

## **Manual | Manage your stand in My Easyfairs**

Welcome to the third step in My Easyfairs. You have successfully completed the first two steps in My Easyfairs (Manage Your Online Profile and Invite Customers & Prospects) and you can now continue with the next and final step before the event starts, the **'Manage your stand' step**. In this step, you arrange for all important matters for your event participation! Think of additional orders of products and materials or registering your stand personnel. In this step, you can arrange for everything you need prior to the participation so you won't have to worry about it during the event and can focus completely on meeting (potential) business relations!

**'Manage your stand'** consists of at least three steps and a maximum of nine steps. That depends on the EasyGo package you've chosen and the documentation added by the event team in My Easyfairs. You have the option of going through the steps separately in My Easyfairs or this manual. You don't have to stick to a specific order. Each step states to which package(s) it applies, so you are sure you won't go through any unnecessary steps.

[Step 1: Stand personnel \(available with all packages\)](#)

[Step 2: Create alerts \(available with GoLeads, GoPlus and GoPremium\)](#)

[Step 3: Onsite visibility \(available with GoPremium\)](#)

[Step 4: Stand orders \(available with all packages\)](#)

[Step 5: Visit connect \(available with GoLeads, GoPlus and GoPremium\)](#)

[Step 6: Smart Badge technology](#)

[Step 7: Webshop \(available with all packages\)](#)

[Step 8 \(optional\): Risk assessment](#)

[Step 9 \(optional\): Booth grid plan](#)

[Step 10 \(optional\): Partner services](#)

## Let's go!

When you're logged in to My Easyfairs, you click 'manage stand'



My Easyfairs

**EVENEMENTEN & STANDS**

GEBRUIKERS BEHEREN

FACTUREN & BETALINGEN

2019

**DEMONORAIL**

Stand JT2 - Does Bread Shops

📅 2 > 2 Dec 2019


📍 Namur Expo


**BEHEER STAND**





You will then be directed to the overview below. You'll see a timeline with the following steps that are available in My Easyfairs:

- Manage your online profile
- Invite customers and prospects
- **Manage your stand**
- Track your performance

 Manage your online profile


 Invite your clients & prospects


 **Manage your stand**


 Track your performance  
Section not fully active yet


**Prepare your stand**  
Complete all tasks to get your stand fully ready  



1/3


 [Create SMS alerts](#)


 [Manage your readers](#)


 [Hoe wordt de stand opgebouwd - Extra informatie](#)


**Stand personnel**  
Register staff that will represent your company at the event  
[Manage your personnel](#)


 **Create SMS alerts**  
**Create alerts**  
Get notified when your visitors check in at the event  
[Create SMS alerts](#)  
[I won't set up SMS alerts](#)


 Upload logo for onsite visibility




**Onsite visibility**  
Display your company logo on screens at the event  
You need to upgrade your EasyGo package to benefit from this feature  
[Upgrade](#)

**Stand orders**  
Review the orders for your stand  
[View your orders](#)

**Visit Connect**  
You can scan visitor badges during the event to save their contact information. See who you've scanned.  
[View Visit Connect](#)

**Smart Badge Technology**  
Set up your readers, link them to your profile, products or other information you want to share with visitors to your stand  
[Manage Readers](#)

**Webshop**  
Order items for your stand  
[Visit webshop](#)  
Webshop opens from 10/12/2019 and closes on 11/05/2022

 Some documents need your attention  
**General info**   
Get practical event information  
[View documents](#)

## Step 1: Stand personnel (available with all packages)

In this step, you register the employees who will be working at your stand during the event. You do this via the registration portal in Visit. Registering stand personnel can also be done when the visitor registration is open and the visitors can register for a visit to the event.

### Manage your stand personnel


Register the stand personnel attending the event.


They will receive a confirmation email to the provided email address. This does not give them access to My Easyfairs.

The screenshot shows the 'VISIT | CONNECT' Staff management interface. A green callout bubble with the text 'Manage your personnel' has a red arrow pointing to it. The interface includes a sidebar with a menu where the 'Staff' option is highlighted with a red arrow. The main content area shows a table with columns: Name, Email, Company, Country, Registration state, Registration type, and Attendance state. A red arrow points to the 'Name' column header. Above the table, there is a '+ New' button and a search bar. Below the table, it says 'No staff available.' At the bottom right, there is an 'Actions' button with a red arrow pointing to it. The URL at the bottom left is 'https://visitconnect.gesvent.com/personnel'.

## Step 2: Create alerts (available with GoLeads, GoPlus and GoPremium)

This feature gives a real-time notification when a certain business relation enters the event, so you'll be alerted even when you're busy speaking with visitors.

 Create SMS alerts



**Create alerts**

Get notified when your visitors check in at the event

Create SMS alerts

[I won't set up SMS alerts](#)

When you click 'Create SMS alerts', you 'll be directed to the overview below to which you can easily add phone numbers of colleagues at the stand who should receive a notification when a certain visitor enters the event. Here, you can select a specific visitor to connect to a specific colleague at your stand. This means that you are sure you don't miss important business relations during their visit to the event.

## Create SMS alerts

Add stand personnel who should be notified via SMS when a visitor checks in at the event. You can add as many phone numbers as your package allows. The list of visitors will be updated each time somebody registers through your personal registration link.



Active

All visitors

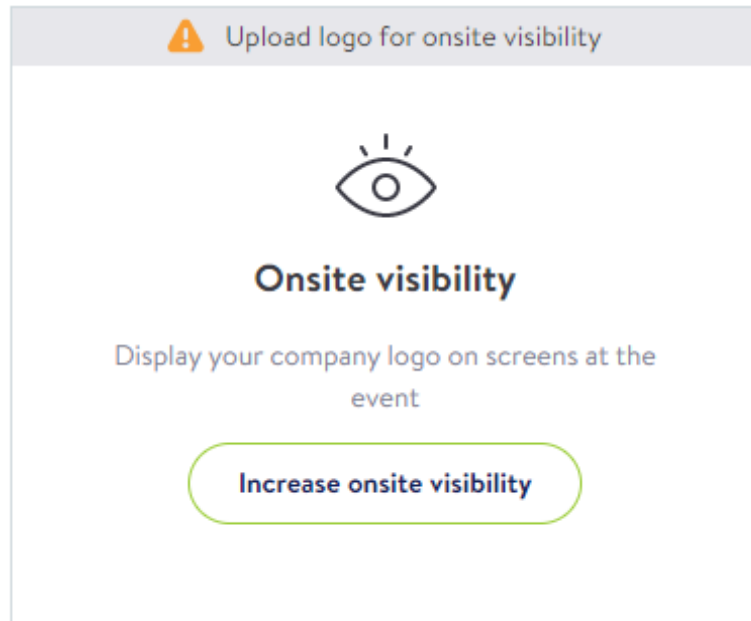


Add new alert

Save

### Step 3: Onsite visibility (available with GoPremium)

In this step, you can upload your logo so it's shown in prominent locations during the event. This provides extra exposure outside your own stand.




You'll be directed to the screen below where you can upload a logo and add a name that's displayed together with your logo.

## Onsite logo visibility

Display a high-quality, high-impact image to enhance your visibility at the event. Your logo or advert will appear on screens placed in high traffic areas (such as the entrance, registration area, restaurants/bars and seminar rooms).

### Advert or logo \*

The resolution of your logo/advert should be at least 1820x830

 Drag file here

Select file...

### Display name

It will appear under your advert or logo on screens at the event

Easyfairs Nederland

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Generate preview

### Preview

Click to generate preview



Subsequently, you can see how your logo will be shown at the event in 'generate example' and then save this. A very simple way to generate exposure during your event participation.

VOORBEELD GENEREREN

#### Voorbeeld

Controleer hoe het er ter plaatse zal uitzien



Test Cust 3

EST01

Voor meer informatie kan u contact opnemen met .

OPSLAAN

#### Step 4: Stand orders (available with all packages)

In this step, you can see exactly which order you've placed. A helpful overview of your ordered items for your stand during the event participation. This is an easy tool that shows you at a glance what you're still missing! This means you'll have everything you need for your event participation.



#### Stand orders

Review the orders for your stand

[View your orders](#)

When you click 'view your orders', you'll be directed to the overview below, showing you what you've ordered, in which quantities and what you might be missing.

Stand orders

Summary of orders

Items ordered for your stand

Name	Reference	Description	Quantity	Unit of measurement
EasyGo - GoPremium	00-EASY-EASYGO-4000	EasyGo - GoPremium	1	pieces
Cleaning	NL-EASY-CLEANING	Cleaning	1	pieces
Modular stand build H2,5m	NL-EASY-BUILD	Modular stand build H2,5m	12	m2
WiFi	NL-EASY-WIFI	WiFi	1	pieces
LED spot - 6 per 2 meter fascia	NL-EASY-SPOTLED	LED spot - 6 per 2 meter fascia	1	pieces
Exhibitor badge	NL-EASY-EXHBADGE	Exhibitor badge	2	pieces
Parking ticket	NL-EASY-PARKING	Parking ticket	2	pieces
All-in Stand	NL-EVEH-AI-001	All-in Stand	12	m2
Entrance to the exhibitor restaurant	NL-EASY-EXHBADGE2	Entrance to the exhibitor restaurant	2	pieces
Invitation service	NL-EASY-INVIT	Invitation service	1	pieces
Name board	NL-EASY-NAMEBOARD	Name board with name and stand number	1	pieces
Maritime Industry Master Package	NL-MARI-MASTERPACK	Maritime Industry Master Package	1	pieces
Carpet tiles - anthracite	NL-EASY-CARPET-TILEG	Carpet tile - antraciet	12	m2

## Step 5: Visit Connect (available with GoLeads, GoPlus and GoPremium)

In this step, you can set up the Visit Connect tool so you can use this tool during your event participation to collect your visitors' information and turn this into a valuable resource. With this helpful tool, you can scan the visitor's badge yourself. In doing so, you easily record the information of visitors with whom you've had a productive conversation at your stand. You can add information and remarks yourself, allowing you to easily follow up after the event. With Visit Connect, you're in the lead and you can note any details about the conversation. This is different from the Smart Badge technology where the visitor is in the lead and you can't add notes or remarks. The use of the Visit Connect tool in combination with the Smart Badge technology creates the ideal situation for both you and the visitor.



### Visit Connect

You can scan visitor badges during the event to save their contact information. See who you've scanned.

[View Visit Connect](#)

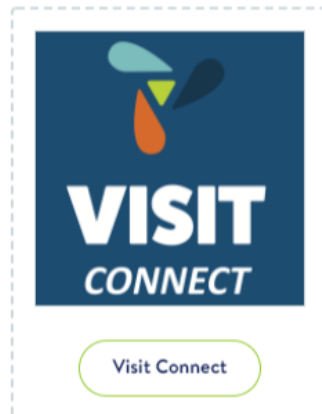
## Visit Connect App

### Visit Connect App

Use the new Visit Connect app and qualify leads for an easier follow-up after the event .

Your Visit Connect App access will be sent to [Elseline.deJongh@easyfairs.com](mailto:Elseline.deJongh@easyfairs.com). ( [change](#) )

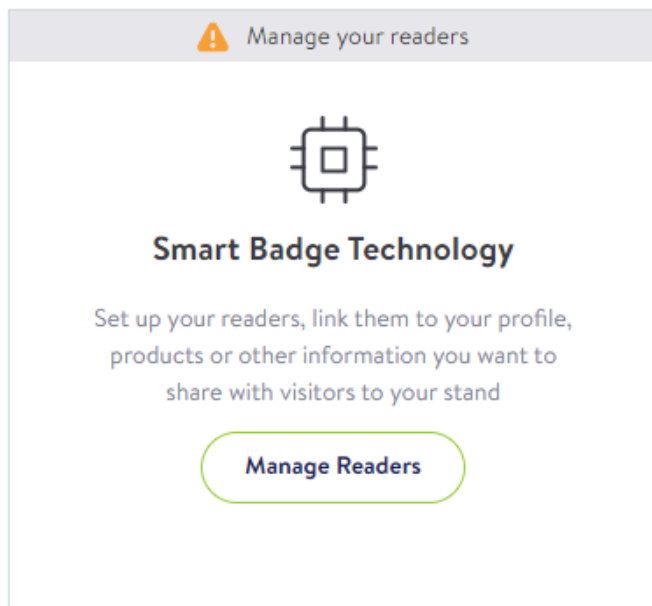
You can also get access [here](#)



## Step 6: Smart Badge technology

With the Smart Badge technology, you can connect your Smart Badge readers (number depends on the EasyGo package you've chosen) to specific subjects. For instance, it's possible to connect a reader to a product, to specific information about a service, or to a vacancy, for instance. This allows you to share the right information with the right visitor and easily follow up on these leads after the event. After all, you know exactly which visitor has shown interest in what subject and in this way, you can immediately hold interesting conversations after the event. You can connect the readers as follows.

Click 'manage your readers'




You will subsequently be directed to the screen below where you can automatically see the number of readers included in your package. With GoVisibility and GoLeads, you will receive one reader, with GoPlus two readers and with GoPremium, you will receive three readers. If you want more readers, you can always order these separately in the online shop! By clicking 'adjust', you can connect every reader as you wish!

## Smart Badge Technology

Important: all readers must be set up at least 2 weeks prior to the event.


### Manage your readers

Take full advantage of our Smart Badge Technology and configure your reader (s) according to your needs. You can link each reader to either your company profile, a specific product, service, news item or job offer; each reader can be linked to a different content. After the event you will receive all the leads of the visitors who have touched your readers, according to your EasyGo package. This might require to upgrade to another package, if this is not included in your current one.




1- Maritime Industry  
Easyfairs Nederland

[Modify](#)




2- Maritime Industry  
Easyfairs Nederland

[Modify](#)



3- Easyfairs Nederland  
Easyfairs Nederland

[Modify](#)



Order a new reader

[Webshop](#)

When you click 'modify', you'll see the screen below that explains how you can connect reader(s). Of course, you can choose to connect the readers later. However, take into account that the readers must be connected at least two weeks before the start of the event.

## Smart Badge Technology



### Manage your readers

Our Smart Badge readers can be placed anywhere on your stand and allow your visitors to easily collect more information about your company or products while they visit the event. You can link each reader to either your company profile, a specific product, service, news item or job offer; each reader can be linked to a different content. After the event you will receive all the leads of the visitors who have touched your readers.

Start

I'll do this later

When you click 'start', you can choose what you'd like to connect your reader to. If you don't choose anything, the readers are automatically connected to your company profile.



## Smart Badge Technology

Select an item to link

Company profile



Job Ads



In this example, we choose to connect to the company profile. Fill in a reader name, to be able to distinguish the different readers later in the leads overview.

## Smart Badge Technology

### Set up your reader



Reader Name (choose a relevant name) \*

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Apply

## Smart Badge Technology



### Congratulations

Your reader is now configured. All visitors that touched this reader will receive the information specifically linked to it at the end of the day.

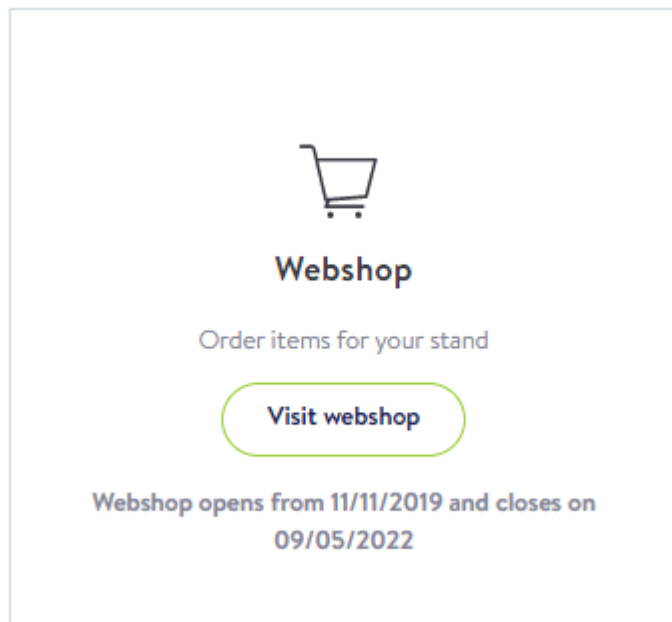
At the end of the event, you will receive the list of all visitors that have touched this reader.

OK

When you've completed the steps above, you will see the connected reader in the Smart Badge reader overview.

## Step 7: Webshop (available with all packages)

When the online shop has been opened, you can place your (extra) orders for your stand via this step. Make sure you don't forget anything and your stand is fitted with everything you need.



Once you click 'Visit webshop', you'll automatically be directed to the online shop where you can place orders.

All Categories

Standbouw en toebehoren

Standbouw

Furniture

Tafels

Stoelen en krukken

Vitrines en sokkels

Technische uitrusting

Audiovisueel materiaal

Elektrische aansluitingen

Verlichting


Internet

Services

Standbeveiliging


Badges, parking en tickets

Bergruimte incl. gordijn, per m<sup>2</sup>

 **EASYFAIRS**  
Visit the future


€ 208.00 / PCS

Bergruimte incl. afsluitbare deu...

 **EASYFAIRS**  
Visit the future


€ 273.00 / PCS

Extra standwand, per meter

 **EASYFAIRS**  
Visit the future


€ 32.50 / PCS

Statafel regular

 **EASYFAIRS**  
Visit the future


€ 32.50 / PCS

Statafelhoes

 **EASYFAIRS**  
Visit the future


€ 22.75 / PCS

Tafel rechthoekig 180x80x75cm

 **EASYFAIRS**  
Visit the future


€ 32.50 / PCS

Tafel rechthoekig 120x80cm

 **EASYFAIRS**  
Visit the future

€ 26.00 / PCS

Tafel klein

 **EASYFAIRS**  
Visit the future

€ 15.00 / PCS

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## Step 8 (optional): Risk assessment

When applicable to the event you're participating in, you can download the 'risk assessment' in this step or, if applicable, upload a risk assessment. However, this isn't relevant for every event. When this doesn't apply to your participation, you won't see this step in your timeline. The step looks as follows:



Subsequently, you'll be directed to the following overview:

Risicobeoordeling

U ziet in deze stap overzichtelijk of er acties vanuit u vereist zijn, wat de deadline is voor deze acties en wat de huidige status is zodat u duidelijk overzicht heeft op wat er nog dient te

Controlleer en vul de risicobeoordelingsdocumenten in


	Naam	Te nemen acties	Deadline	Status
<b>VERPLICHT</b>	<a href="#">test document NL stand voorbereiden</a>	Download de risicobeoordeling of upload uw eigen risicobeoordeling wanneer van toepassing.	26/10/2019	ⓘ

When you click the document, you'll see what's expected of you in this step:

Risicobeoordeling

test document NL stand voorbereiden **VERPLICHT**

esther



**Te nemen acties:** Download de risicobeoordeling of upload uw eigen risicobeoordeling wanneer van toepassing.

**Deadline:** 26/10/2019

**Status:** ⚠ Te doen

**Stap 1: Download het document**  
Download het document door op de onderstaande knop te klikken

**Stap 2: Upload het document nadat het is voltooid met behulp van onderstaand formulier.**  
Upload het ingevulde en / of ondertekende document met behulp van het onderstaande veld

Download

Upload Document

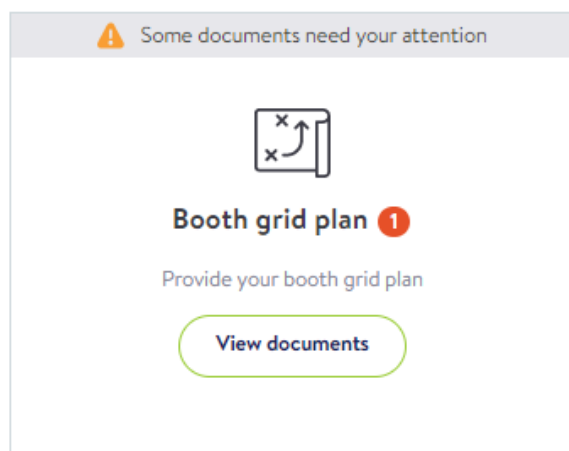
Selecteer bestand...

u ziet in één oogopslag of er een verplichte actie gekoppeld staat aan deze stap.

## Step 9 (optional): Booth grid plan

The step booth grid plan is also optional. It's possible that your participation doesn't require this step. In that case, this step won't be present in your overview and there are no actions to be taken in this step. When you have your own stand design during the event, you'll see that this step does apply. In this step, you have the option of uploading your stand design. You'll see whether or not this step applies to you at a single glance.

This overview shows you when action is required from you by displaying a 1:





Subsequently, you click 'view documents' after which you're directed to an overview that clearly shows what's expected of you. You can see at a single glance whether the action is mandatory and it describes exactly which action you need to carry out in 'actions to be carried out'.

Standontwerp

**test document NL stand voorbereiden 2** **VERPLICHT**


Download het document en bekijk wat de voorwaarden zijn waaraan uw stand moet voldoen. Vervolgens kunt u via de upload mogelijkheid uw standontwerp op simpele wijze uploaden zodat deze bekend is bij het event team van Easyfairs.

**Bij te nemen acties staat precies toegelicht welke acties u dient te ondernemen.**

**u ziet direct of het uploaden van een ontwerp voor u**

**Te nemen acties:** Download het document en bekijk wat de voorwaarden zijn waaraan uw stand moet voldoen. Vervolgens kunt u via de upload mogelijkheid uw standontwerp op simpele wijze uploaden zodat deze bekend is bij het event team van Easyfairs.

**Deadline:** 07/11/2019


**Status:**  **Te doen**

Download het document door op de onderstaande knop te klikken

**DOWNLOAD**

**Stap 2: Upload het document nadat het is voltooid met behulp van onderstaand formulier.**

Upload het ingevulde en / of ondertekende document met behulp van het onderstaande veld

 Sleep hier het bestand

**UPLOAD DOCUMENT**

Selecteer bestand...

## Step 10 (optional): Partner services

Finally, we have the last optional step 'Partner services'. When applicable, you can find documents you can download, sign, and upload here. These are generally documents of parties the event collaborates with. For instance, think of collaborations with media or parties that can help you set up or design your stand. The collaboration agreements are stored under 'partner services'. Would you like to use one of the offered services? You can download, sign, and upload the agreements. It doesn't get much easier than this!

### Partner Services

#### Partner diensten

Deze documenten bevatten partner diensten die beschikbaar zijn voor dit evenement.

	Naam	Te nemen acties	Deadline	Status
<b>VERPLICHT</b>	<a href="#">partner services doc.1</a>		09/12/2019	⚠

**U ziet eerst een overzicht van alle beschikbare diensten, de bijbehorende documenten en de te nemen acties. U kunt zo ook makkelijk in één overzicht zien of de te nemen acties reeds afgerond zijn**



When you click one of the services, you'll be directed to the following overview, where you can download documents and re-upload signed documents.

## Partner Services

### partner services doc 1 VERPLICHT

Doc 1 description



**Te nemen acties:** tekenen en terugsturen, maar wat als het echt een hele lange tekst is hier - dan hebben we toch een probleem?

**Deadline:** 09/12/2019

**Status:** 🕒 Te doen

#### Stap 1: Download het document

Download het document door op de onderstaande knop te klikken

DOWNLOAD

#### Stap 2: Upload het document nadat het is voltooid met behulp van onderstaand formulier.

Upload het ingevulde en / of ondertekende document met behulp van het onderstaande veld



Sleep hier het bestand

Selecteer bestand...

UPLOAD DOCUMENT