



THE DISTRIBUTED ENERGY SHOW

Emblem Shows Exhibitor Portal Guide

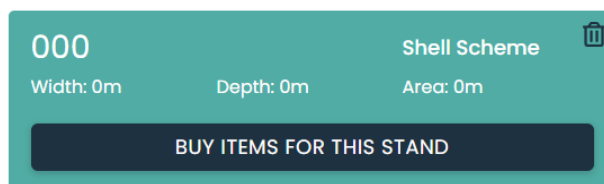
PLEASE NOTE: Before you start exploring the Emblem Shows Exhibitor Portal and placing your orders, please ensure your stand details are to hand; stand number, stand type, and size.

Create Your Account:

- Use the **REGISTER** button to create an account to place your orders via the portal
- **Registration Page**
 - Complete all required fields and check details are correct
- Already registered?
 - Sign in using your email address and chosen password
 - If you need help logging in, please call 01952 370 081 or email emblemshows@emblemevents.co.uk

Add Your Stand to Your Account:

- Click on the 'Your account & stands' tab
- Carefully read the information on the page
- To add your stand:
 - Input your stand number
 - Select your stand type, using the guidance on the page to select the correct type
 - Input your stand width and depth
 - Click 'Add Stand'
 - A box will appear on the left-hand side of the screen, confirming your stand has been added



Buy Items for Your Stand:

- Select 'Buy Items For This Stand'
 - This will take you to a 'Switching Stands' page

Should you have any further questions or enquiries, please contact:
Juliette Rogers, Operations Executive, Event Partners Ltd: juliette.rogers@event-partners.com



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If You are a Shell Scheme Stand:

- You will be taken to the **Shell Scheme Package** Page
 - If you have already ordered your shell scheme and carpet from the Organiser, please disregard this page, and go to the next page (Innovation Space)
 - If you have not yet ordered shell scheme and carpet from the Organiser, please do so at this stage
 - Entering the size of your stand in SQM in the quantity box and add to your basket
 - Go to the next page (Innovation Space)
- **Innovation Space**
 - If you are interested in upgrading to an Innovation Space Package, please contact the team to discuss your requirements
 - Note: a limited number of these packages are available; it is advisable to book your preferred package as a priority
 - If you are happy with the standard Shell Scheme Package, please disregard this page and go to the next page (Shell Extras)
- From here, you can add desired items to your basket to build your ideal stand, clicking through each of the following pages to ensure you have everything you require:
 - Shell Extras
 - Nameboard
 - Electrical
 - Flooring
 - Furniture
 - Graphics
 - Audio Visual

If You are a Space Only Stand:

- You will be taken to the **Innovation Space** page where you can review Innovation Space stand solution options
- Should these options not be of interest, please disregard this page and continue as a Space Only stand to the **Electrical Page**
- From here, you can add desired items to your basket to build your ideal stand, clicking through each of the following pages to ensure you have everything you require:
 - Electrical
 - Flooring
 - Furniture
 - Audio Visual

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ALL STANDS:

- Once you are satisfied you have everything you need in your basket, please proceed to the **Positioning Page**
 - Review the information provided
 - Download the Positioning Template
 - Submit your Positioning Template to emblemshows@emblemevents.co.uk no later than 5 March 2024

Ready to check-out?

- Go to the **Review Order Page**
- Your items will be listed; edit and update this list if necessary
- NOTE: 'Electrical testing per stand (compulsory)' Is required for all stands ordering electrical products
- Select 'Place Order' when you are ready, and you will be taken to the **Order Completion and Payment Page**

Order Completion and Payment

- Input the information required
- Review the necessary documents and tick the boxes at the bottom of the page (note all boxes must be ticked for the 'Place Order' button to appear)
- Paying by credit card/ debit card
 - Input your card details and select 'Place Order'
 - You will be taken to the Order Confirmation Page where you can print/ download your invoice
 - You will also receive an instant confirmation email with the invoice attached

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