

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, who exhibited in 2025 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.
- All new exhibitors, or exhibitors with a new billing details, new VAT number – will need to create a new account.
- 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.

The image shows two screenshots of the Bella Center web shop interface. The top screenshot is the 'Sign In' page. It has a header with the Bella Center logo and a language dropdown set to 'English'. The main content area has a 'Sign In' title and a sub-header 'I have previously registered and my password is:'. Below this are fields for 'Email' (containing 'aleksandra.nowak@windEurope.org') and 'Password' (masked with dots). There is a 'Remember me' checkbox and a 'Sign In' button. Below the password field, there are two links: 'Create / Reset password' (circled in orange) and 'I have never registered Sign Up' (circled in green). Annotations include: 'Here you can reset / create your own password.' pointing to the orange circle, and 'Here stand contractors can create their own account in Bella Center web shop.' pointing to the green circle. The bottom screenshot shows the 'WindEurope 2027' page. It has a header with the Bella Center logo, a language dropdown set to 'English', and a user profile dropdown set to 'Aleksandra Nowak'. The main content area has an 'IMPORTANT' section with a 'Booth' field and a currency selection dropdown. The dropdown is open, showing options for 'PLEASE CHOOSE CURRENCY, Danish Kroner (DKK) or Euro (EUR)' and a selected option 'Euro - Price List 2027'. There is an 'OK' button. An annotation 'Select your currency before you make the order! Once invoice is issued, change of the currency on the invoice will be subject of the admin fee.' points to the currency dropdown.