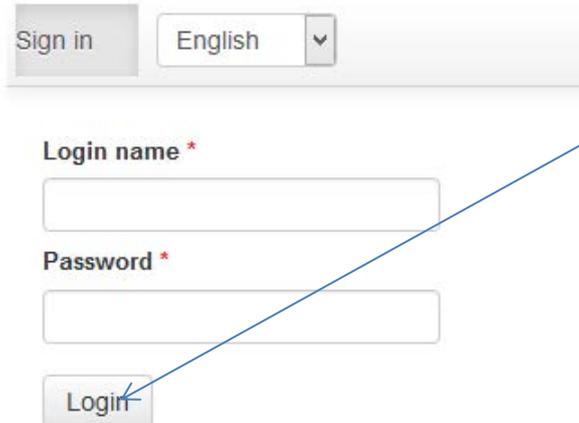


User guide for the online exhibitors' system of Hungexpo C.Co.Ltd.

Due to the IT development of Hungexpo C.Co.Ltd. our exhibitors have the possibility for using several new functions in our online system. You can edit not only your display in the exhibitors' list, but get more information about e-ticket service, order services related to your exhibition-participation

For using the system you need the account sent by Hungexpo C.Co.Ltd. by e-mail.

1. Please type your login name and password then click the **Login** button!



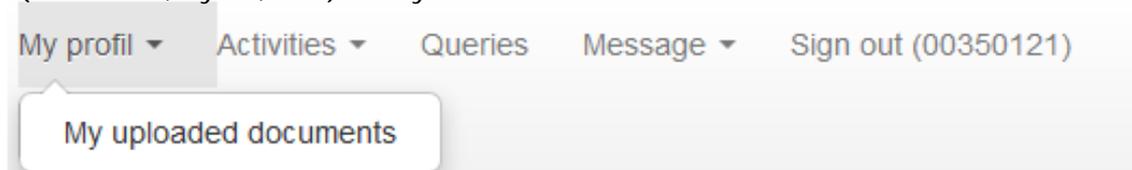
Sign in English

Login name *

Password *

Login

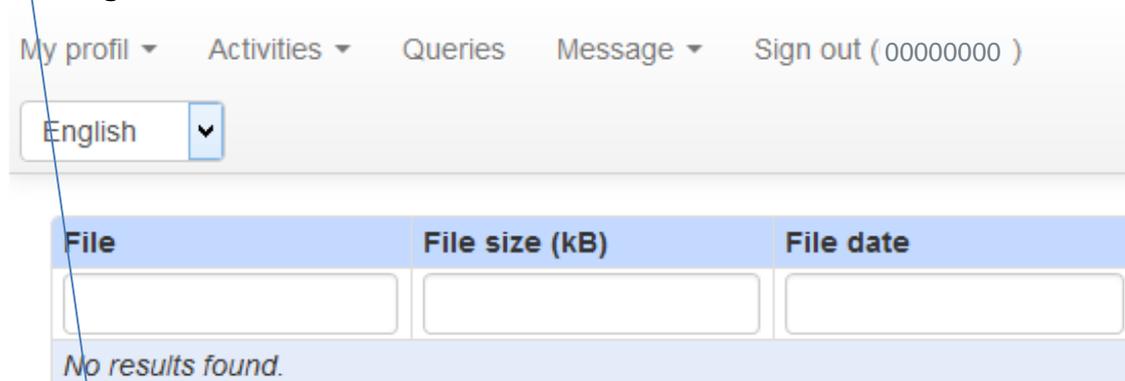
2. In **My profile** menu at **My uploaded documents** you can upload your documents (brochures, flyers, etc.) that you want to share with visitors.



My profil ▾ Activities ▾ Queries Message ▾ Sign out (00350121)

My uploaded documents

Here you can upload those **company logos** that you want to publish in the **online catalogue**.



My profil ▾ Activities ▾ Queries Message ▾ Sign out (00000000)

English ▾

File	File size (kB)	File date
<input type="text"/>	<input type="text"/>	<input type="text"/>

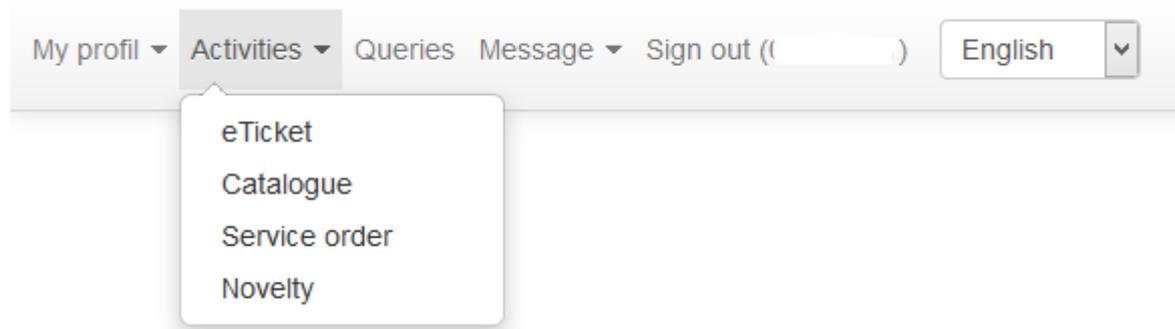
No results found.

Information about file upload:

- only one file can be uploaded at once
- any kind of file can be uploaded (pdf, xls, jpg, etc.)
- max file size is (kB): 512

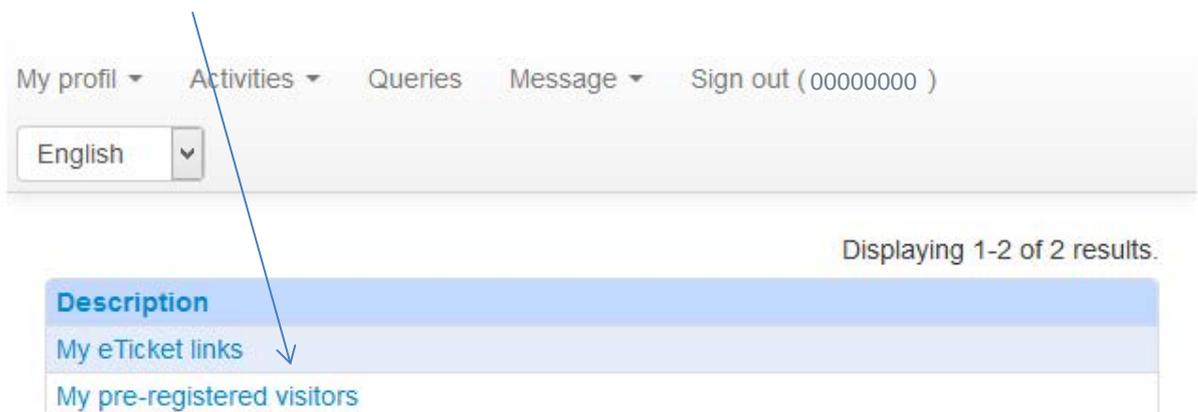
Upload a file

- In **Activities** menu you can explore your **eTicket** links, manage your data published in the **online catalogue**, order services related to your exhibition participation and you can also edit your **novelties**.



- By our **E-ticket** service we provide an opportunity for our exhibitors to invite their partners to the exhibition. In this menu you can view your personal e-ticket links, you can test them and you can find useful help how to apply these links.

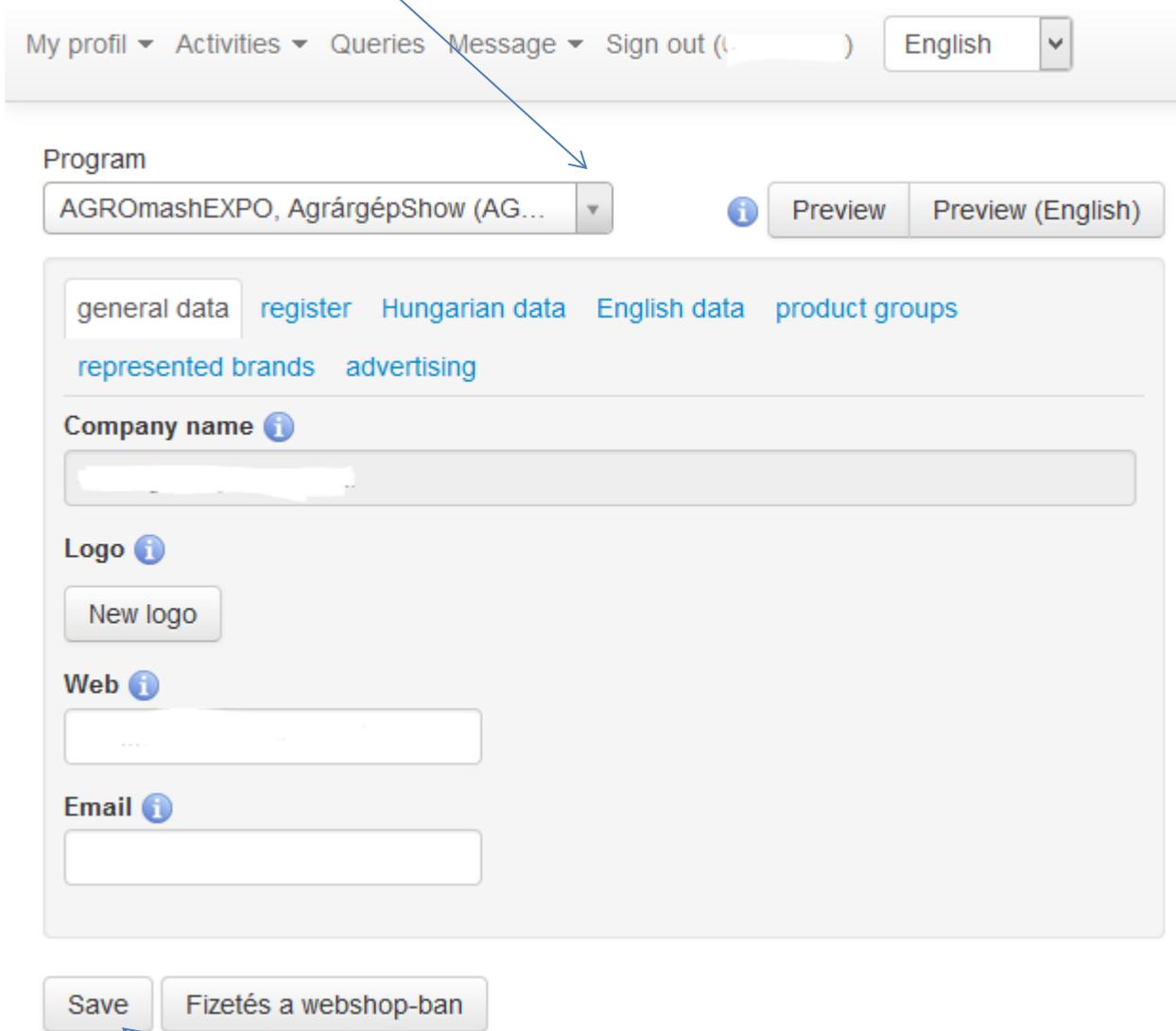
At **Queries** menu you have the possibility to follow up your registered visitors and download their data.



5. It is a novelty that we have expanded the functions of the exhibitors list, so it operates as online exhibitor catalogue as well. You can add the introducing text of your company, upload your company logo using our online system and you don't need paper based orders, thereby we simplify administration. The ordered services can be purchased in our webshop by credit card on a secure surface of OTP BANK. You can edit your data by clicking in **Activities** menu on **Catalogue** menu item!

At first please choose your exhibition then give the general data of your company, set the logo you want to enter the catalogue.

You can upload your logo at **My profile/My uploaded documents** menu.



By clicking the **Save** button you can save your work. Please click the button every time you change something in your profile!

In **register** menu you can set the name how you want to enter the catalogue. You can set the name by clicking on the check-box before the name. Attention, starting marketing package includes one entry!

In **English data** menu you can add your contacts and the introducing text of your company. Under the text box you can check the number of characters. Attention, starting marketing package includes entering text up to 300 characters!

In **Hungarian data** menu you can add text to the Hungarian version of the catalogue.

By clicking **product groups** you can choose where you want to show your company. In the online catalogue visitors can filter exhibitors according to product groups, so it is important that you choose the product group(s) relevant. Attention, starting marketing package includes setting three product groups!

In **represented brands** menu you can add the name and logo of your represented brands. Attention, starting marketing package includes entering one brand!

In **advertising** menu we provide the possibility for our exhibitors to promote their company in our online catalogue that is displayed not only on the website of the exhibition but on the information terminals placed in the pavilions during the exhibition. After this service has been purchased in our webshop, our colleague will check and activate your banner within 24 hours. Online catalogue is available from 2 weeks before the exhibition and can be browsed until 1 month after the exhibition.

Every time you want to test your uploaded information just click on the **Preview** button.

6. The **Novelty** service in **Activities** menu provides the opportunity to add your novelties presented at the exhibition. Novelties are available at the website of the exhibition in Novelties menu after you have uploaded it. Hungexpo C.Co.Ltd has reserved the right to remove promotional text that does not related to the exhibition.
7. In **Message** menu you can ask your questions and send your comments to our organizer colleagues. If you check the box under the text box we send you the copy of the message.

We hope you will be satisfied with our service and content with its use, thus we can contribute to your effective participation in the exhibition and ultimately your business success.

Hungexpo C.Co.Ltd., 2014