Adjustments
Adjust the Price of a Held Booth or Item

You can adjust the price of held booths, spaces, or items within a customer record (note: packages cannot be adjusted). The steps below outline how to share the adjusted price with a customer before submitting their application.

Adjustments
Adjust the Price of a Held Item

Watch Now

Access Customer Records

Access customer records through the Customer Search widget on the Show Dashboard.

1 Within the Customer Record, **scroll down to find Held Items. Then click the +/- icon.**

+ LINE ITEM ORDERS - 0 ORDERS	0 ITEMS	BALANCE: $0.00

- HELD ITEMS - 1 ITEM	VALUE: $7,000.00

Type	Description	Price Type	Status	Date Added	Gross Price	Net Price	Options
Booth	South Building, Booth 117 (20 x 10, 200 sq ft) *Sales Rep: Jerry Gildea*	MYS Member	On Hold	11/27/20XX	$7,000.00	$6,500.00	±/ 🖊 🗑

2 **Complete the form with details about the price adjustment.**

Reason for Price Adjustment? *

Discount ▼

Type: *

● Reduction

○ Increase

Amount: *

500.00

Enter amount in USD (Format: 12345.00)

Adjustment Date: *

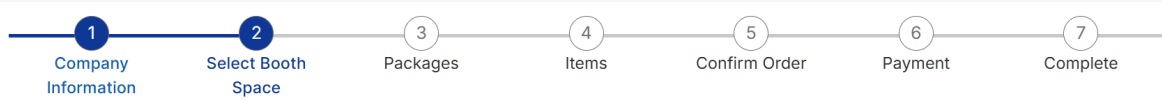| 10/28/20XX | 2:49 PM |

Reason:

Show Reason to Exhibitor:

○ Yes

● No

Cancel   **Add Adjustment**

3 **Click 'Add Adjustment' to save** changes to the form.

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Notice how a price adjustment looks on the customer application.

1	2	3	4	5	6	7
Company Information	Select Booth Space	Packages	Items	Confirm Order	Payment	Complete

Select Booth Space

The Online Renewal System allows you to easily reserve exhibit space. If you wish to add additional space, please check modify/expand and indicate what space(s) you would like to add.
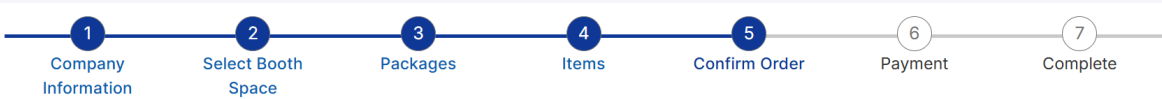NOTE: If you would like to select another Booth with or without the items listed below, complete this application, and reuse your Booking Code to select a booth from the Floor Plan.

Current Held Items

The item(s) shown below are currently on hold for your account. Please select one of the options below.

Item Type	Item Description	Price Type	Price
Booth	South Building, Booth 117 (20 x 10, 200 sq ft)	MYS Member	$7,000.00
	Price Adjustment: Discount		($500.00)
Grand Total:			**$6,500.00**

If you opt to display the reason to the customer, it will appear here.

1	2	3	4	5	6	7
Company Information	Select Booth Space	Packages	Items	Confirm Order	Payment	Complete

Booth Space Edit →

Item Type	Booth
Space/Booth Name	117 (20 x 10, 200 sq ft)
Location	South Building
Price Type	MYS Member
Price	$7,000.00
Qty	1
Price Adjustment: Discount	($500.00)
Sub Total	$6,500.00

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