

Exhibitors' guide

On-line registration system

DENTAMED®

Table of contents :

| | |
|--|---|
| 1. Registration in the system | 2 |
| 2. Log-in and first orders | 3 |
| 3. Ordering the exhibition space | 4 |
| 4. Payment | 9 |

1. Registration in the system

- To be able to place orders, you must register the company in the system. The first step is the registration of data, followed by verification by the Organizer.

Registration form for the Exhibitors:

<https://dentamed2019.exposupport.pl/en-us/exhibitor/register>

EXHIBITOR'S ACCOUNT REGISTRATION

Welcome to registration of the Exhibitor's Account. The account registration process consists of three steps:

1. **Completion of the registration form**
2. Verification of the e-mail address provided during registration
3. Formal verification of the Exhibitor by the Organiser

This is the **first step**. Complete the form below and confirm by clicking on "Register". You will receive a message with an activation link to the e-mail address you have provided. After clicking on the activation link your account will be activated and you will be able to log in to the system.

If you have registered already and have an account in the system, [log in here](#)

Note: You will receive further instruction to the e-mail address you have provided. Some servers may treat automatically sent messages as SPAM and put them in a separate folder in your e-mail box. Please check your SPAM folder if you do not receive any e-mail from us after completion of the order and unmark the message as spam.

Exhibitor's registration form

Company details

| | |
|----------------|----------------------|
| * Company name | <input type="text"/> |
| EU VAT Number | <input type="text"/> |
| Polska | <input type="text"/> |
| * Street | <input type="text"/> |
| | <input type="text"/> |

FAQ

🔗 I get a message that my e-mail address already exists in the system

This message means that you have registered in our reservation system before and you already have an account here. You can reset your password using [I forgot my password] on the login page. Persons who already have an account in the system do not have to register again.

🔗 What does an * mean by the description of a

- After registering in the system, you will receive a message to the provided e-mail address with a request to verify it.
- To place an order, the Organizer must verify the account. You will be notified of the verification by an email.

Account activation

Your Exhibitor account has been formally verified and is already active.

Please [log in to the system](#) and complete the registration form.

<https://dentamed2019.exposupport.pl/en-us/login>

- After verification, it will be possible to log into your account and place an order for selected services.

2. Log in and ordering

- After verifying the data by the Organizer, you can log in via the website:

<https://dentamed2019.exposupport.pl/en-us/login>

Login

Remember me on this computer
[I forgot my password](#)

- After logging in, you can select the appropriate service:
 - Submission of exhibition space - concerns companies that want to order an exhibition space at the Fair
 - Advertising services - for companies that do not rent space
 - Seminar rooms - for companies that do not rent space

| NEW APPLICATION | | | |
|---|---|-------------------|-----------|
|  | Application form | deadline | days left |
| | | 30 September 2019 | 90 |
|  | Advertising services - without a space | deadline | days left |
| | | 31 October 2019 | 121 |
|  | Seminar rooms - without a space | deadline | days left |
| | | 11 October 2019 | 101 |

3. Ordering exhibition space

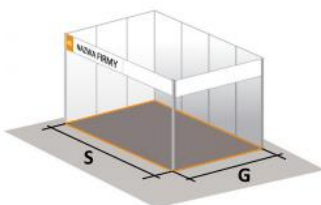
- There are 13 steps in the application form - step 1 and 2 are available at this stage (also step 3 in case of co-exhibitor application).
- Step 1:
 - select the sector DENTAMED
 - select the registration fee
 - you can submit co-exhibitor (you can also submit it later)
 - you need to read and accept the Regulations of the event

Sector
Please choose a sector for your stand.

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- Step 2
 - select the type of exhibition space (without stand construction, with stand construction,)
 - specify the type of stand (row, corner, front, Island)
 - the dimensions of the stand should also be determined according to the arrangements with the organizer.

Stand size
Please specify the stand dimensions:



Stand size:

Width:

Depth:

- Step 3
 - the co-exhibitors' data should be completed - in case when they have not been submitted, the step is inactive.

- Summary - if everything is correct, click „send application”.
- After submitting your application, you will receive a confirmation e-mail.

Application for participation

Thank You for submitting your participation application.
Your application is being verified.

Ten e-mail został wygenerowany automatycznie. Nie odpowiadaj na niego.

This is an automatic replay please do not reply to it by e-mail.

- After accepting the application for implementation by the Organizer, you will receive an e-mail with confirmation.

Accepting the application for implementation

Your application has been accepted for implementation. You can place further orders.

- To order more items and complete the application, log in to your account and enter "Continue your reservation".

Continue your reservation

Order equipment and services.

Failure to complete the application is tantamount to resignation from participation in the fair.



deadline



25 October 2019

days left


159

- Step 4 - here you can order additional equipment and carpet. When choosing a extra floor carpet, select the color and enter the color number in the order field.

Carpet

| | | | |
|--------------------------|--|----------------|--------------------------------|
| <input type="checkbox"/> | standard floor carpet  | 0.00 zł/sq.m. | 0 <input type="text"/> sq.m. |
| <input type="checkbox"/> | extra floor carpet  choose color - PREVIEW | 30.00 zł/sq.m. | 0.0 <input type="text"/> sq.m. |

- When choosing equipment items that have different dimension options, select a specific variant.

| | | | |
|-------------------------------------|--|---------------|----------------------------|
| <input checked="" type="checkbox"/> | counter with a shelf, height 100cm  | 110.00 zł/pc. | 1 <input type="text"/> pc. |
| select the right dimension | | | |
| <input type="checkbox"/> | 50x50x100 (szer. x gł. x wys.) / 50x50x100 (width x depth x height) | | 0 <input type="text"/> pc. |
| <input type="checkbox"/> | 100x50x100 (szer. x gł. x wys.) / 100x50x100 (width x depth x height) | | 0 <input type="text"/> pc. |

- Step 5 - ordering electricity

Important: The order will be implemented upon approval of the Technical Organization Department of Targi w Krakowie Ltd. Orders submitted later than 21 days before commencement of the fair will be implemented, if possible; and will be charged an additional 100% fee of the standard price.

- Step 6 - entry to the e-catalog. Add your company details and logotype to the e-catalog. You can also choose the data provided when registering the company. You can also order advertisements in the catalog.

EXHIBIT CATEGORIES

Rewrite the data given during registration

Full name company *

characters left: 150

Street, no. *

characters left: 64

Post code *

characters left: 64

City *

characters left: 64

Phone number *

characters left: 64

E-mail address *

characters left: 64

Website

characters left: 64

Company or product's full color logo



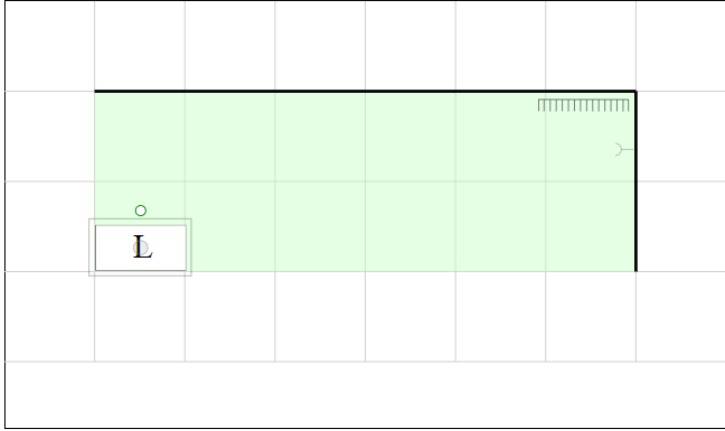
EXHIBIT CATEGORIES *

Cancel

Next

- Step 7 - in this step you can order:
 - distribution of advertising materials
 - additional services
 - advertising services
- Step 8 – fascia board and graphics (regarding the space with stand construction) If you order an individual performance graphics on the fascia board, the agreed price will be added by the organizer
- Step 9 - Regarding the space without construction you should provide details of the company building the stand in this step.
- Step 10 – renting seminar rooms
- Step 11 – Stand plan (for space with a booth). You can draw your stand using the symbols of ordered equipment. In the case of a corner stand, the open corner should be selected in accordance with the location of the stand in the hall.

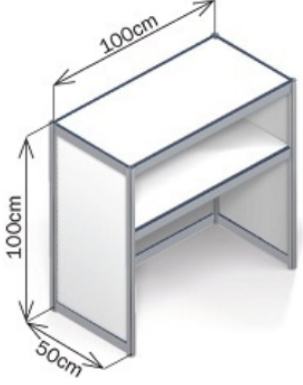
Stand plan
Draw your stand using the symbols of ordered equipment.



reset right side

Info

counter with a shelf, height 100cm



Comments

[add a new comment](#)

- Step 12 – Additional services
Here you can order extra badges, hostesses, security and invitations for Exhibitors Evening)
- Step 13 – Summary
Here you can check the summary of the costs and ordered items and send the application.

5. Payments

- After sending the application through the system, the Organizer will prepare a payment schedule for you
- **Payment schedule:**
 - registration fee (pro-forma invoice with 3-days deadline for payment)
 - 100% payment for exhibition space - if the Exhibitor wish to have discount prices – with deadline for payment 6th September 2019.
 - or
 - two installments for space and orders (advance 45%)
- **Accounting documents and payment dates:**
 - 1) After placing the order in the first 2 steps you will receive a pro forma invoice for the registration fee and prepayment. After paying registration fee, the order will be accepted for implementation and the remaining steps of the application form will be started.
 - 2) In the case of payment in installments (45%/55% advance) you will receive:
 - pro forma invoice for the registration fee with payment deadline - 3 days
 - pro forma invoice for 45% advance for the exhibition space with payment deadline – 6th September 2019
 - pro forma invoice for the remaining payment for the space and orders with due date until 12 November 2019.
 - 3) If you pay 100% (with discount) you will receive:
 - pro forma invoice for the registration fee with payment deadline - 3 days
 - pro forma invoice for 100% of payment for the exhibiton space with payment deadline – 6th Septembet 2019

* The condition to get a discount is to pay for the space until 6th September 2019.
- If you order more items and services, the payment schedule will be updated and you will receive new documents

If you have any questions, do not hesitate to contact us

Monika Szczęsna– deputy project manager

szczesna@targi.krakow.pl

tel: +48 12 651 90 55

mobile: +48 509 892 624