



# Trade Exhibition Point of Sale System

Trade Exhibition Point of Sale System is provided by VEI to firms with a trade show booth to easily process trade exhibition sales payments. This system can be used on a smart phone, iPad/tablet, or laptop with a WiFi or cellular data connection.

## Access Your Trade Exhibition Point of Sale Dashboard

1. Go to [portal.veinternational.org/tradeshowpos/login/](https://portal.veinternational.org/tradeshowpos/login/)
2. Use the login information your firm received via email (please email the event organizer if you still need this information or if you need your password reset)

## Review the User Guide

After logging in, follow the User Guide available on the top menu for instructions on getting started and using this dashboard for the exhibition.

The User Guide covers the following:

- **Getting started**
- **Making a sale**
- **How is tax calculated for a sale containing taxable and non-taxable products and a discount?**
- **When are payments transferred to your firm's bank account?**

**Access Trade Exhibition Point of Sale Dashboard Login**

