Manual | Prepare 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 fair starts, the '**Prepare your stand' step.** In this step, you arrrange for all important matters for your fair 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 a single thing during the fair and can focus completely on meeting (potential) business relations!

'Stand Preparation' 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: Real-time notifications (available with GoLeads, GoPlus and GoPremium)

Step 3: Your logo on site (available with GoPremium)

Step 4: Your orders (available with all packages)

Step 5: Visit connect app (available with GoLeads, GoPlus and GoPremium)

Step 6: Smart Badge technology

Step 7: Online shop (available with all packages)

Step 8 (optional): Risk assessment

Step 9 (optional): Stand design

Step 10 (optional): Partner services

Let's go!

When you're logged in to My Easyfairs, you click 'manage 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
- **Prepare stand**
- Follow up on achievements

Manage your online profile	Invite your clients & prospects	**Prepare your stand**	Track your performance

Stand personnel

Register staff that will represent your company at the event

Manage your personnel

Create alerts

Get notified when your visitors check in at the event

Create SMS alerts

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

Webshop

Order items for your stand

Visit webshop

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 N200. Registering stand personnel can also be done when the visitor registration is open and the visitors can register for a visit to the event.
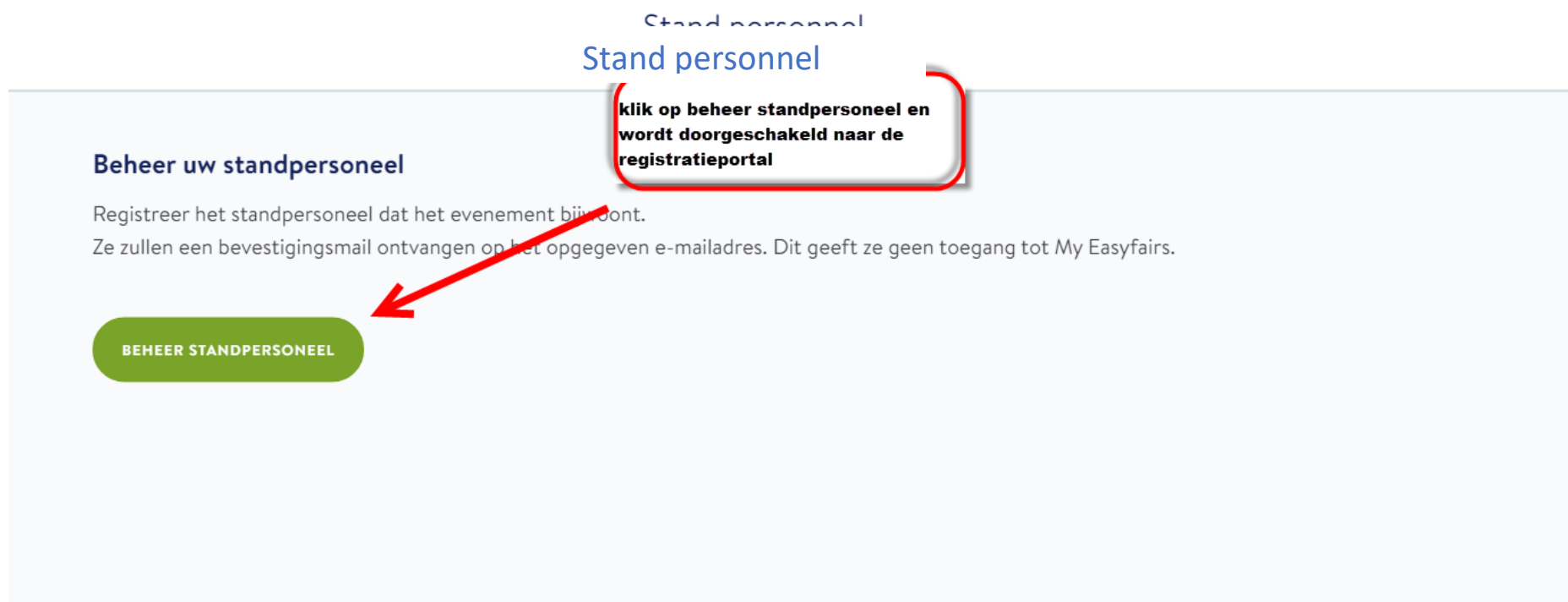
Stand personnel

Beheer uw standpersoneel

Registreer het standpersoneel dat het evenement bijwoont.

Ze zullen een bevestigingsmail ontvangen op het opgegeven e-mailadres. Dit geeft ze geen toegang tot My Easyfairs.

klik op beheer standpersoneel en wordt doorgeschakeld naar de registratieportal

BEHEER STANDPERSONEEL

Step 2: Real-time notifications (available with GoLeads, GoPlus and GoPremium)

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

When you click 'manage text notifications', 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 fair. Here, you can select a specific visitor you connect to a specific colleague at your stand. This means you can be sure you don't miss important business relations during their visit to the fair.

Beheer sms-meldingen

Voeg standpersoneel toe dat via sms op de hoogte moet worden gebracht wanneer een bezoeker bij het event incheckt

Actief. | Enter a phone number | ALLE BEZOEKERS.

VOEG EEN NIEUWE ALERT TOE.

OPSLAAN

Step 3: Your logo on site (available with GoPremium)

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

UW LOGO ONSITE

Uw bedrijfslogo op de beursvloer voor nog meer visibiliteit

UW LOGO UPLOADEN

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.

Zichtbaarheid op het event

Logo zichtbaarheid op het event

Toon een afbeelding van hoge kwaliteit met een hoge impact om uw zichtbaarheid tijdens het evenement te vergroten. Uw logo of advertentie verschijnt op schermen die worden geplaatst in gebieden met veel verkeer (zoals de ingang, het registratiegebied, restaurants / bars en vergaderzalen).

Advertentie of logo
De resolutie van uw logo / advertentie moet ten minste 1820x830 zijn

button hr.png 🗑

Weergavenaam
Het verschijnt onder uw advertentie of logo op schermen op het evenement

Test Cust 3

(VOORBEELD GENEREREN)

Voorbeeld
Klik om een voorbeeld te genereren

Voor meer informatie kan u contact opnemen met .

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

Step 4: Your 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 fair participation. This is an easy tool that shows you what you're still missing at a single glance! This means you'll have everything you need for your fair participation.

UW BESTELLINGEN

Bekijk hier het overzicht van alle bestellingen voor uw stand

BEKIJK UW BESTELLINGEN

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 bestellingen

Samenvatting van de bestellingen

Bestelde artikelen voor uw stand

Naam	Referentie	Omschrijving	Aantal stuks	Meeteenheid
EasyGo - GoPlus	EASYGO-300		1	stukken
Modular stand 12 m²	12		1	stukken
Modular stand 12 m²	12		1	stukken
carpet	CARPET		12	stukken
CLEANING	CLEANING		1	stukken

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

In this step, you have the option of downloading the Visit Connect app so you can use this tool during your fair participation to collect your visitors' information and turn this into a valuable resource. With this helpful app, 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 fair. With Visit Connect, you're in the lead and you can note down 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 app in combination with the Smart Badge technology creates the ideal situation for both you and the visitor.

VISIT CONNECT APP

U kunt bezoekersbadges scannen tijdens het event om hun contactgegevens op te slaan. Bekijk wie u hebt gescand.

DOWNLOAD DE APP

Visit Connect app

Visit Connect app

Download de Visit Connect app en vereenvoudig het verzamelen van uw leads

DOWNLOAD VISIT CONNECT

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 fair. 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 fair. 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. Should 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!

When you click 'adjust', you'll see the screen below that explains how you can connect reader(s). Naturally, 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 Technologie

Beheer uw lezers

Onze Smart Badge Technologie kan om het even waar op uw stand geplaatst worden en geeft bezoekers de mogelijkheid om makkelijk extra informatie over uw bedrijf of uw producten te verzamelen nadat ze u op de beurs bezocht hebben. U kan iedere lezer linken uw bedrijfsprofiel, aan individuele producten, aan bedrijfsnieuws of jobadvertenties. Iedere lezer kan aan een ander item gelinkt worden. Na het event zal u de leads ontvangen van alle bezoekers die hun badge op uw stand gebruikt hebben.

START

IK ZAL DIT LATER DOEN.

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 Technologie

Bedrijfsprofiel

Test Company Saurabh

Producten

Guitar 1

Vacatures

Looking for talents

In this example, we choose to connect to a vacancy.

Smart Badge Technologie

Maak uw lezer klaar

Looking for talents

Naam van de lezer (kies een relevante naam) *

TEST   16

BEVESTIG

Smart Badge Technologie

Gefeliciteerd

Uw lezer is nu geconfigureerd. Alle bezoekers die deze reader met hun badge aangeraakt
hebben, zullen op het einde van de dag die informatie ontvangen die gekoppeld is aan deze
lezer. Aan het einde van het event ontvangt u een lijst met alle bezoekers die uw lezer
gebruikt hebben.

OK

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

Step 7: Online shop (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 'to the online shop', 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 m²	Bergruimte incl. afsluitbare deu...	Extra standwand, per meter	Statafel regular
€ 208.00 / PCS	€ 273.00 / PCS	€ 32.50 / PCS	€ 32.50 / PCS

Statafelhoes	Tafel rechthoekig 180x80x75cm	Tafel rechthoekig 120x80cm	Tafel klein
€ 22.75 / PCS	€ 32.50 / PCS	€ 26.00 / PCS	€ 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:

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

Step 9 (optional): Stand design

The step stand design 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 fair, 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'.

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!

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