

EXHIBITOR SERVICES (4/4)

How to order services with Bella Center.

- **How to access Bella Center web shop?**
- [Link to Bella Center web shop here](#), or through [the Exhibitor Zone, step 3 'Order services for your stand'](#)
- Access: all exhibitors have already their client accounts created. To access the web shop – please use your email address and reset your password (see **orange circle** on the image on the right). Suggestion: to make it easier - use the same password as the one you have for Exhibitor Zone.
- Before you enter Bella Center web shop make sure you select currency you want to be billed in (see **pink circle**).
- **Important! Be careful and revise all the information before you submit your order. Changes in the invoice issued by Bella Center will trigger admin fee of app. 70 EUR.**
- **For exhibitors with basic package stand** – if your stand builder is supposed to order some services for you, they will need to create their own account at Bella Center web shop. They can do it by using **Sign Up** link (see **green circle** on the image on the right)
- It is important that the order is submitted from correct client account in the first instance (exhibitors or stand builder) as once the invoice is issued, any changes to invoices will trigger an administrative fee of app 70 EUR issued by Bella Center.
- **Orders made by the stand builder**
 - Ensure that the stand number is entered at the beginning of the session correctly.
 - **Stand Builders - Multiple Stand Orders:**
 - Stand builders ordering services for multiple stands will be required to use one session on the web shop per stand. That means that after ordering services for the stand A-A1, you will need to log out, then log in again, add the next stand on the home page - for example A-B1, and proceed with orders.
 - As the stand builder you will be required to log in, place your order and log out for each stand.
 - The exhibitor will not see in their web shop account orders made for the stand by the stand builder.

