

## How to use the online stand booking system

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### Stand Booking

1. Select the stand you are interested in on the floor plan.
2. Click on 'Proceed to reservation'. This will take you to the login page (If not logged-in already).
3. If you are a registered exhibitor use your login credentials sent to you in the welcome email. If not registered click on the registration link.
4. After logging in you will see the selected stands to confirm.
5. Once confirmed the stand is reserved in your name for **next 7 days**, if not confirmed by then the stand will be made available to other exhibitors.
6. You can select the stands you would like and proceed to signing the contract.
7. Before you sign the contract please read the terms and conditions.
8. The booking will be confirmed by the WindEurope sales team after verifying the booking details (up until that time the stand will be shown as reserved on the floor plan).

### Stand Cancellation

1. To cancel a reserved (not yet contracted) stand click on "Cancel stand".
2. To cancel a contracted stand, click on "request cancellation" (an exhibitor cannot cancel a contracted stand online)
3. On receiving the cancellation request the WindEurope sales team will contact you before confirming the cancellation request.

### Booking Status Details

1. The **Reserved and Contracted Stand** page will show you the status for the stands booked by you
2. The **Cancelled Stands** page will show you the list of stands cancelled (they can be either reserved or contracted)
3. The **Booking History** page will show all the stand related activity carried out by you or by the WindEurope sales team on your behalf.

### Stand Share Management (Manage Co-Exhibitors)

1. You can add co-exhibitors from this page by clicking on "Add Co Exhibitor".
2. Once a co-exhibitor is added you can assign the contracted stands to them.

### My Profile

1. You can edit information in the "exhibitor details" and "industry sectors" sections on your profile page.
2. For making any changes to the following sections of your profile; "contact person for exhibition matters", "billing information" and "contact person for billing purposes", please contact the WindEurope sales team.