

The Palexpo Online Shop

Order all items for your booth easily through our Palexpo Online Shop and take advantage of our experienced onsite staff.

All orders will be verified by our exhibitor contact, who will contact you if your order needs to be modified. No payment will be requested while you place your order – you will receive an invoice by our accounting which has to be paid before the show.

How to use the Online Shop

1. Sign in

- Access the shop via the link that you received by the organizer or find the open shops on <http://www.palexpo.ch/en/exhibitor-area>
- Enter your email address and password if you have received it already and click on « Sign in »
- If you didn't receive your password beforehand, enter your email address and click on « Send password to my e-mail » → You will receive a system generated password by email (check your spam folder also)

SIGN IN

E-Mail :

Password :

Remember me on this computer


Forgot your password or didn't receive any yet?

Click here if your e-mail address has changed since your last visit on our website.

For all technical requests, please contact our exhibitors service on +41(0)22 761 11 11 (8h00 - 12h00 / 13h30 - 17h30) or exhibitorscontact@palexpo.ch.

Possible error messages :

- No access has been created for you or you used a different address when signing up. Kindly contact our exhibitor service exhibitorscontact@palexpo.ch

 **The following problems have occurred:**

- There is no existing account with this user ID. Kindly contact our exhibitor-service.

E-Mail :

Password :

2. Select Account

- Select the associated account
(This screen only shows up if your email is related to multiple accounts)

SELECT ACCOUNT

Select an account from the list below; if your account is not found select None Of The Above to continue and logon.

	Account	Contact
<input type="radio"/>	PALEXPO SA	DEMO, Exposant
<input type="radio"/>	SOCIETE TEST EBUSINESS	DEMO, Exposant

3. Enter your booth number

- Enter your assigned booth number

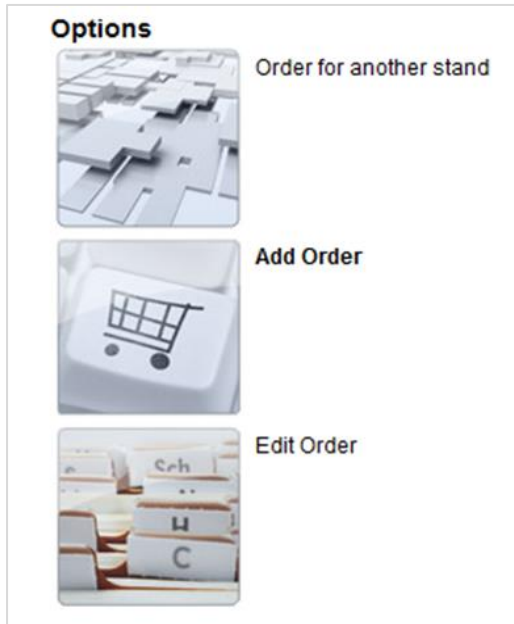
STAND NUMBER

Enter your stand number and continue

Event:

Stand :*

4. Portal page



← Change the booth you are ordering for (e.g. if you are managing multiple stands)

← New order

← Visualize your orders and modify the orders placed as « draft »

1st Option : Order for a different stand



You will be redirected to the previous screen and will be able to enter a different booth number

STAND NUMBER

Enter your stand number and continue

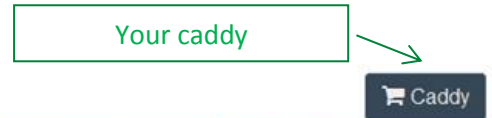
Event:

Stand :*

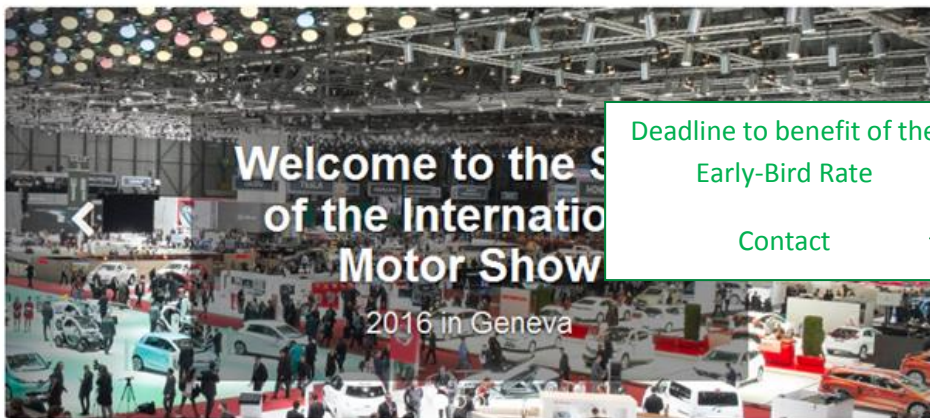
2nd Option: Place an order



1. You reach the Online Shop



Drop down menu



Deadline to benefit of the Early-Bird Rate
Contact

Order until **January 5th, 2016** to benefit from our Early-Bird Rate and save 20%!

After this deadline, the service prices will be charged at the standard rate.

Contact


Mrs Sonia Arbesu
Tel. +41 22 761 11 27
Email: sonia.arbesu@palexpo.ch

2. Hover your mouse pointer over the icons to reveal the drop down menu and chose the category you want to open.

The screenshot shows a horizontal navigation bar with icons for various services. The 'Electricity Rigging Water • Air • Gas' icon is highlighted, and a dropdown menu is visible below it. The dropdown menu is divided into three columns: 'Electricity', 'Rigging', and 'Water supply • Air • Gas'. Each column contains a list of sub-categories.


Electricity	Rigging	Water supply • Air • Gas
<ul style="list-style-type: none"> Power supplies - 1 to 10 kW Power supplies - more than 10 kW Equipment for sale Equipment for rent Lighting Lighting packages/ Truss structure Electrical engineering - estimate Security of electrical installations - estimate 	<ul style="list-style-type: none"> Rigs on hire / Suspended elements Lighting Lighting packages Truss structure Signage Beams Cherry-pickers with driver 	<ul style="list-style-type: none"> Water supply / Waste drain Air-cooling systems Compressed air Gas Cylinders Equipment for sale

3. Follow the instructions on the page and indicate the quantity and duration you would like book

Item	Quantity/Price	U/T	Item Total
 Cars and vans (max. 3.5 t): Parking permit P-12 Close	<input type="text" value="2"/> CHF18.00 pce	<input type="text" value="1"/> Day	CHF36.00

ATTENTION ! Some articles do have a regressive pricing. Chose the quantity and installation dates for which you would like to order the service. Add the article to the cart and you will then be able to see the final rate in the caddy.

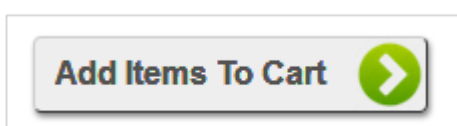
► Power supply - consumption included

Item	Quantity/Price	Item Total
 Power main 1 kW, consumption included with green energy "SIG Vitale Vert" (50 Hz, 230 V) Close	<input type="text"/>	

*Attention: the price of the electrical connection varies according to the order duration, as per the drop-down menu below.

Installation from: Thursday, 04.02.16 Time: 7:00
 to: Saturday, 19.03.16 Time: 19:00

4. Scroll down to the bottom of the page and click on « Add items to cart »



5. Once your articles are added, the cart will show up automatically. You can now place your order as a draft or confirmed order.

Shopping Cart
Please carefully review the contents of the shopping cart before you submit your order.

Order Details
Items marked with a blue (Auto) tag have been automatically added by the system when another item was added.

POWER SUPPLIES - 1 TO 10 KW

Item	Quantity/Price	U/T	Item Total
Edit Remove Power main 1 kW, consumption included with green energy "SIG Vitale Vert" (50 Hz, 230 V)	1 x CHF29.35 pce	13 - Day	CHF381.60

* Attention: the price of the electrical connection varies according to the order duration, as per the drop-down menu below.

Installation from: Tuesday, 01.03.16 **Time:** 07:00
to: Sunday, 13.03.16 **Time:** 19:00

SUB - TOTAL: CHF381.60
VAT 8% (8.00%): CHF30.55
GRAND TOTAL: CHF412.15

Add Order As:*

Draft
 Approved

Draft : The order can be modified and confirmed later on

Approved : The order has been confirmed from your side. Our teams will verify and validate your request and contact you only in case it has to be modified. You will then receive an invoice.

ATTENTION ! Draft orders will not be handled by our teams. You can find and modify your drafts under « Edit Order » on the portal page.

Option 3 : Modify an existing order



Here you can view your orders and modify the ones placed as draft.

Options
[View Order](#) | [Edit Order](#)

Order List

Account: SOCIETE TEST EBUSINESS
 Adresse Test
 VILLE TEST, GE
 0000
E-Mail:

Show Orders For Event: EPHJ EPMT SMT 2016 (12688)

Order	Order Date	Lead Date	Status	Amount	Order Account	Order Contact	Assign #	Entered On	Changed On
<input type="radio"/> 384335	21.01.16	30.05.16	Cmde Std Active/Active /Aktiv	CHF0.00	SOCIETE TEST EBUSINESS	Demo, Aussteller	TEST	21.01.16	21.01.16
<input type="radio"/> 384334	21.01.16	30.05.16	Cmde Std Active/Active /Aktiv	CHF0.00	SOCIETE TEST EBUSINESS	DEMO, Exhibitor	TEST	21.01.16	21.01.16