

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

Welcome to the third step in My Easyfairs: **“Manage stand”**. In this step, you arrange important matters for your event participation, like additional orders of products and materials and registering your stand personnel.

**“Manage stand”** consists of at least three steps and a maximum of six 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: Onsite visibility \(available with GoPremium\)](#)

[Step 3: Webshop & Orders \(available with all packages\)](#)

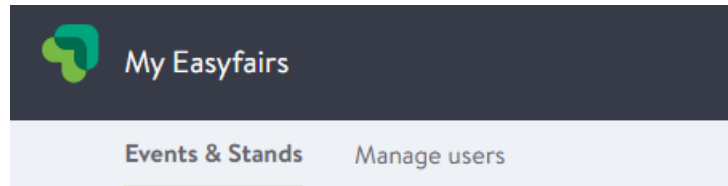
[Step 4 \(optional\): Risk assessment](#)

[Step 5 \(optional\): Booth grid plan](#)

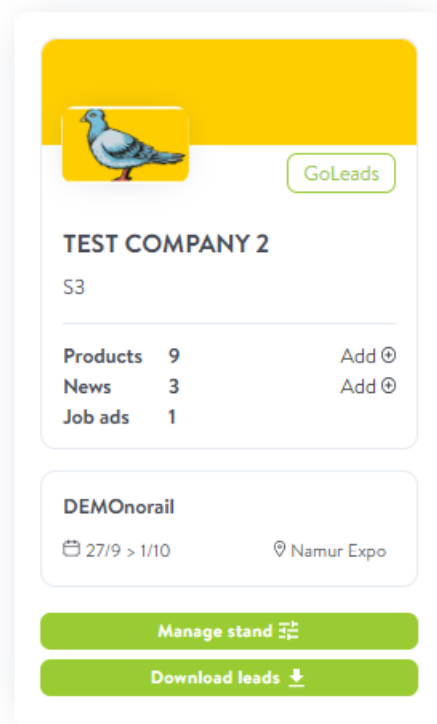
[Step 6 \(optional\): Partner services](#)

## Let's go!

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



2030



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 profile
- Invite clients
- **Manage stand**
- Track performance
- View documents (if available)

[Manage profile](#) <sup>2</sup> [Invite clients](#) <sup>2</sup> [Manage stand](#) <sup>1</sup> [Track performance](#) [View documents](#) [Event website](#)


### Stand personnel

Use the Visit Connect Portal to register your stand personnel that is attending the event.


[Manage your personnel](#)

### 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




1- Entree 5 - hostess  
3




2- Entree 1 - Hostess  
1



3- Entree 1 - Hostess  
2



4- Nieuwsbrief



5- Interes

[Manage your readers](#)

### Visit Connect

Use Visit Connect to capture detailed and qualifying leads during the exhibition.

[Get started](#)

### Create SMS alerts

<sup>0/3</sup>

Get notified when your visitors check in at the event

[Create alerts](#)

### Onsite visibility

Display your company logo on screens at the event

[Upgrade](#)

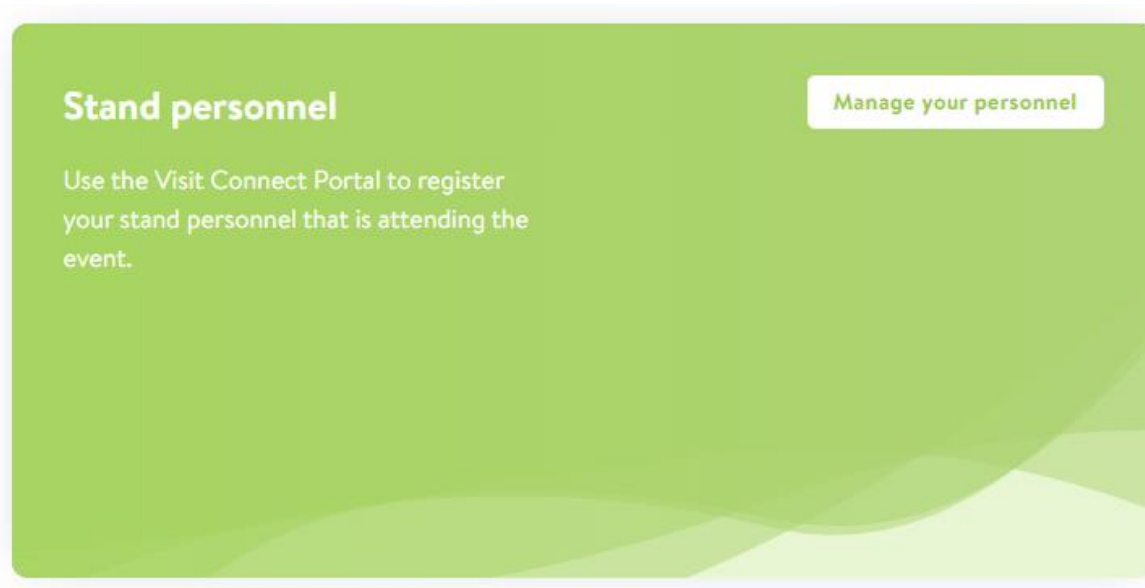
### Webshop & Orders

Webshop is closed

## 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 be done when the visitor registration is open and the visitors can register for a visit to the event.

Click on “Manage your personnel” and thereafter “Visit Connect” to go to Visit.



Then click on the “Team” tab on the left. Here you can register your stand personnel. Click on the “Add staff” button to add a person.

The stand staff will receive their voucher by e-mail. You can also print the vouchers from Visit by clicking on the "Actions" button and then "Print staff vouchers".

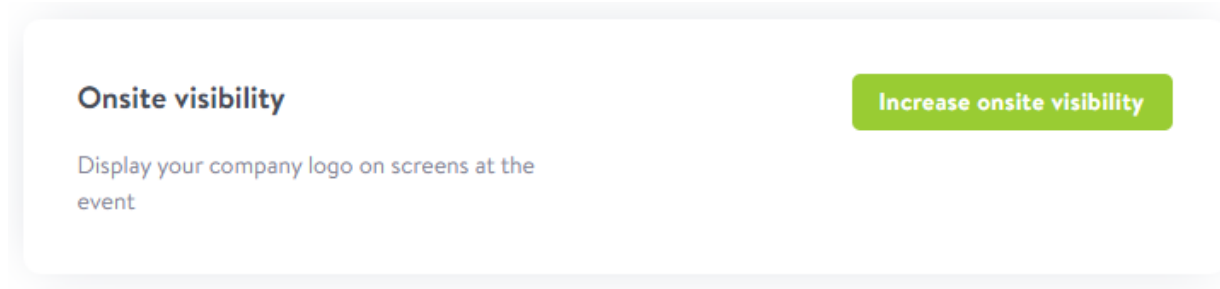
The screenshot shows the 'connect' dashboard interface. On the left, a dark blue sidebar contains navigation links: 'Dashboard', 'Team' (highlighted with a red arrow), 'Guests', and 'User guide'. The main content area is titled 'Rundvee en Mechanisatie Vakdagen Hardenberg 2022' with dates '25 okt. 2022 - 27 okt. 2022'. In the top right, there is a 'Start tour' button and a user profile for 'Elseline deJongh'. Below the header, a search bar and a status indicator 'Total registered staff: 11 (unlimited) ?' are present. To the right of the search bar are two buttons: 'Add staff' (highlighted with a red arrow) and 'Actions'. The main section displays a table of registered staff members.

<input type="checkbox"/>	<input type="checkbox"/>	Name	Email	Type	State	Attendance	Permissions
<input type="checkbox"/>	<input type="checkbox"/>	Jasper Aardenburg	jasper.aardenburg@easyf...	Stand personnel	Registered	No show	
<input type="checkbox"/>	<input type="checkbox"/>	Karin De Visser	karin.devisser@easyf...	Stand personnel	Registered	No show	
<input type="checkbox"/>	<input type="checkbox"/>	Yannick Hulink	yannick.hulink@easyf...	Stand personnel	Registered	No show	
<input type="checkbox"/>	<input type="checkbox"/>	Sacha Louwen	sacha.louwen@easyf...	Stand personnel	Registered	No show	
<input type="checkbox"/>	<input type="checkbox"/>	Stefan Nanning	stefan.nanning@easyf...	Stand personnel	Registered	No show	
<input type="checkbox"/>	<input type="checkbox"/>	Marleen Nijland	marleen.nijland@easyf...	Stand personnel	Registered	No show	
<input type="checkbox"/>	<input type="checkbox"/>	Mano Scherpen	mano.scherpen@easyf...	Stand personnel	Registered	No show	
<input type="checkbox"/>	<input type="checkbox"/>	Femke Shulp	femke.shulp@easyf...	Stand personnel	Registered	No show	
<input type="checkbox"/>	<input type="checkbox"/>	Ger Van Der Wal	ger.vanderwal@easyf...	Stand personnel	Registered	No show	
<input type="checkbox"/>	<input type="checkbox"/>	Linn Van Dijk	linn.vandijk@easyf...	Stand personnel	Registered	No show	
<input type="checkbox"/>	<input type="checkbox"/>	Lucas Van't Hof	lucas.vanthof@easyf...	Stand personnel	Registered	No show	

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## Step 2: Onsite visibility (available with GoPremium)

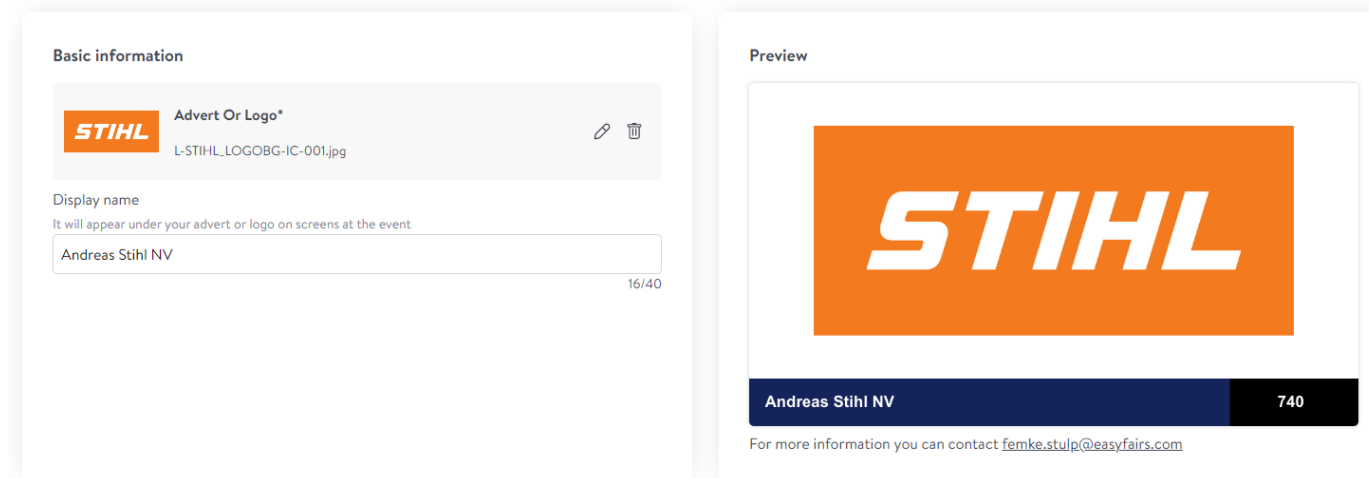
In this step, you can upload your logo so it's shown in prominent locations during the event. This provides extra exposure outside your own stand.



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. You also see an example of how your logo will be shown at the event.

### 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).



### Step 3: Webshop & Orders (available with all packages)

In this step, you can see exactly which orders you've placed and you can go to the webshop to place (extra) orders for your stand. This way you are sure you don't forget anything you need for your event participation.

#### Webshop & Orders

[Webshop](#)

Order items for your stand or check the list of orders made  
Open from 10-10-2022 to 30-12-2022

Name	Reference	Description	Quantity	Unit of measurement
Carpet tiles - anthracite	NL-EASY-CARPET-TILEG	Carpet tile - antraciet	190	sqm
Exhibitor badge	NL-EASY-EXHBADGE	Exhibitor badge	2	pcs
Entrance to the exhibitor restaurant	NL-EASY-EXHBADGE2	Entrance to the exhibitor restaurant	2	pcs
Catering voucher all days	NL-CATE-DINNERALL	Catering voucher per person, all days	9	pcs
WiFi	NL-EASY-WIFI	WiFi	1	pcs
Invitation service	NL-EASY-INVIT	Invitation service	1	pcs
Cleaning	NL-EASY-CLEANING	Cleaning	1	pcs
Space only	00-EASY-STAND-SQM	Space only	1	sqm
Internet, wired 15Mbps	NL-EASY-INTERNETKB	Internet wired, 15/15Mbps. Connection ...	1	pcs
Power supply (3F + N + GROUND 63A)	NL-EASY-KRACHTST63	Power supply (3F + N + GROUND 63A)	1	pcs
EasyGo - GoPremium	00-EASY-EASYGO-4000	EasyGo - GoPremium	1	pcs

Once you click on the button “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 4 (optional): Risk assessment

When applicable to the event you're participating in, you can download the 'risk assessment' in 'View documents' or 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 document.

Risk assessment <sup>*</sup>				
	Name	Actions to be taken	Deadline	Status
Mandatory	<a href="#">Le risque</a>		None	To-do

When clicking on the name of the document, you will be directed to the following overview. Here you can open the risk assessment and, if needed, upload your file.

Le risque Mandatory



est il assésé ?

Status : To do ⓘ

### Step 1: Download the document

Open and download the document by clicking the button below

Open

### Step 2: Upload your version



Add PDF Document

Maximum size 10mb

## Step 5 (optional): Booth grid plan

When applicable to the event you participate in, you will see 'Booth grid plan' in 'View documents'. When you have your own stand design during the event, you will see the possibility to upload your stand design.

Booth grid plan <sup>*</sup>				
	Name	Actions to be taken	Deadline	Status
<b>Mandatory</b>	<a href="#">Floorplan</a>	SQDQZDQZFQZF	25/12/2022	To-do

When you click on the name of the document, a new screen opens in which you can upload your stand design.

## Step 6 (optional): Partner services

Finally, we have the last optional step 'Partner services'. When applicable, you can find the documents in 'View documents'. 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

	Name	Actions to be taken	Deadline	Status
<b>Mandatory</b>	<a href="#">Graphics</a>	Upload your graphics	31/12/2020	✓

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.

## Graphics Mandatory



Upload your graphics for your stand

**Actions to be taken :** Upload your graphics

**Deadline :** 31/12/2020

**Status :** Done ✓

### Step 1: Download the document

Open and download the document by clicking the button below

Open

### Step 2: Upload your version



PDF Document



Events\_Terminology\_OnePager\_Final.pdf