

# GENEVA PALEXPO Shop

## INSTRUCTIONS

An account has been created for you from the organiser's database, and you can thus logon as an *existing user*. Your identifying details are :

- a. your e-mail address (do not create a new account!)
  - b. password: a system-generated password sent to you by e-mail on your 1st access
  - c. your stand number
1. Click on **Shopping Cart** for **OnLine Orders** under "Services supplied by Geneva Palexpo" (left menu)
  2. **Sign In:**
    - a. Enter your e-mail address
    - b. Password: select "Send password to my e-mail" on 1<sup>st</sup> access and/or enter your password
    - c. Continue
  3. **Stand Selection:**
    - a. Enter your stand number
    - b. "Request access" on your stand on your 1<sup>st</sup> access: access will be authorized by e-mail – Note: this is NOT automatic (as for password) and may take 24 h - and/or "Continue"
  4. **Exhibitor Portal:**  
click on **Shopping Cart** to place your orders
  5. **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 ESMO 2010, indicate **4** (for the 4 exhibition days, 28 April – 1<sup>st</sup> May)

### Early-bird tariffs

Deadline for early-bird rates is **26 March 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 26 March.

### Access to the Shop

The Shop is open to "Existing Users" only.

If you wish to give access to the Shop to another staff member, or to your stand contractor, please supply their details so an account can be created for them (for staff member, e-mail address only; for stand contractor, full details).

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