

REGISTRAZIONE AL SITO PER L'ORDINE DEI SERVIZI

- 1) Una volta accettata l'offerta e firmato il contratto, a tutti gli espositori arriva una mail da Francoforte con indicato il link per accedere al service shop, dove poter comprare tutti i servizi extra, il codice dello stand e le istruzioni.

Esempio:

Shop for Exhibitor Services

Dear Mr. [REDACTED],

You can now place orders for Ambiente 2017 for the stand 1.1 D67 in the [Shop for Exhibitor Services](#) and authorise other individuals to place orders:

- This stand has already been saved for you in the shop and your personal authorisation to place orders has been set up.
- Now you can also authorise other individuals (e.g. from stand construction companies or agencies) to place orders on your account. Simply give them the following stand code. It is only valid for the stand 1.1 D67.

Stand code: I4J6QKXY5JPR

Once they have logged in using their personal Messe-Login, individuals with the stand code can assign themselves the stand shown above under "New Stand Assignment".

- If you would also like to authorise additional individuals (e.g. your colleagues) to utilise all of the functions in the shop, you can designate them as representatives in the "User Management" area of the shop.


In order to place an order, please log in using your personal Messe-Login. This is the combination of your email address and your chosen password.


You do not already have a Messe-Login? Simply go to <https://myaccount.messefrankfurt.com> and register using the email address to which this mail was sent. Once you have completed your registration, you will have access to the stand.

Further information can be found in our [FAQs](#).

Best regards,

Cliccando il link "Shop for Exhibitors Services" si aprirà questa pagina:

Shop for Exhibitor Services English ▾ 



Already registered? [LOG IN](#)
[Forgot your password?](#)

Not yet registered? [SIGN UP](#)

Per vecchi espositori

Per nuovi espositori

- 2) Selezionare "Log In" prestando attenzione alla differenza tra vecchi e nuovi espositori.

PER NUOVI ESPOSITORI:

3) Si aprirà questa pagina:

[Back to Serviceshop](#)

Serviceshop

Registration

Please complete your data to proceed.

More information is needed to use this service successfully. Please fill in the listed fields.

Please enter your email address as user name

New password (display)

Password strength

Are you already registered? [Sign in here](#)

Form of address

Title

First name

Last name

- I hereby grant permission to Messe Frankfurt GmbH, Messe Frankfurt Exhibition GmbH, Messe Frankfurt Venue GmbH, Messe Frankfurt Medien und Service GmbH, Mesago Messe Frankfurt GmbH and Accente Gastronomie Service GmbH to collect, process and use my data entered here to create and support my MyAccount. MyAccount serves as an access point to the digital services of these companies. You can use your MyAccount for the digital services of other affiliates. We therefore ask you to agree to the transmission of your data to the respective affiliates the first time you use the service.
- I accept the [associated terms and conditions](#).

Please click on the Triangle.
So we validate that you are a real person.



CREATE MYACCOUNT

[or back to Serviceshop](#)

Version 1.6.1787

IMPORTANTE: l' email deve essere quella del contatto indicato in fase di registrazione

Una volta inseriti tutti i dati, e creata una password, cliccare su "Create MYAccount"

4) Si aprirà questa pagina, dove bisogna spuntare la casellina “via E-Mail”

Serviceshop
Registration

Thank you, Your data have been tranferred successfully. We have sent you an email with a confirmation link. Please click on it to complete the registration.

The Messe Frankfurt Group would like to stay in touch with you to support your business goals.

Stay updated about the range of world wide events and trade fairs and services of the Messe Frankfurt group and their partners. For this purpose we would like to hand your data to our partners within the Messe Frankfurt group, supporting service providers and particular sales partners in your home country.

via E-Mail.

YES, PLEASE KEEP ME INFORMED.

CLOSE PAGE.

5) Verrà inviata una mail con indicato il link per completare la registrazione:

Hello,

You have registered for Messe Frankfurt's Serviceshop portal using the email address [m\[REDACTED\]@gmail.com](mailto:m[REDACTED]@gmail.com). To complete your registration and permanently use your access data, please click on the link below:

[Complete Registration](#)

This link is valid for 14 days. If you do not want registration or your email address was accidentally registered, you don't need to do anything. The entered data will be deleted after this period.

By clicking on the link, you are also confirming the corresponding use of data:

I hereby grant permission to Messe Frankfurt GmbH, Messe Frankfurt Exhibition GmbH, Messe Frankfurt Venue GmbH, Messe Frankfurt Medien und Service GmbH and Accente Gastronomie Service GmbH to collect, process and use my data entered here to create and support my MyAccount. MyAccount serves as an access point to the digital services of these companies. You can use your MyAccount for the digital services of other affiliates. We therefore ask you to agree to the transmission of your data to the respective affiliates the first time you use the service.

Best regards,

Your Messe Frankfurt Serviceshop portal MyAccount team

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ATTENZIONE: il link per completare la registrazione è valido per 14 giorni.

6) Una volta completata la regitrazione, si aprirà questo messaggio:

Serviceshop
Confirmation

You have confirmed your account.

Your account is now confirmed and available for use without time restrictions. You can now login and complete your profile.

Back to [Serviceshop](#)

PER VECCHI ESPOSITORI:

Si saltano i passaggi 3,4,5 e 6 e si passa direttamente al 7.

- 7) Una volta effettuato il login, si aprirà la schermata in cui inserire il codice dello stand ricevuto in precedenza per email

Placing orders on the exhibitor's account

In order to be able to place orders for a stand, you must have the stand code.
If you do not have a stand code, select the "Request stand code" function.

Enter stand code 

Request stand code

- 8) A questo punto vedremo la schermata con il nome dell'evento, la venue, l'organizzatore e il numero dello stand:

Christmasworld (26.-30.1) / Floradecora (26.-29.1.) 2018

Frankfurt am Main



Stand 11.1 TEST


You are placing orders on the following account: **Easy Order Messe Frankfurt Testaussteller AV's**

[Product Selection](#) | [Stand Information \(0\)](#) | [Shopping Cart](#) | [Order Status](#) | [Requests](#)

Selezionando "Product Selection" possiamo iniziare l'acquisto dei servizi per lo stand.

Se dopo aver introdotto il codice dello stand, non dovesse comparire

Stand Selection

 **0** Stands for which you may place orders

You cannot select any stands in this area at the current time.

You will find helpful information and tips here: [FAQ - Frequently asked questions](#)

Può essere semplicemente una questione di tempo, e in questo caso è sufficiente aspettare qualche ora perché il sistema rilevi lo stand, oppure può voler indicare che in fase di registrazione si è utilizzata una mail diversa da quella utilizzata per l'acquisto dello stand.

In questo caso è necessario contattare direttamente easyorder:

Phone +49 69 75 75-29 99

serviceshop@messefrankfurt.com