



EXHIBITOR SERVICES CENTER

USER MANUAL



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GENERAL INFORMATION

The Exhibitor Services Center is an online platform that allows you to:

- Access the exhibition floor plan
- Access the exhibitor list
- Choose your preferred location and submit a booth space application
- Manage your company profile and details

HOW TO LOG IN

If you have already participated to one of the EADV events, your account already exists. If you are participating for the first time as an exhibitor, please create a new account.

New Exhibitors

Companies that are participating for the first time as an exhibitor at the EADV Events or have not participated since 2015, have to create an Industry Account in order to access the Exhibitor Services Center.

On the “Exhibitor Login” page

(http://s23.a2zinc.net/clients/EADV/spring2017/Public/e_Login.aspx?FromPage=e_ExhibitorConsole) click on under the section “New Exhibitor (circled in red).

The screenshot shows a login form with the following elements:

- A password input field with a lock icon and the label "Password".
- A checkbox labeled "Stay signed in".
- A green "Login" button.
- A link for "Forgot your password?".
- A message: "No worries. We can retrieve your password."
- A link for "New Exhibitor?".
- A message: "Click here to create your account in order to submit a space application online."

The "New Exhibitor?" link is circled in red.

Please complete all compulsory fields and then click on Submit. You will then receive a registration confirmation email and your password. Should any of the compulsory fields not be applicable (e.g. VAT or PO) please just insert any text.



Email

URL*

Once you have received your credentials, you can log in; to log in, please follow the instructions below.

Registered Exhibitors

Companies that have participated as an exhibitor in any of the EADV Events since 2015 have already a company profile and a password. Newly registered companies have to use their password and follow the instructions below. To log in to the platform please go to the login page and insert your password:

http://s23.a2zinc.net/clients/EADV/spring2017/Public/e_Login.aspx?FromPage=e_ExhibitorConsole

Stay signed in

Forgot your password?
No worries. We can [retrieve](#) your password.

New Exhibitor?
[Click here](#) to create your account in order to submit a space application online.

Please note that the platform only requires the password to log in.

Retrieve the password

You can retrieve your password at any moment. From the login page, click on “retrieve” to request your password again.



🔒 Password

Stay signed in Login

Forgot your password?
No worries. We can [retrieve](#) your password.

New Exhibitor?
[Click here](#) to create your account in order to submit a space application online.

To retrieve your password you will have to insert the email with which the Industry Account was created.

Forgot your password?

No worries. We can [retrieve](#) your password.

✉ E-mail Address:

E-mail My Login Info

An email with the password will then be sent to the associated address.



BOOTH SPACE APPLICATION

Click on “Booth Space Application” to open the application form. An asterisk marks the compulsory fields.

Company Info

This field resumes the company information, showing the company name, the name of publication and the address. Please ensure that the information displayed is correct before submitting the form.

Booth Contacts

- Primary contact: The primary contact for all communications from the EADV. This contact is associated to industry account.
- Invoice details: For invoicing purposes, the EADV requires the contact person name and the address to send the invoices issued for the services rendered during the EADV Event.

Application Info

- Exhibiting as name: The name of publication. The name provided in this field will be used for the official exhibitor list publications (congress app, floorplan, printed materials)
- Width (meters): Please indicate the preferred width.
- Length (meters): Please indicate the preferred length.
- Area (sqm): This field shows the total area requested based on the width and length values.
- Special Instructions: Additional notes for show management
- Booth configuration: Choose the preferred configuration
- Booth choice: Up to 3 space selections are allowed. By clicking on the field, the floor plan will pop up and the selection can be made by clicking on the booths.
- Company VAT ID: For all EU based companies. For non-EU companies, please insert any text.
- PO Number: For all companies requiring a PO number. Should you not have one already available, please indicate that the invoices will have to be issued with a PO.
For companies not requiring the PO number, please insert any text.
- Contract Info: The details of the person filling out the application.
- Terms and Conditions: General Terms and Conditions of the EADV. The PDF version can be requested by sending an email to the EADV Exhibition Department.



Booth choice information

Floor plan

All booths are set in standard size of 3mx3m (9 sqm). The EADV will then adapt the area to meet your requirements.

Only the confirmed booths will show as occupied on the floor plan. Reserved booths and already requested areas will appear as available. It is very important that you indicate 3 different locations in order to assist us with the assignment of your booth area.

Assignment

The booth assignment order gives priority the top sponsors' booth areas followed by booths with an area over 80 sqm. After these two groups, the booth areas are assigned on a first-come-first-serve principle and **the online application has priority over requests send by email**. Please ensure that you apply online.

Only the confirmed booths will show as occupied on the floor plan. Reserved booths and already requested areas will appear as available. It is very important that you indicate 3 different locations in order to assist us with the assignment of your booth area.

After receiving the application, a member of the EADV Exhibition team will review your request and prepare the booth area to meet your requirements. The newly designed area will then be send to the contact person for confirmation.