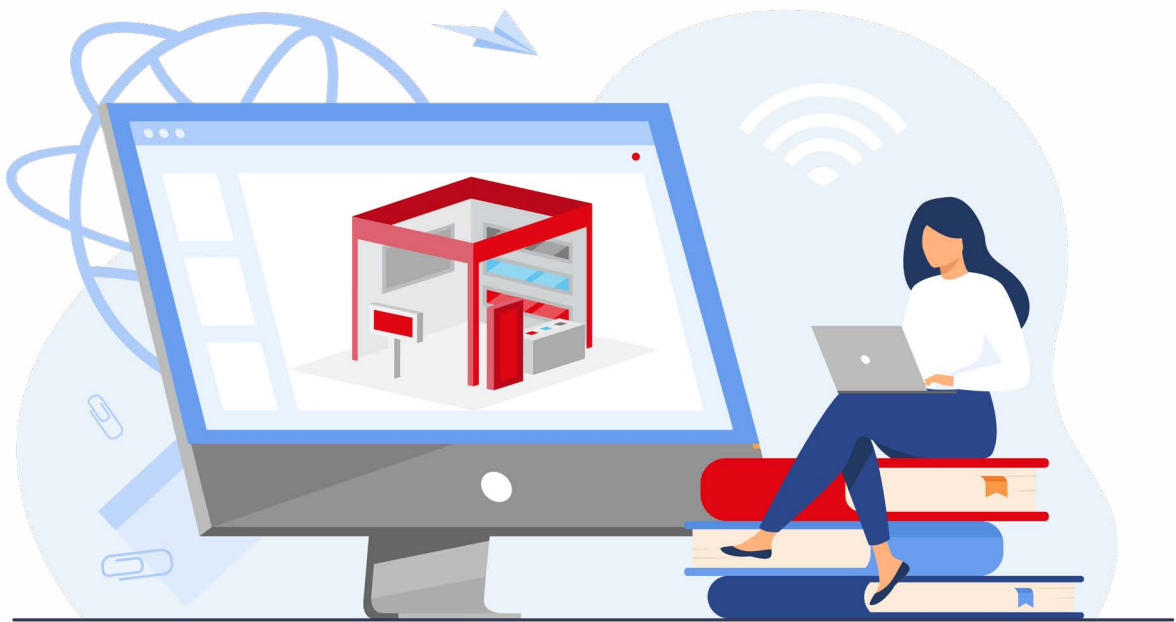


EXHIBITOR'S PORTAL

user's manual

HOW TO ADD A CATALOGUE ENTRY



Enter the trade fairs world; it's easy!

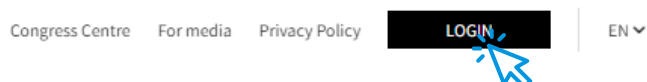
YOUR REGISTRATION IN THE CUSTOMER PORTAL MAKES IT POSSIBLE FOR YOU:

- register your expo participation online: order your expo space and other services related to trade fairs 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 24/7 access to offers, invoices and order history
- Helpdesk

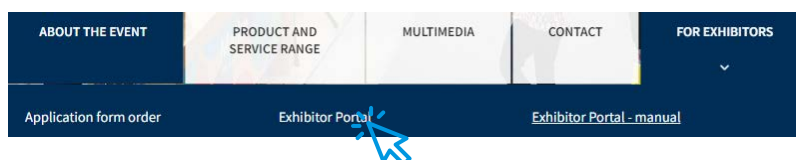
HOW TO ADD A CATALOGUE ENTRY

1

1. The link to the Customer Portal can be found:
→ on the www.targikielce.pl website - **LOG IN** tab



→ on the particular expo website, in the **FOR EXHIBITORS** section

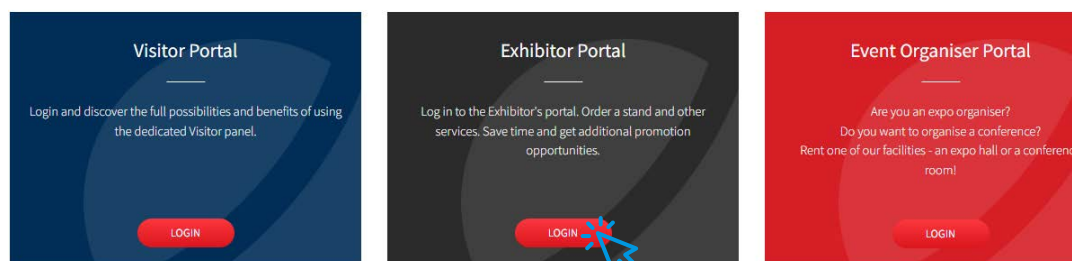


2

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)

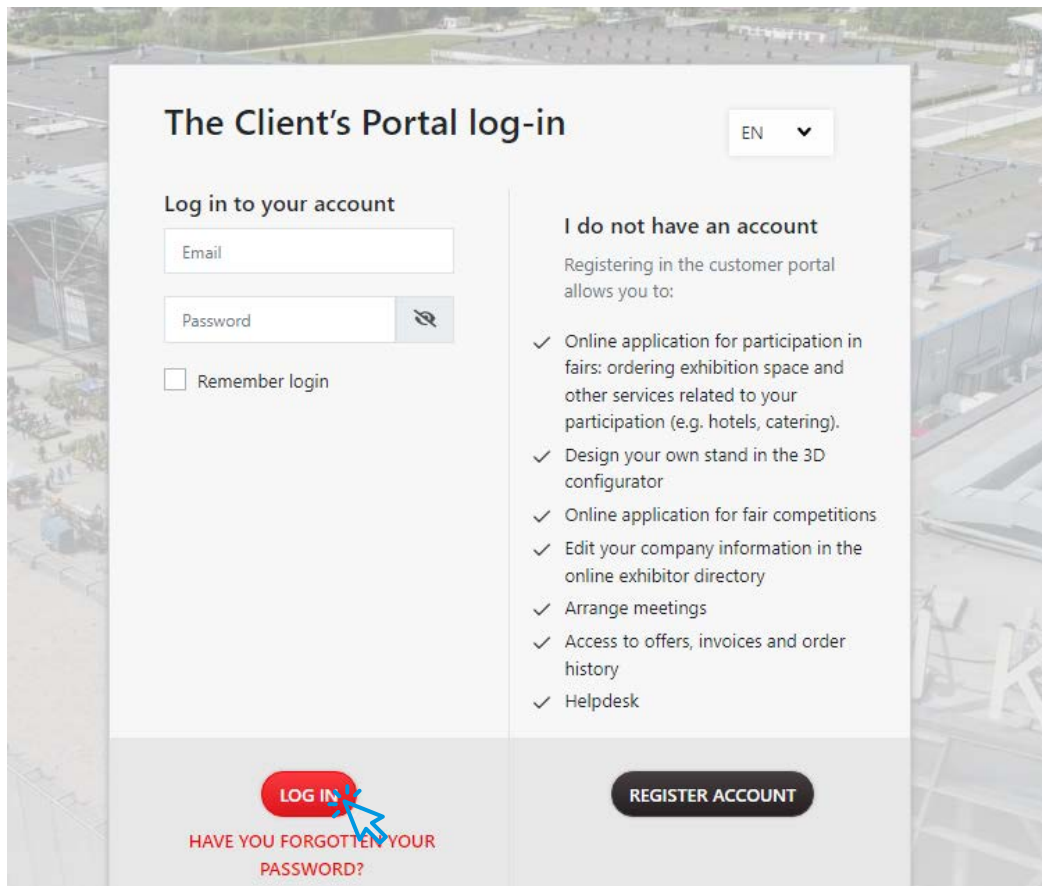
[Homepage](#) » [Login](#)

Login



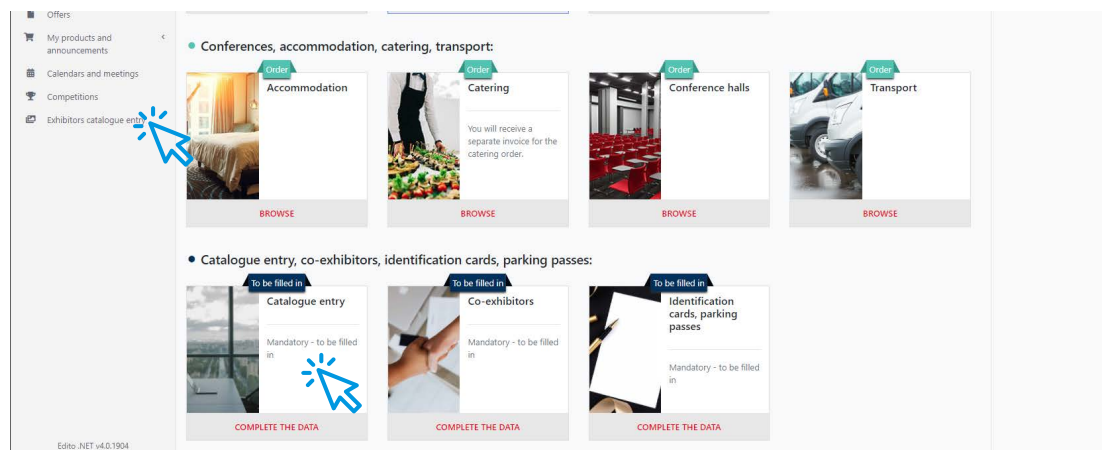
3

3. After clicking, the Customer Portal login window appears. This is where you LOG IN (NOTE: logging-in only possible after prior registration, the registration instructions are included in a separate file).



4

4. After logging in, go to the side menu and select: EXHIBITORS CATALOGUE ENTRY or edit by clicking the „Catalogue entry” tile at the bottom of the main screen.



5

5. Then fill in the description and the company address fields, including your links. It is worth attaching the company's logo, its products and photos - the more complete the information, the better the presentation of the company in the catalogue. Mark the industry the company operates in, to facilitate the expo visitors' search.

Days remaining until the catalogue is sent: **48 days, 9 hours, 11 minutes, 30 seconds** RETURN SEND

Number: —
 Catalogue status: None
 Status description: —

The name of the company to be published *

Helpdesk TK !

Website

YouTube link

Addresses *

Select

Description content for the catalogue - Polish *

Description (up to 720 characters) ✓ 0/720

Description content for the catalogue - a foreign language

Description (up to 720 characters) ✓ 0/720

Logo (You can only add one file)

Photographs for the gallery

Files to download

Represented companies ADD

Industry / business sectors *

Select

Brands

Select + DODAJ MARKĘ

6

6. Once the data has been filled in; you can save the data for further editing (SAVE button) or publish (SEND button). After clicking the SEND button, a Targi Kielce employee checks the entry correctness. The entry's editing is blocked for this period.

It is also possible to copy entries from previous years (COPY FROM PREVIOUS EDITION button).

RETURN SEND SAVE PREVIOUS FROM THE PREVIOUS EDITION