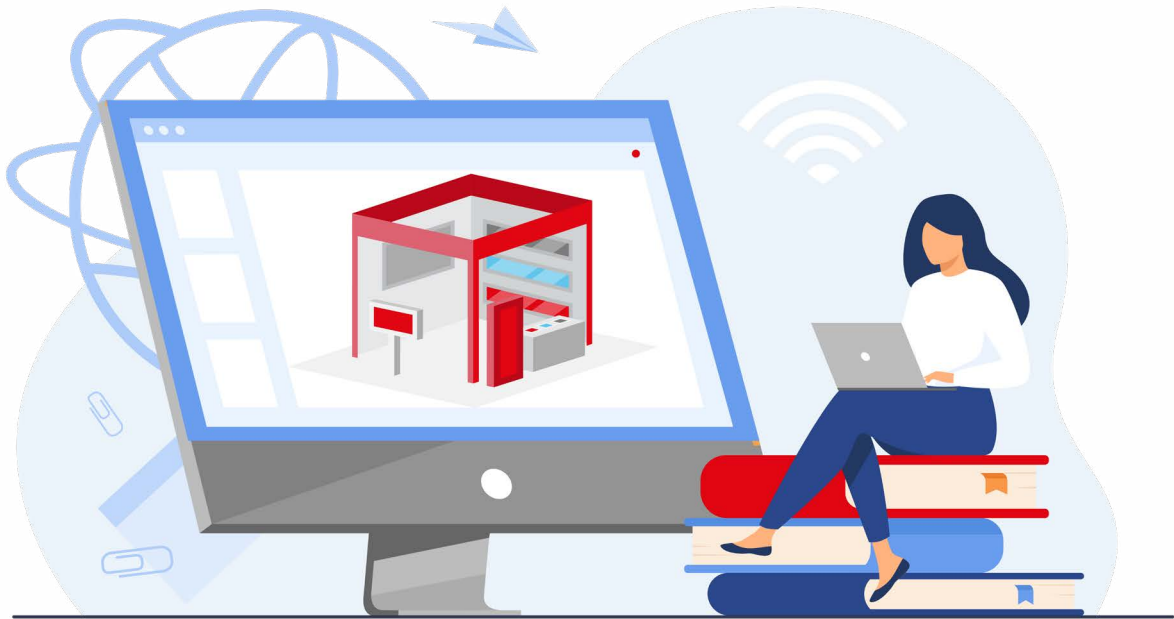


# EXHIBITOR'S PORTAL

## user's manual



## Enter the trade fairs world; it's easy!

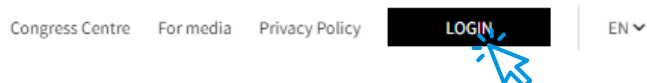
### YOUR REGISTRATION IN THE CUSTOMER PORTAL MAKES IT POSSIBLE FOR YOU:

- to register for the expo online: order expo space and other services related to trade fair participation (e.g. hotels, catering).
- design your expo stand in a DIY mode in the 3D configurator
- register for trade fair competitions online
- edit company information in the online exhibitors directory
- arrange meetings
- enjoy a 24/7 access to offers, invoices and order history
- Helpdesk

# REGISTRATION

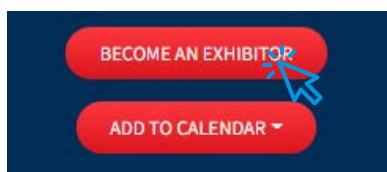
# 1

1. The link to the Customer Portal can be found:  
→ on the [www.targikielce.pl](http://www.targikielce.pl) website - **LOG IN** tab



or

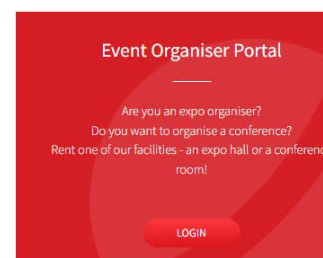
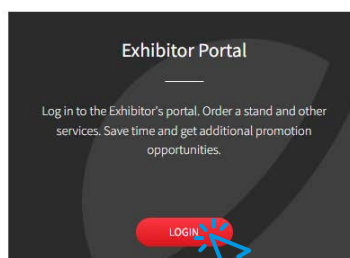
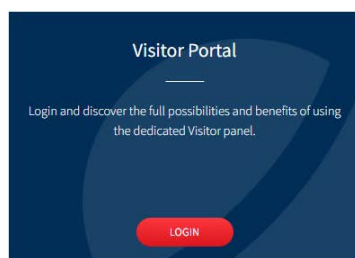
→ on the particular expo website - **BECOME AN EXHIBITOR** button



# 2

2. Once one of the above links is clicked, you are redirected to the home page;  
which is where you should enter the Exhibitor Portal  
(the **LOG IN** button in the middle panel)

Homepage » Login  
**Login**



3

3. After clicking, the Customer Portal login window appears. New users click on the: **REGISTER** button

The Client's Portal log-in

EN

Log in to your account

Email

Password

Remember login

LOG IN

HAVE YOU FORGOTTEN YOUR PASSWORD?

I do not have an account

Registering in the customer portal allows you to:

- ✓ Online application for participation in fairs: ordering exhibition space and other services related to your participation (e.g. hotels, catering).
- ✓ Design your own stand in the 3D configurator
- ✓ Online application for fair competitions
- ✓ Edit your company information in the online exhibitor directory
- ✓ Arrange meetings
- ✓ Access to offers, invoices and order history
- ✓ Helpdesk

REGISTER ACCOUNT

4

4. Please fill in all registration form fields. In the case of Polish companies, the data can be downloaded from the Central Statistical Office database - just enter the NIP tax number.

Create up an account for a customer

EN

Please provide your company details.

Country \*

Poland

NIP Tax Identification Number \*

DOWNLOAD DATA FROM THE GUS CENTRAL STATISTICAL OFFICE

Company name \*

REGON [National Business Registry]

Voivodeship/Province

Select a voivodeship/province from the list

City/Town \* Postal Code \*

Street \*

Company telephone number

Company e-mail

# 5

5. In this section, complete the company's account administrator's data and enclose a scan of the authorisation to conclude online contracts. The document templates can be downloaded from the expo registration form.

Please provide the personal data of the person authorised to administer the Customer Account

First name \*

Surname \*

E-mail \*

(the e-mail address provided will be used as the login to the account)

Telephone number \*


Password \*

(required - at least 8 characters, upper and lower case letters, numbers and special characters)

Retype the password \*

A document authorising the customer's account administration \*

To add an authorisation document, please click below: You can download the authorisation template [HERE](#).



# 6

6. A confirmation is e-mailed to the e-mail address provided in the previous registration step. Click the link to activate your account.



## The confirmation of registration of your account in the Customer Portal

### Hello

Thank you for registering in the Targi Kielce's Customer Portal. Now your account is inactive - click on the activation link below, in order to complete the registration process in the Customer Portal:

If the link above does not open, copy the address below and paste it into the address bar in your web browser:

<https://exhibitor-development-targi.kielce.r.test.ideo.pl/auth/confirm-email/698ce398-874d-4b01-b1ed-73eec4c9123f/EC867E4CD073AF792DD66B71BBFF0AA9>

The activation link is valid for 4 days. After this time, your data will be deleted.

Note - the verification process should not exceed one business day

Should you have questions, please do not hesitate to contact us: [helpdesk@targi.kielce.pl](mailto:helpdesk@targi.kielce.pl), Telephone: +48 413 651 459, +48 413 651 415

Yours faithfully, Targi Kielce Team

### This is an automatically generated message

Targi Kielce S.A.  
ul. Zakladowa 1, 25-672 Kielce

+48 41 365 12 22  
[biuro@targi.kielce.pl](mailto:biuro@targi.kielce.pl)

7

7. Once the activation link is used, wait for Targi Kielce verification.  
After a successful verification, you will receive the following e-mail:



### Your account has been successfully verified

**Hello,**

We are pleased to inform you that your account has been successfully verified.

Use your login information in order to log in to the Customer Portal:

[Log In](#)

Yours faithfully, Targi Kielce Team

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**This is an automatically generated message**

Targi Kielce S.A.  
ul. Zakładowa 1, 25-672 Kielce

+48 41 365 12 22  
biuro@targikielce.pl

You can now log into the customer portal once your account is active.