

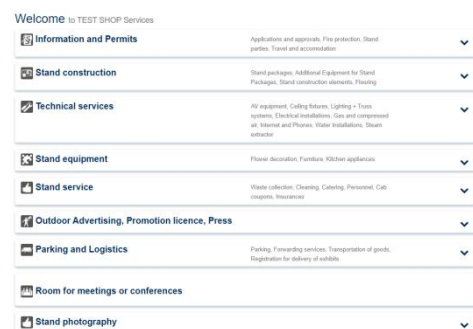
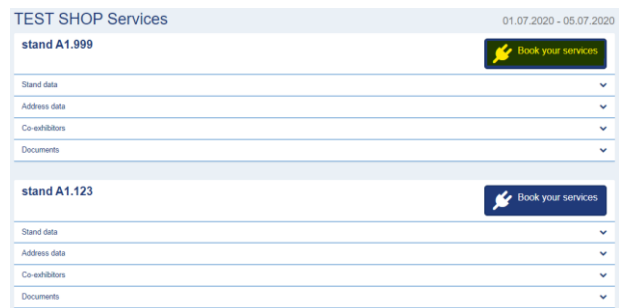
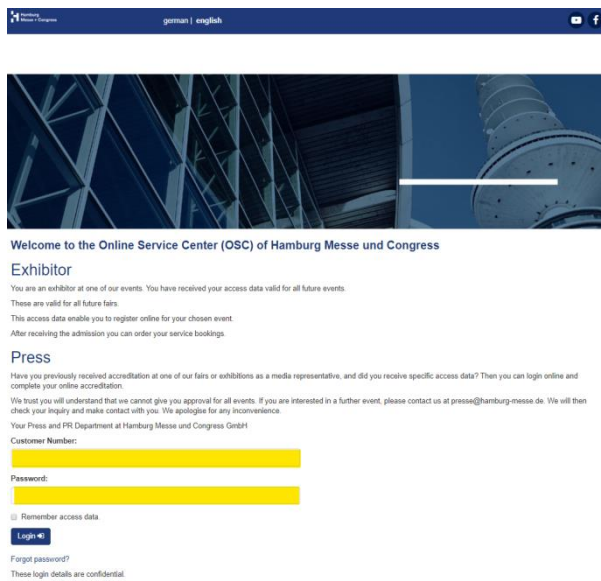
Online Shop: four steps to successful trade fairs

We are offering our services conveniently via the Online Shop to simplify the preparation of your trade fair presentation.

Ordering is simple and tailored to your needs.

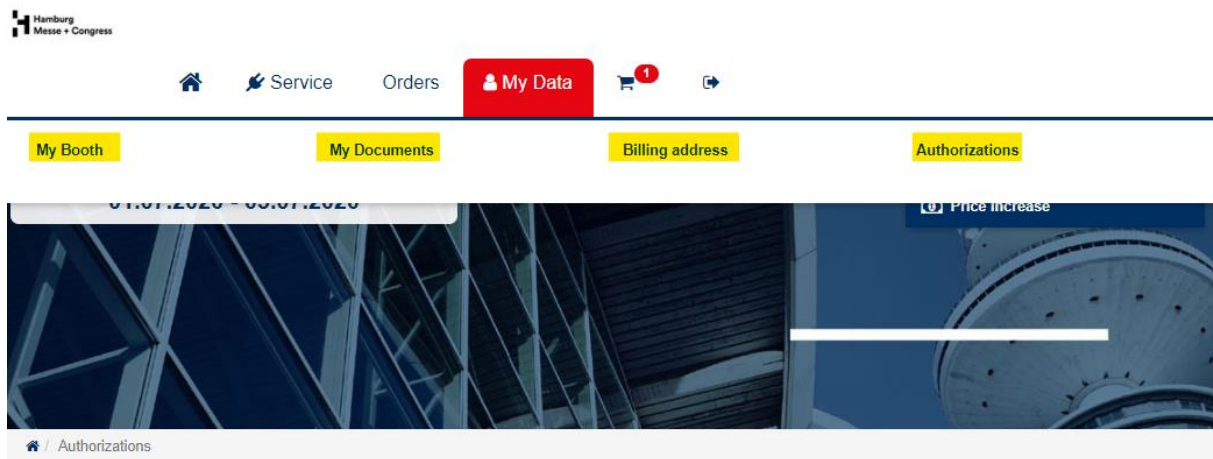
1) LOGIN

You will receive the login credentials to the Online Service Center with your admission to the event. Please fill in the credentials on the starting page (ill. left, highlighted in yellow) and select Login to proceed to our Online Shop (ill. right, highlighted in yellow). In the case of certain third-party events, login to the Online Service Center is not required and the Online Shop is accessed directly from the organizer's system.



2) MY DATA

- My booth: Please doublecheck your booth and address data. If necessary, inform us about changes or add a new invoice address via the Online Shop.
- My documents: Upload your stand sketch here as well as additional documents. You will also find your confirmation of orders here soon.
- Billing address: You can add an additional invoice address here.
- Authorizations / Sub-permission: You can create a sub permission that allows your stand builder or exhibition agency to access the online ordering system / Online Shop on your behalf. Decide who will be paying for the services that are ordered. The contractual partner you have authorized to place orders will receive an e-mail with his own access information. You will receive a confirmation as soon as the sub-permission request has been approved.



The screenshot shows the Hamburg Messe + Congress website interface. At the top left is the logo. The navigation bar includes 'Service', 'Orders', and 'My Data' (highlighted in red). A shopping cart icon with a '1' notification is also present. Below the navigation bar are four yellow buttons: 'My Booth', 'My Documents', 'Billing address', and 'Authorizations'. The main content area features a large blue image of a modern building structure. A 'Price increase' notification is visible in the top right corner. The breadcrumb trail at the bottom of the image area reads 'Home / Authorizations'.

Sub-permission

You have the option of applying for authorisation that allows your company partners to access the on-line ordering system, and you can also decide who will be paying for the services that are ordered.

The company partner you have authorised to place orders, will receive an e-mail with his own access information. You will receive a confirmation as soon as the the sub- permission request has been approved.

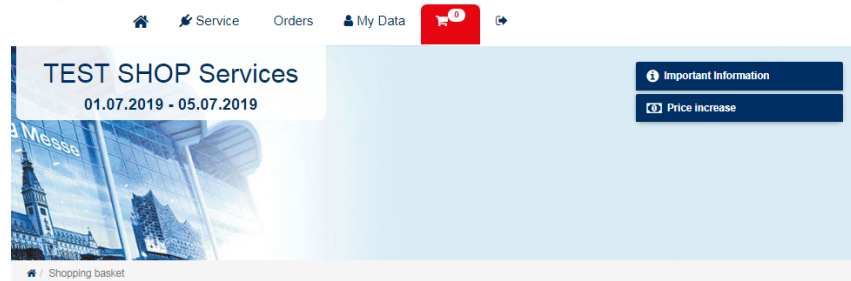
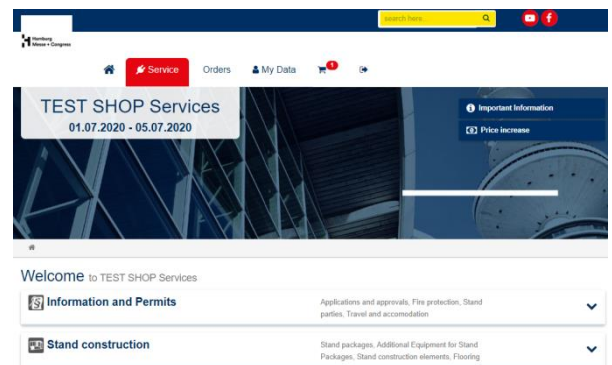
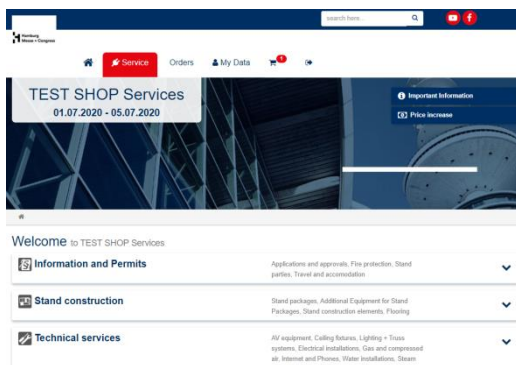
+

Add new sub-permission



3) SELECT SERVICES & SHOPPING BASKET

Select the corresponding group of services as well as your items (ill. left). All services are listed in detail. Or you can enter the item you are looking for in *search here* (ill. right, highlighted in yellow). Please always complete the mandatory fields. Then place the service into the shopping basket, review it and accept the General Terms and Conditions for Services. Initiate order by pressing button *order*. Goods in the shopping cart are not considered an order! Please complete your order by clicking the order button.



Shopping basket

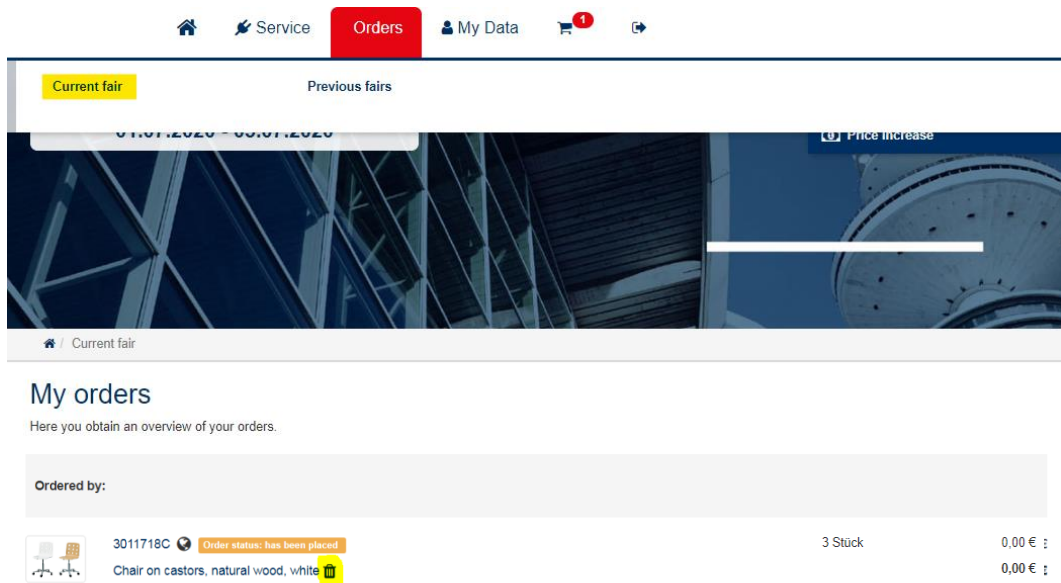
Thank you for your order and for using our services. You can call up the contents and processing status of your order at any time under Current Fairs in the Online Service Center.

You will shortly receive a confirmation e-mail. Please note: This e-mail does not constitute binding acceptance of your order. Your order is not accepted as binding until we or the service partner send you written confirmation of the provision of the service or the ordered goods.



4) PLACED ORDERS

Rewiev the current status of your order at any time by selecting *current fair* (ill., highlighted in yellow). Use the trash-button to cancel the item (ill., highlighted in yellow). **Cancellations are possible until four weeks before the start of the event (deadline)!**



Home Service **Orders** My Data 1

Current fair Previous fairs



Price increase

Current fair

My orders

Here you obtain an overview of your orders.

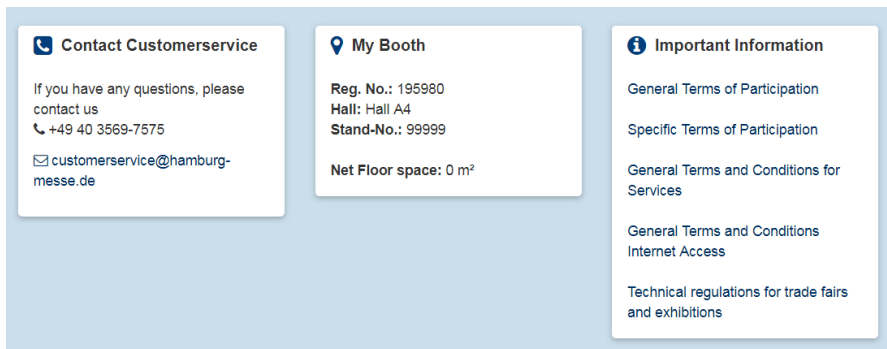
Ordered by:

	3011718C Order status: has been placed	3 Stück	0,00 € :
	Chair on castors, natural wood, white 		0,00 € :

DID YOU KNOW...

Displayed at the bottom:

Contact details of the customerservice, key facts about your stand as well as general important information.



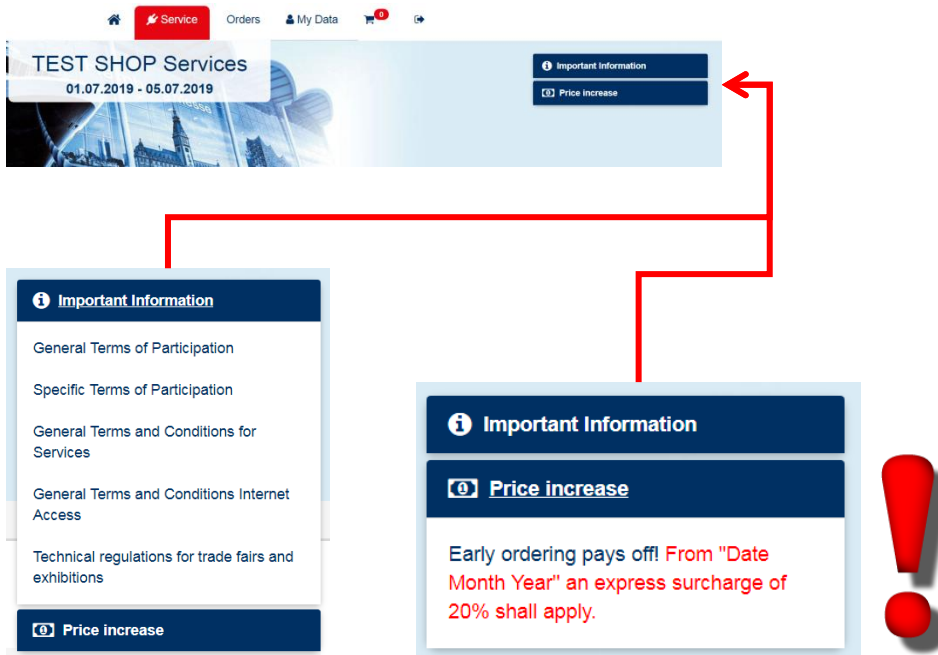
Contact Customerservice
If you have any questions, please contact us
☎ +49 40 3569-7575
✉ customerservice@hamburg-messe.de

My Booth
Reg. No.: 195980
Hall: Hall A4
Stand-No.: 99999
Net Floor space: 0 m²

Important Information
General Terms of Participation
Specific Terms of Participation
General Terms and Conditions for Services
General Terms and Conditions Internet Access
Technical regulations for trade fairs and exhibitions

Displayed on the right side:

Important information like general terms and conditions, parking and traffic rules as well as the date of price increase (express surcharge of 20 %).



Service Orders My Data

TEST SHOP Services
01.07.2019 - 05.07.2019

Important Information
Price Increase

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General Terms of Participation
Specific Terms of Participation
General Terms and Conditions for Services
General Terms and Conditions Internet Access
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Price Increase

Important Information
Price increase
Early ordering pays off! From "Date Month Year" an express surcharge of 20% shall apply.

