

CONSTRUCTION

Days

14 > 16 SEPT. 2021
EUREXPO-LYON

SALON DES ÉQUIPEMENTS ET SOLUTIONS
POUR LA CONSTRUCTION

100% OUTDOOR

DÉMONSTRATION

INNOVATION

BUSINESS

**DECLARE VIA YOUR CUSTOMER
AREA:
YOUR DECORATORS
YOUR CONTACTS (USERS)**

un événement
co-organisé par :

COMEXPOSIUM

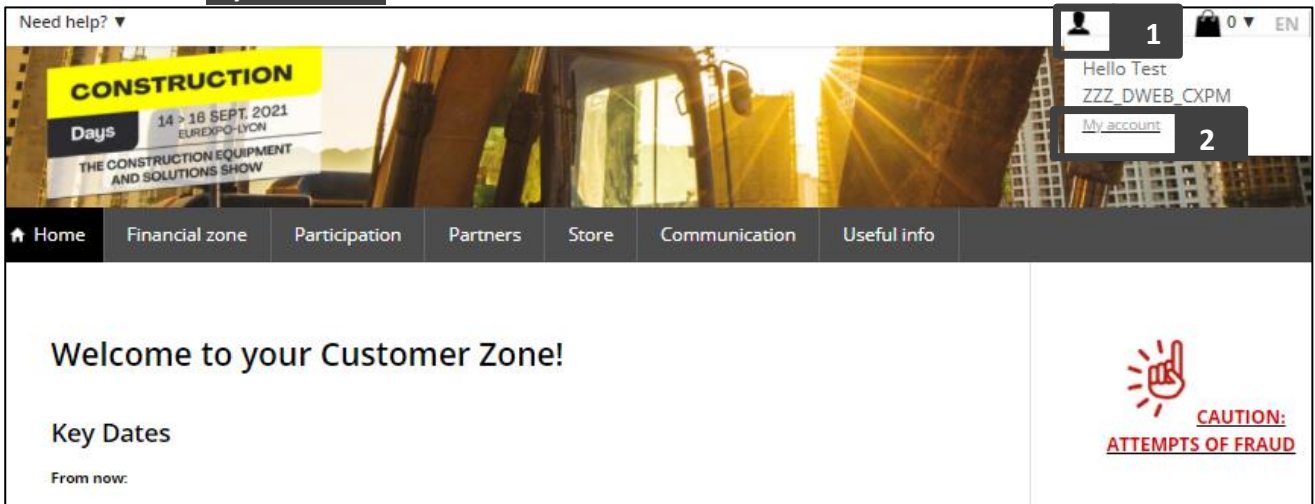


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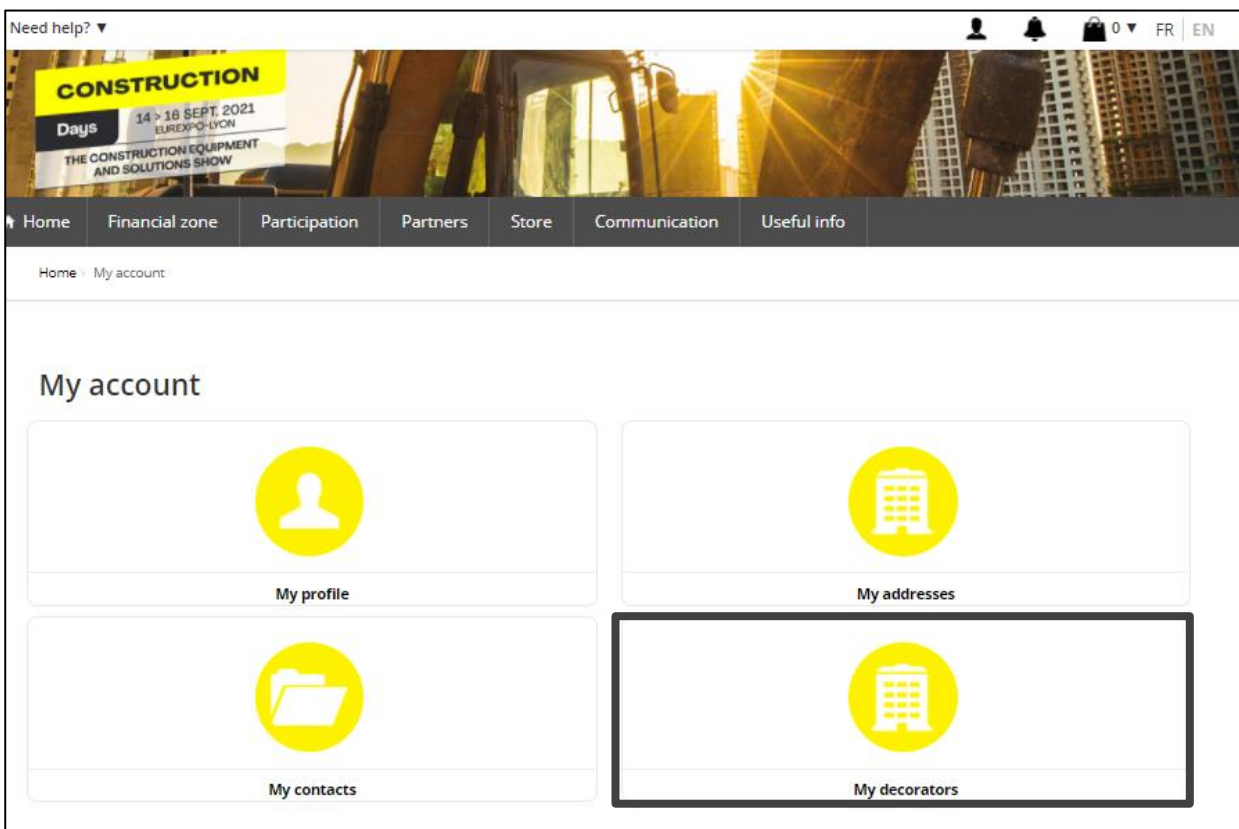
HOW TO DECLARE YOUR DECORATOR THROUGH YOUR CUSTOMER AREA

An account specific to the decorator is opened and linked to the Exhibitor's Customer Area. The decorator will be able to order independently. **Orders will be billed directly to the decorator / installer.**

1. Once connected to your customer area, we invite you to click on your pictogram of **connexion – 1** which triggers the deployment of the associated menu.
2. Click on **My account - 2**



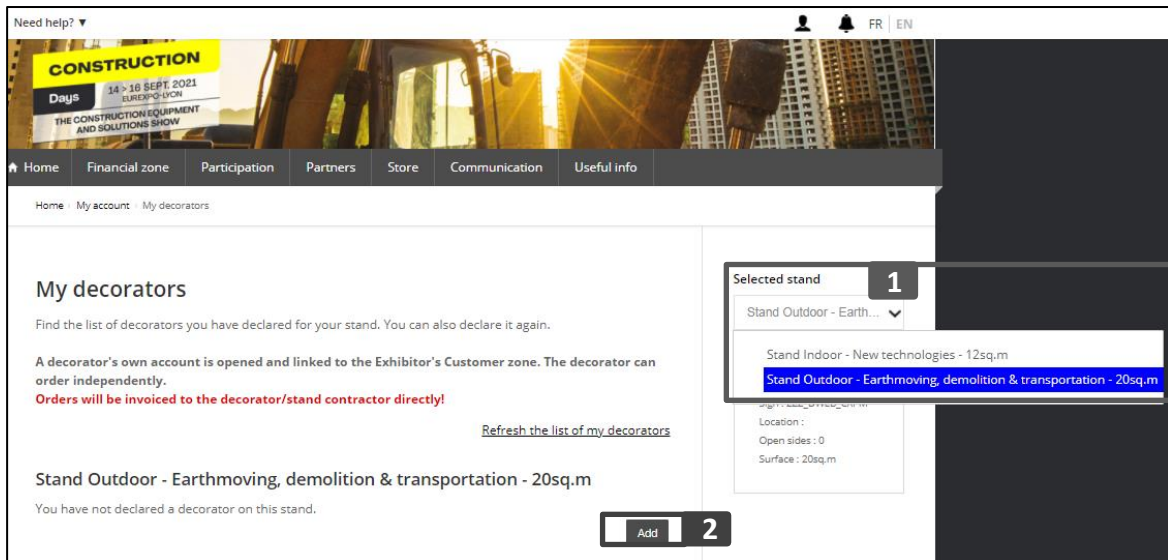
You then access the page **My account** and clicks on **My decorators** :



You then access the space allowing you to declare your decorator (s): this will be done **in 2 steps**:

Declaration of the decorator's company.

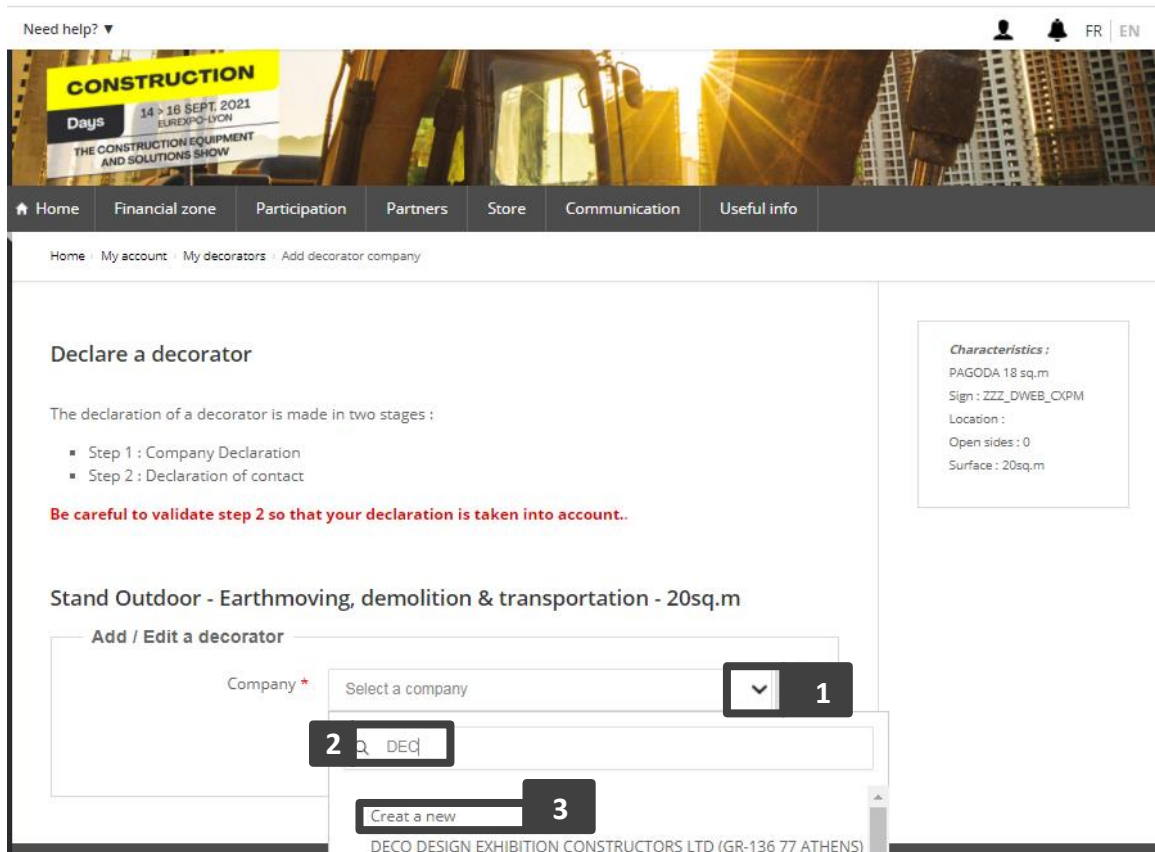
Important : if you have several stands, you must first select the **stand- 1**, **once the stand is selected click on Add - 2**



If you have only one stand, click directly on **Add - 2**

The form to declare the decorator company appears: **step 1** : **Add or edit a new decorator company** :

- Click on the arrow **1** used to deploy the search area
- Enter the name of the company in the search box **2**
- OR click on create a new **3** : this triggers the opening of a form to enter the information of the company you wish to declare.



The form to create a decorator appears:

Stand Outdoor - Earthmoving, demolition & transportation - 20sq.m

Add / Edit a decorator

Company *

Decorator No

Company name *

Address *

Address 2

Address 3

Postcode *

City *

State / County

Country *

Website

Extrait registre du commerce : fichier

Language of the company

Phone number * Example : +33 1 76 77 00 00

Fax


Email *

Etape 2 : Declaration of the contact of the decoration company:

After declaring the company, you declare the associated contact. We invite you to click on the **scrolling menu**:

- If you have selected a company then the associated contacts will be presented to you **1**
- In any case, you can declare a new contact. **2**

Need help? ▼



Home Financial zone Participation Partners Store Communication Useful info

Home > My account > My decorators > Add decorator contact

Declare a decorator

The declaration of a decorator is made in two stages :

- Step 1 : Company Declaration
- Step 2 : Declaration of contact.

Be careful to validate step 2 so that your declaration is taken into account..

Stand Outdoor - Earthmoving, demolition & transportation - 20sq.m


Step 2 : Decorator - Contact

Contacts of the Decorator **1**


2

Once this step is validated, you will see the list of say here are the different scenarios that arise:

- If you have selected an existing company and an existing contact then your decorator will appear in the "Registered" state and the latter will be sent an email:

Stand Outdoor - Earthmoving, demolition & transportation - 20sq.m			
Company	Contact	State	Actions
ZZZ_DWEB_LEN1	gael ferrero	Registered	
			<input type="button" value="Add"/>

- If you have declared a new contact on an existing company or even declared a new company and a new contact, then the decorator will appear in your space in the status "In progress"
 - ➔ This means that our DRC teams must intervene to validate the decorator and thus send him a confirmation email.

Stand Outdoor - Earthmoving, demolition & transportation - 20sq.m			
Company	Contact	State	Actions
ZZZ_DWEB_LEN1	gael ferrero	In progress	
			<input type="button" value="Add"/>

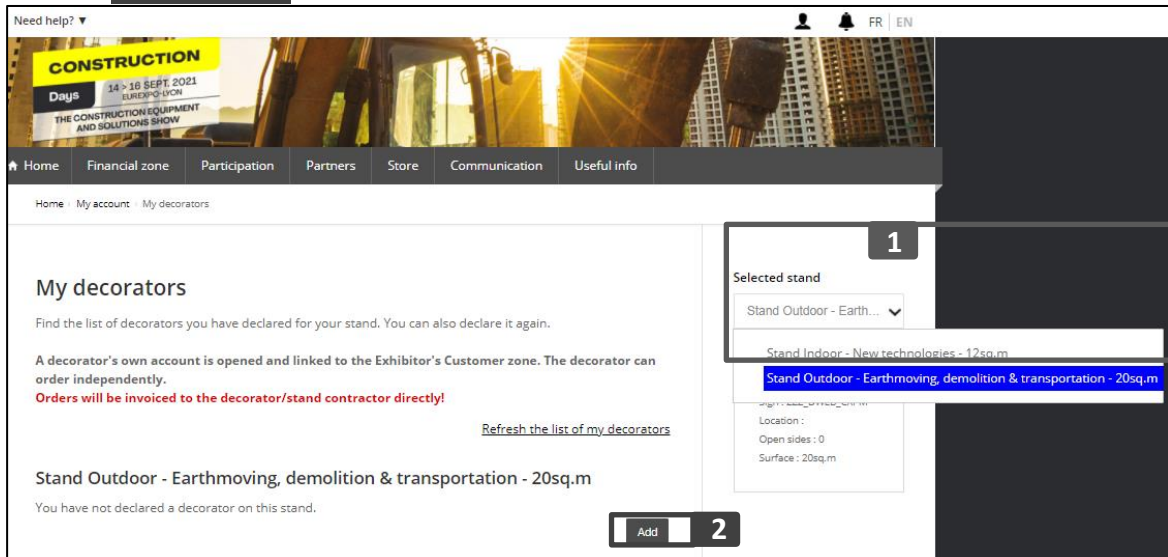
As soon as the decorator's registration status is «Registered» then the decorator receives an email.

HOW TO DECLARE YOUR CONTACTS VIA YOUR CUSTOMER AREA

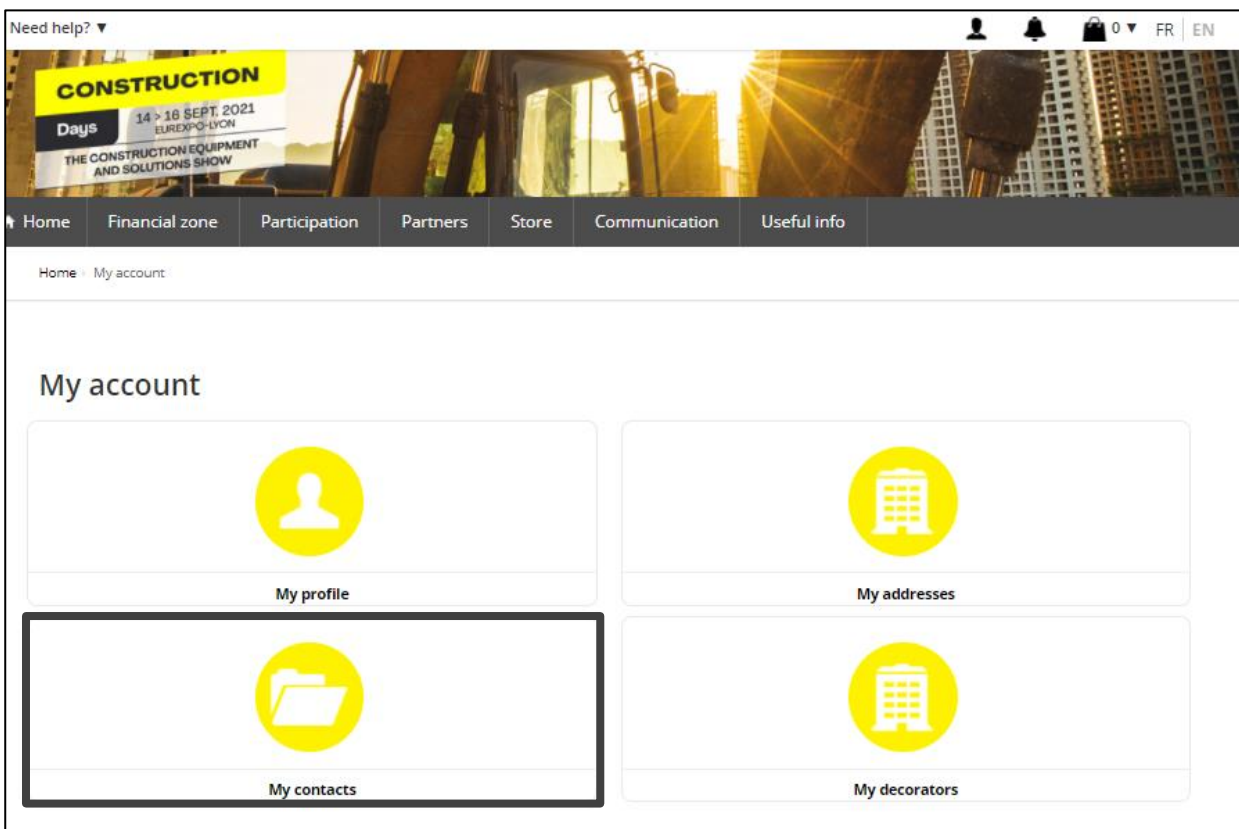
You are the exhibition manager, this space offers you the possibility of creating users to whom you can delegate the right to place orders, complete forms, or manage your account (examples: communication teams, assistant).

1. Once connected to your customer area, we invite you to click on your pictogram of **connexion – 1** which triggers the deployment of the associated menu.

Click on **My account - 2**



Click on **My account** and after that click on **my contacts**:



Important: if you have several stands, you must first select the **stand – 1**, once the stand is selected click on **Add – 2**

If you only have one stand, click directly on **Add - 2**

Need help? ▾ FR EN

Home Financial zone Participation Partners Store Communication Useful info

Home My account My contacts

My contacts

Orders for Stand Outdoor - Earthmoving, demolition & transportation - 20sq.m

If you are a show manager, this area will enable you to create users, to whom you can grant rights to place orders, fill in forms or manage your account (e.g. stand decorator, assistant). In doing this, you undertake to pay for any orders which they may place in your name.

By default, the contact's address is your company's address. If it does not, you can edit it directly in the form.

You agree, in doing so, to pay any order placed by them on your behalf.

If you authorise access and rights for this contact, he/she will receive an automatic email to log in to your Customer Zone.

Selected stand

- Stand Outdoor - Earthmoving, demolition & transportation - 20sq.m **1**
- Stand Indoor - New technologies - 12sq.m
- Stand Outdoor - Earthmoving, demolition & transportation - 20sq.m

Location :
Open sides : 0
Surface : 20sq.m

Add **2**

The form to create a user appears:

Add a user

Title

First name *

Last name *

Function

Company *

Address 1 *

Address 2

Address 3

Postcode *

City *

State / County

Country *

Phone number

Mobile

Fax

Email *

Language

By default, you give access to your complete customer zone.
If you want to restrict this access, check the items that the contact will not be allowed to access :

Restricted access Account
 Catalogue entry
 Orders
 Forms

I agree to pay any order submitted in my name by the contact I have created. *

Important :

If you want to restrict access to your customer area, check the sections to which the contact will not be authorized to access:

- By default, you give access to your complete customer area.
- By giving access to a contact (decorator, assistant, etc.) **you agree to pay for any order** placed by this user on your behalf.

As soon as the decorator's registration status is **«available»** then he will receives an email.