

## EACTS 2010 / EXHIBITOR MANUAL

### e-cat - GENEVA PALEXPO Shop Instructions

An account has been created for you from the organiser's database, and you can log on to the Geneva Palexpo Shop as an existing user:

1. **Sign In:**

- a. Enter the main contact e-mail address
- b. Enter your password
- c. Continue

2. **Stand Selection:**

- a. Enter your stand number
- b. Continue

3. **Exhibitor Portal:**

click on **Shopping Cart** to place your orders

4. **Shop for Services**

Select services from menu on the left and click, complete form on the right

**Note:** complete the \_\_\_ **DAY** field whenever it appears next to Quantity !

For EACTS 2010, indicate **4** (for the 4 exhibition days, 12 – 15 September)

#### Early-bird tariffs

Deadline for early-bird rates is **10 August 2010**. Orders placed after that date will be invoiced at the standard rate, which is 20% higher. If you save your orders as drafts, remember to confirm them prior to 10 August 2010.

#### Access to the Shop

If you wish to give access to the Shop to another staff member, or to your stand contractor, please give them the link to the Geneva Palexpo Shop, and, on the Sign In window, have them select the

“No, I have not registered on your site before” option + “Continue” to go on to create their account.

Please note that the person who places the order will be the person invoiced and no orders can be invoiced to a third party.