

Exhibition space order step-by-step - tutorial

CEDE 2015 application forms may only be submitted using on-line Exhibitor Panel.

The forms are available on www.cede.pl

The original of exhibition space order (duly signed and stamped) must be returned by regular mail to the Organizer.

Step 1

To access the Exhibitors Panel select the button:



on CEDE2015 homepage www.cede.pl in the

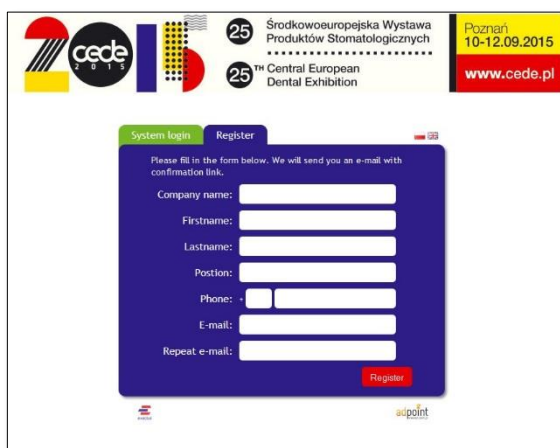
Should you created the online account during former CEDE edition – just access the Panel entering your login and password.

Should you lost or forgot the password please use password recovery service selecting the link: „Forgot the password?”

The on-line account provides instant access to your order i.e. application forms submitted, status of the order, payments etc.



If you do not have your account - register the account selecting **REGISTER** bookmark.




In case of any questions or problems with the on-line service please feel free to contact us by e-mail: cede@cede.pl or by phone: +48 42 632 28 66

Step 2

Complete all the required sections of the „Exhibition space application” form highlighted with an asterisk (*), specifying:

- the size and dimensions of preferred exhibition space,
- the type of the space (serial, corner, peninsula, island),
- max and min space you are ready to accept,
- preferred location with indication of the number of the space module on the exhibition floor plan.

The screenshot shows a web-based application form for an exhibition space application. The form is titled "ZŁOŻENIE WNIOSU O WYKONANIE PODKONTRAKTU - POWIĘKSZENIA WYSTAWOWISKA". It is divided into several sections, each with a blue header. The first section is "Wypełnia - adres do korespondencji" and contains fields for "FIRMA NAZWA*", "ADRES DO PRACOWNI*", "MIAŁO*", "KOD POCZTOWY*", "MIASTO*", and "PAŃSTWO*". The second section is "Osoba odpowiedzialna za udział w wystawie" and contains fields for "IMI I NADZWISKO*", "E-MAIL*", and "TELEFON*". The third section is "Dane do faktury / Płatnik" and contains fields for "PLATNIK*", "FIRMA NAZWA*", "MIAŁO*", "KOD POCZTOWY*", "MIASTO*", and "PAŃSTWO*". Below this is a section "Opis na otrzymane faktury subkontrowerskich" with a text area. The next section is "Profil wystawcy" with a list of checkboxes for various services. The final section is "Założenie udziału, udział w renowacji" with a text area. At the bottom right of the form, there is a green button labeled "Save".

Accept the form using  button.

If your order requires more than one space module or consist of the parts of different type, please submit AU application form for each part of the exhibition space preferred.

Until your space allocation by the Organizer your application status „Awaiting Organizer acceptance”.

Exhibition spaces area of 50 sqm and more will be allocated and confirmed in the first instance.

Step 3

By return e-mail you will receive "Confirmation of submitting of the application form. The message will include the summary of your space application. Each additional application form submitted will be confirmed by individual e-mail message.

If the space allocated by the Organizer will be different from the space indicated in your form A/AU you will be required to edit your form, update the application according to actual space size and then accept the changes.

**Step 4**

Final location of your space will be confirmed by e-mail message . Exhibition space order and 2 proforma invoices (one for the registration fee and one for exhibition space) will be attached to the e-mail message.

**Step 5**

After receiving your space allocation:

- transfer the payment to the organizers account within deadlines mentioned in the proforma invoices,
 - return of signed original of the "Exhibition space order" by post to the Organizer.
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Please note that after final confirmation of your space allocation any changes and updates in your order will not be possible.

Any changes will be possible only by cancelling of the order and by starting the application procedure from the beginning.