

PALEXPO Shop

INSTRUCTIONS

An account has been created for you from the organiser's database, and you can thus logon as an *existing user*. Your identifying details are :

- a. your e-mail address (do not create a new account!)
- b. password: a system-generated password
- c. your stand number

Sign In:

Enter your e-mail address

Select "Send password to my e-mail" on 1st access (password comes back instantaneously) and/or enter your password + Continue

Stand Selection:

Enter your stand number

"Request access" on your stand on 1st access (will be authorized by e- mail – Note: this is NOT automatic (as for password) and may take 24h) and/or "Continue"

Exhibitor Portal:

click on **Shopping Cart** or "Place your orders"

On Homepage of SOE Shop, select services from top menu

Note: complete the ___ DAY field whenever it appears next to Quantity !

For SOE/AAO 2011, indicate **4** (for the 4 exhibition days, 4-7 June)

Early-bird tariffs

Deadline for early-bird rates is **3 May 2011**. Orders placed after that date will be invoiced at the standard rate, which is 20% higher. If you save your orders as drafts, remember to confirm them prior to **3 May**.

Access to the Shop

The Shop is open to "Existing Users" only.

Please note that the person who places the order will be the person invoiced and no orders can be invoiced to a third party.