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# Exhibitor portal (Personal Account)

User guide



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# Whom is Personal Account for?



**Potential  
participant**

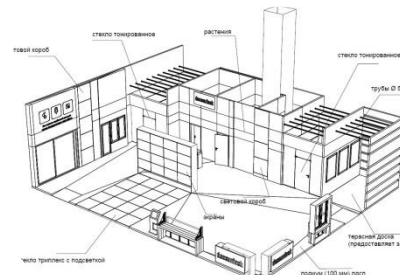
Limited functions



**Participant  
(with a Contract)**

- Exhibitors,
- Group stand organizers,
- Sub-exhibitors,
- Exhibitor-self-boothbuilders

Advanced functions



**Booth builders  
(contractors)**



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# Personal Account functionality

Functions	Limited «Your start»	Advanced «More opportunities»
Information on exhibition participation	✓	✓
Company profile	✓	✓
Participation application	✓	✓
Delegation of rights to new users (editing, reading)		✓
Getting passes online		✓
Online application for publication in the Exhibition Official Catalogue		✓
Notification system		✓



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# Where to start?

## Potential participant

**1** Register in 30 seconds

**2** Give details in your company profile

**3** Choose an exhibition and add it

**4** Send a participation application



**5** Sign the Contract for participation

**6** Get the Participant Code and advanced functions in exhibitor portal



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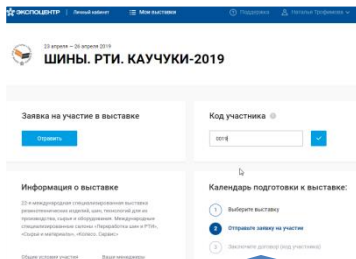
# Where to start?

## Participant (with a Contract)



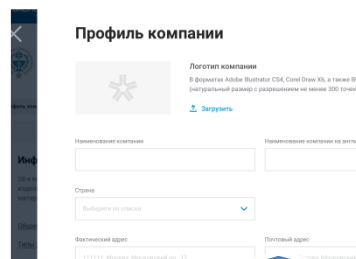
1

Assign a person responsible for the Exhibitor portal, get the Participant Code



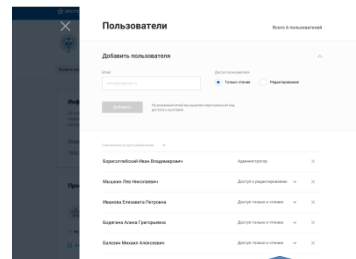
2

Fill in the participant code and get advanced functions of the Exhibitor portal



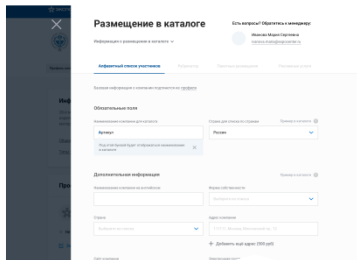
3

Add information in your Company profile



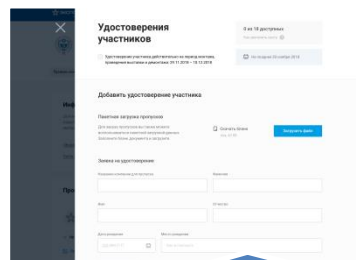
4

Add users



5

Apply for the publication in Official Catalogue



6

Make your passes, print (printing function is opened 3 days before the Mounting)



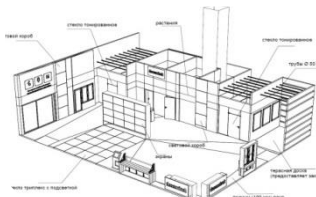
7

Go to the territory of Expocentr Fairgrounds (turnstiles of Western, Southern, Northern entrances)



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# Where to start?

## Booth builder (contractor)

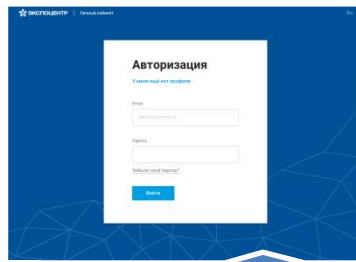


1

Get an accreditation  
(EXPOCONSTA OOO)

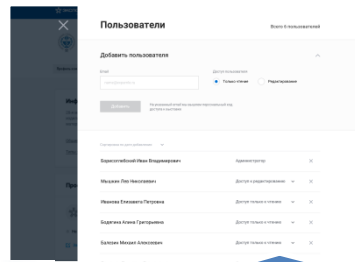
2

Get the access code by e-mail and enter the Exhibitor portal



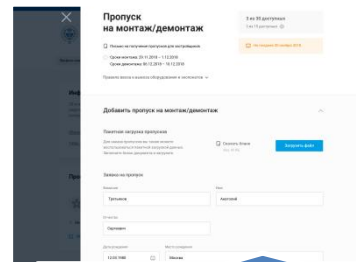
3

Add users



4

Make passes online



Иван Иванов

ООО «Успех»

МД

Пропуск действителен / Valid:  
Монтаж / Mounting:  
20.04.2019 - 22.04.2019  
Демонтаж / Dismantling: 27.04.2019  
00.00.00

5

Print your passes  
(printing function is opened 3 days  
before the Mounting)



6

Go to the territory of Expocentre  
Fairgrounds (turnstiles of Western,  
Southern, Northern entrances)



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# Technical support

## 1<sup>st</sup> line



Exhibitor portal: menu section «Support»,  
online form «Ask a question»

Phone: 8 (800) 707-37-99

(calls in Russia are free),

+7 (499) 795-37-99

Daily from 8 a.m. till 8 p.m.(Moscow time)

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## 2<sup>nd</sup> line



E-mail: [suplk@expoctr.ru](mailto:suplk@expoctr.ru)

Monday-Thursday from 9 a.m. to 6 p.m.

Friday from 9 a.m. to 4:45 p.m.