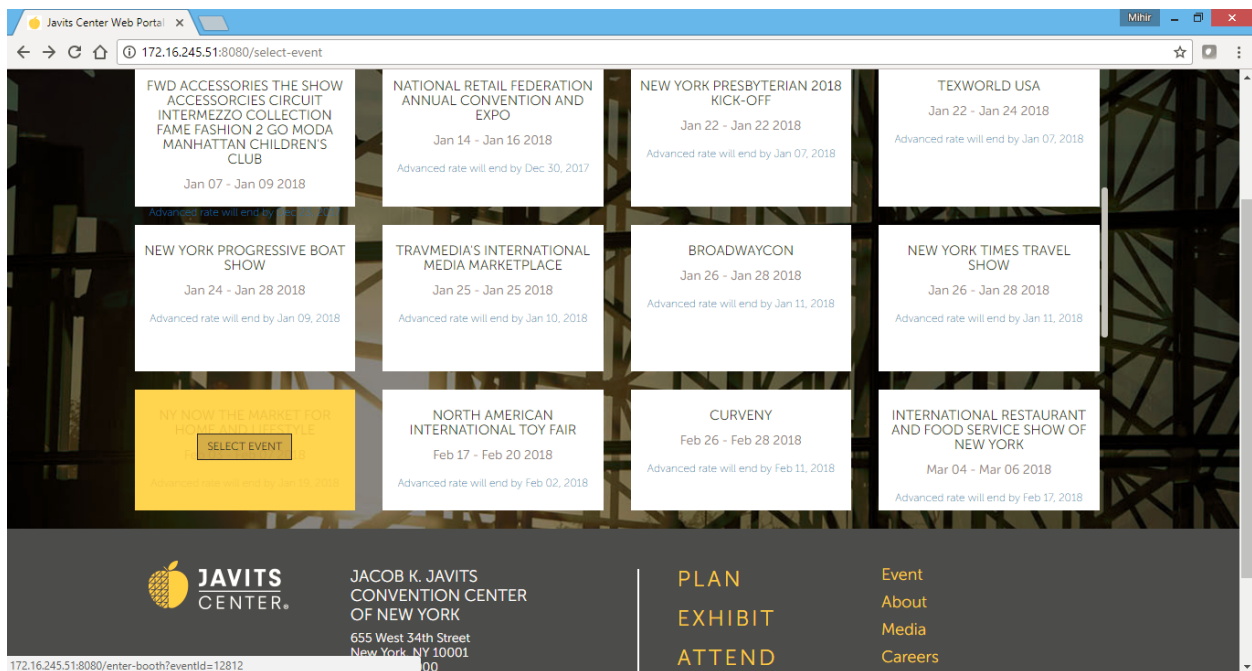

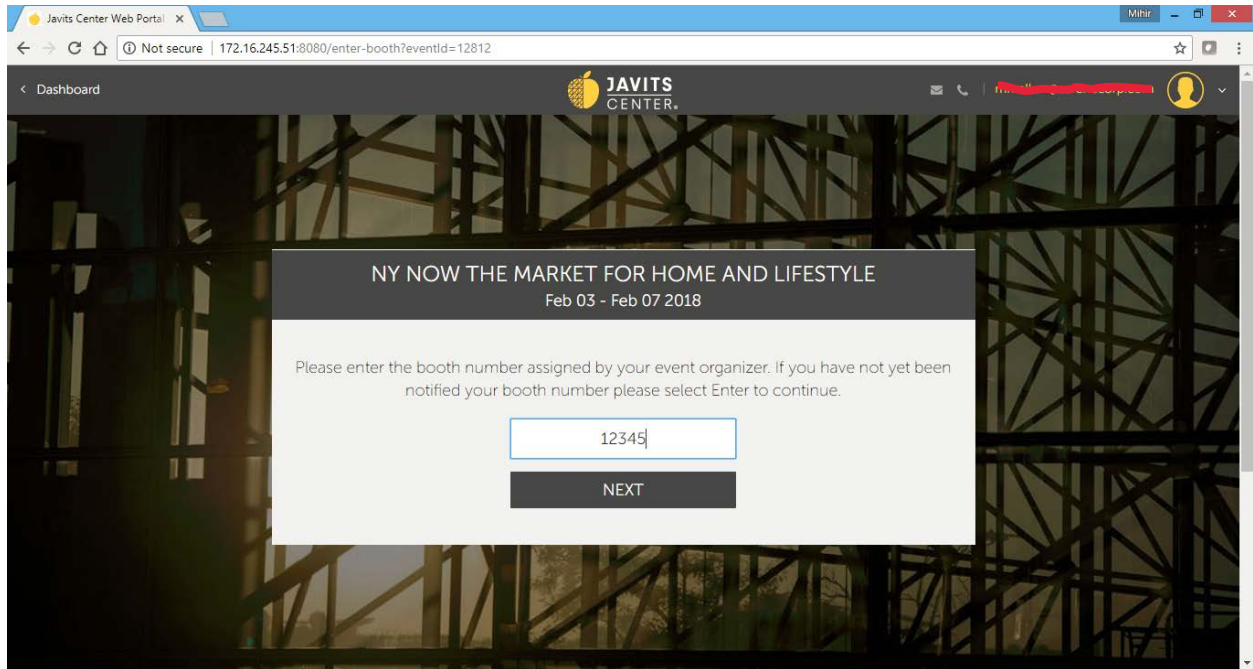a. 1st Option**: Event Grid View**: shows a list in tile format of all the upcoming events for selection.
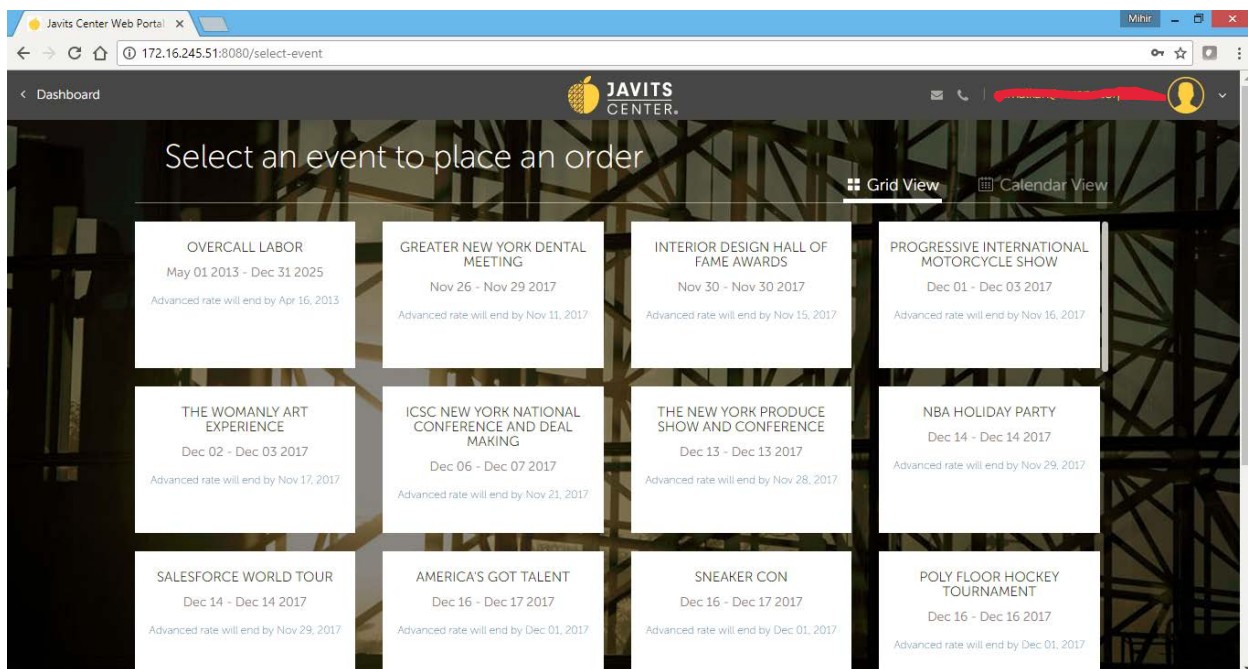
b. 2nd Option: **Events Calendar View**: shows a list in calendar format of all the upcoming events for selection.
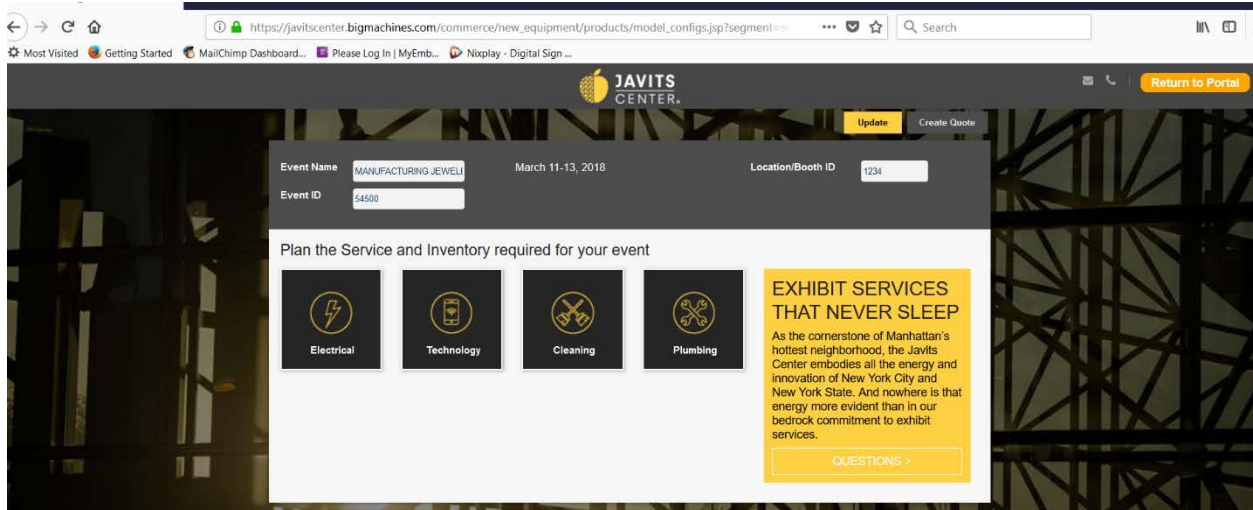

4. Hover over the required Event tile and click on **Select Event**:

5. Enter the **Booth Number** assigned to you and click **Next**:

6. Click in **center of circle** of the service tile for services you require:
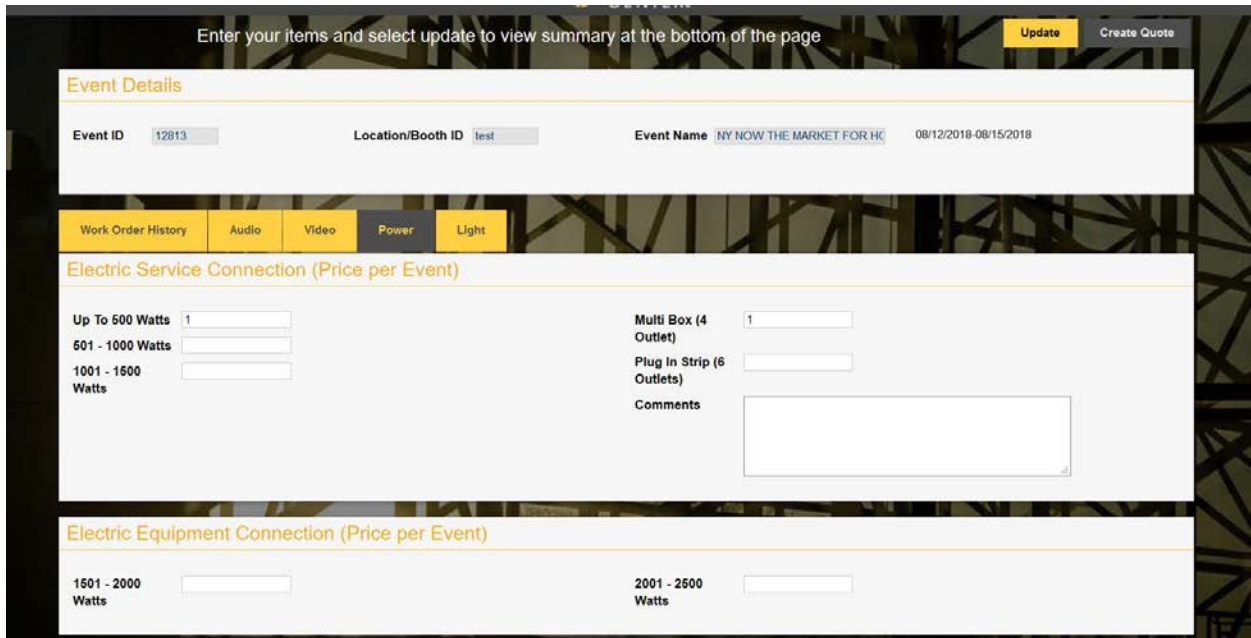
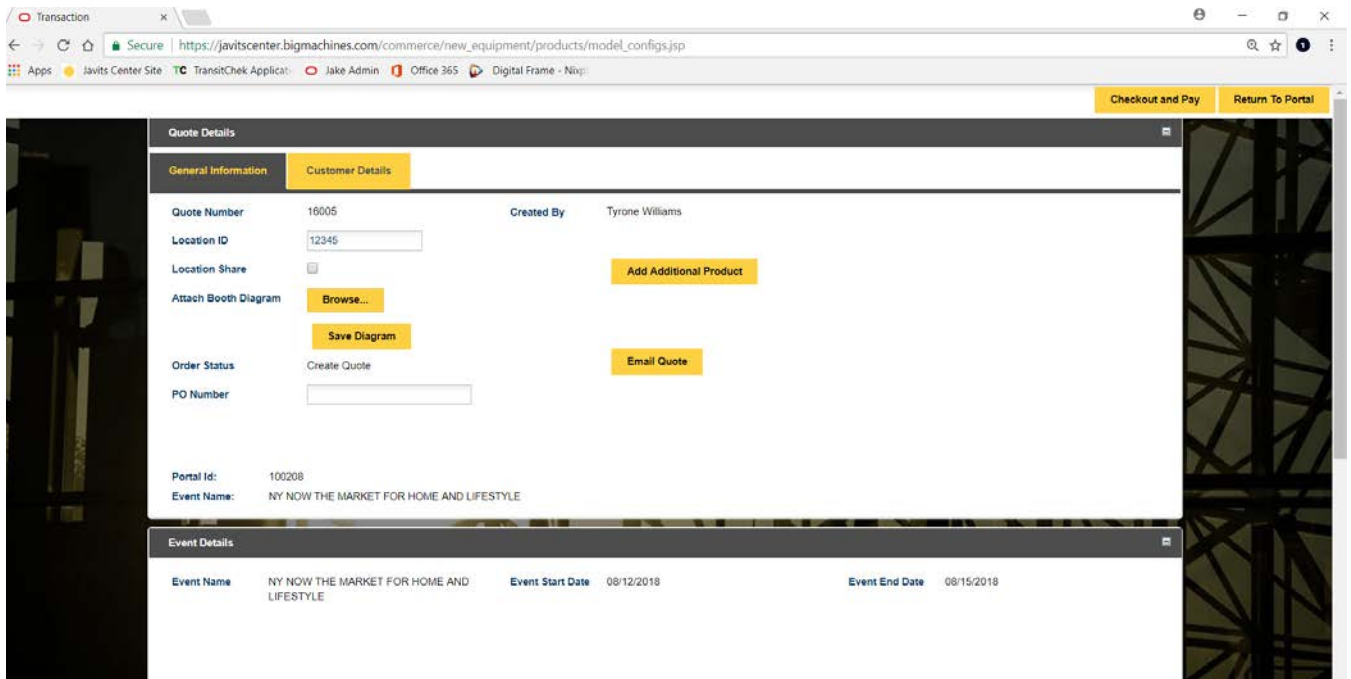7. Click on the desired YELLOW tab to display items to order:

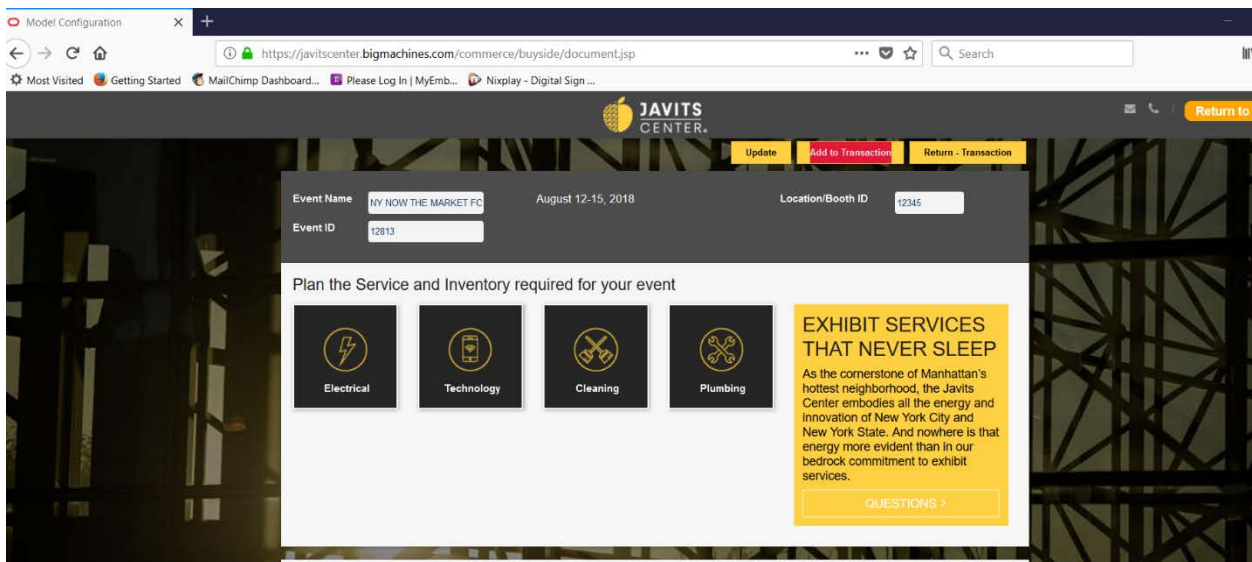8. Enter the quantity in the boxes of the item required:

9. Click **Update**:

10. Click on **Created Quote**:

11. To add a new service: Click on **Add Additional Product** (optional):

12. Click **Add to Transaction**: Select tile either of the same type of service or if required, select tile of a different type of service. (follow steps 8-10 & 13.)

13. You should be taken back to the Quote Details Page:

14. **Scroll down** to the **Item Details** tab and **verify all the items selected are services you require**:
15. **Scroll Down** to the **Totals** tab and **check your balance**.
16. Click **Checkout and Pay** tab on the top right corner of screen:

17. Click on the **Payments** tab:
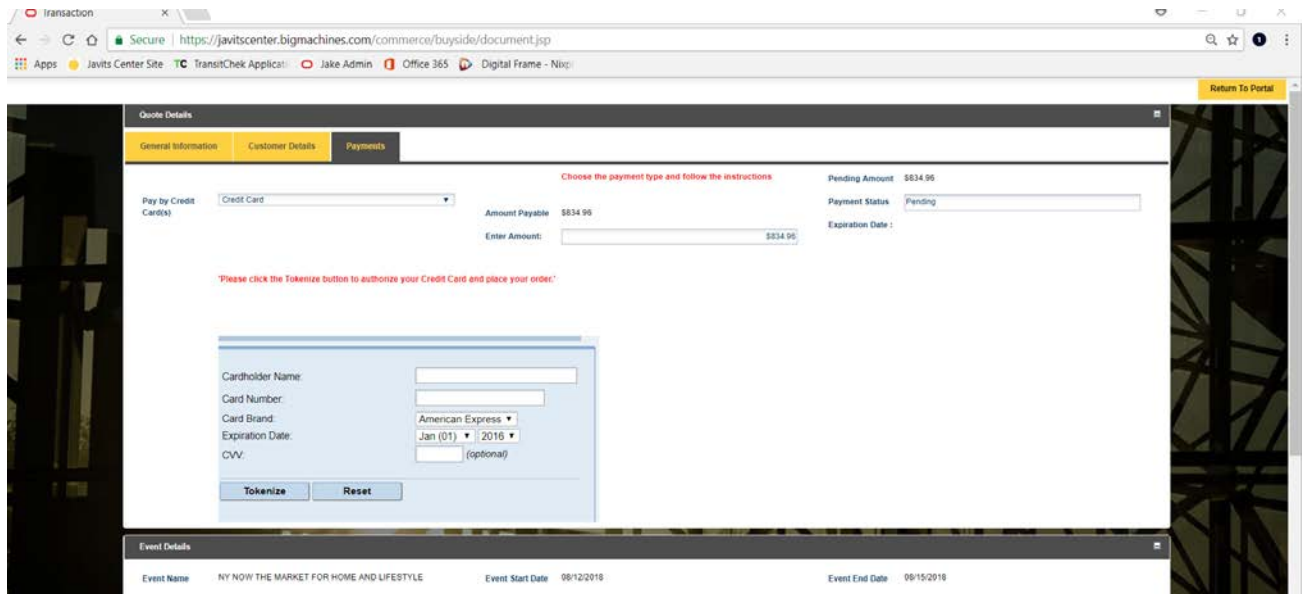
18. Enter your Credit Card details and click **Tokenize**:
    a. If card is **approved**, you will receive an email order confirmation.
    b. If card is **declined**, you will need to enter a new card for payment.
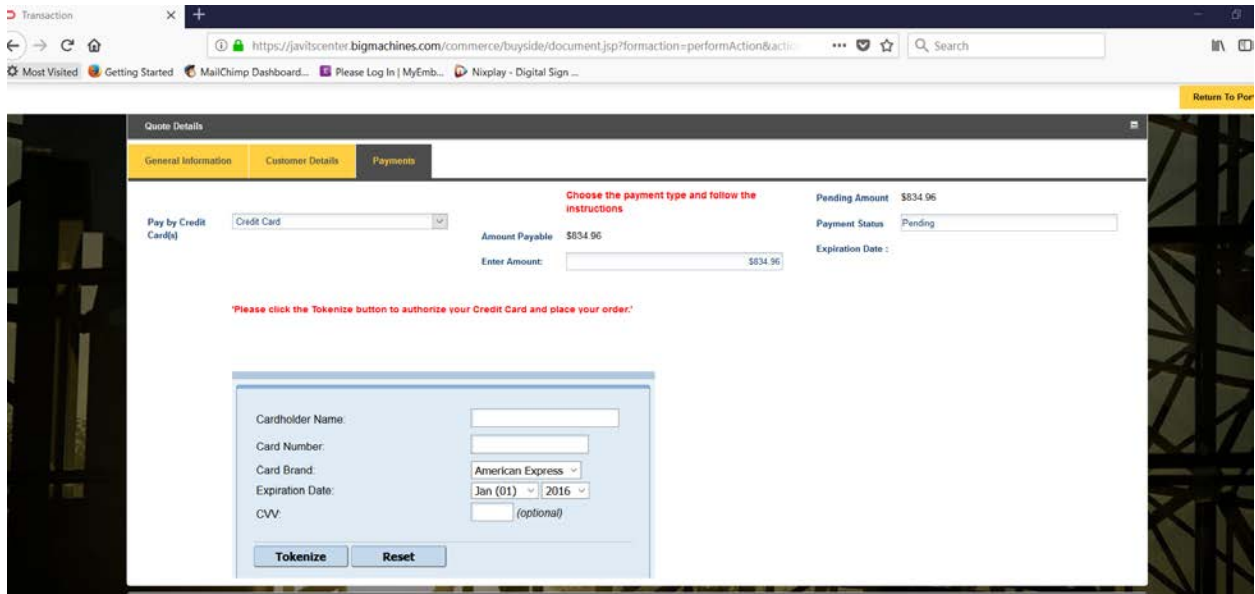
If you still require assistance, please call 1.877.4.JAVITS Monday-Friday 9am-5pm EST.