



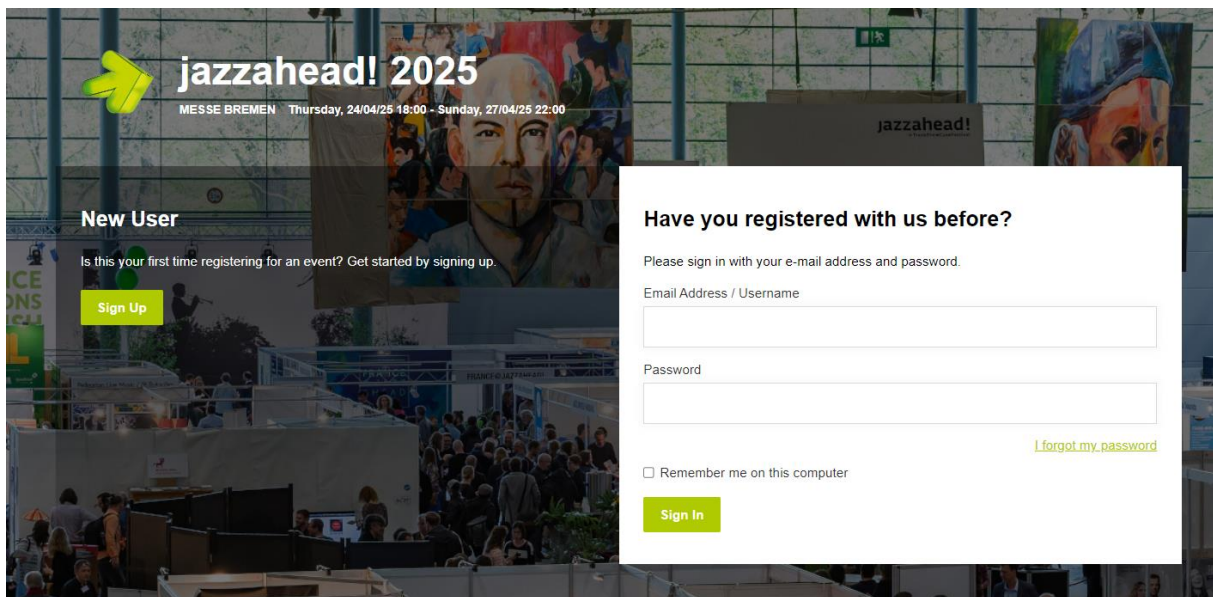
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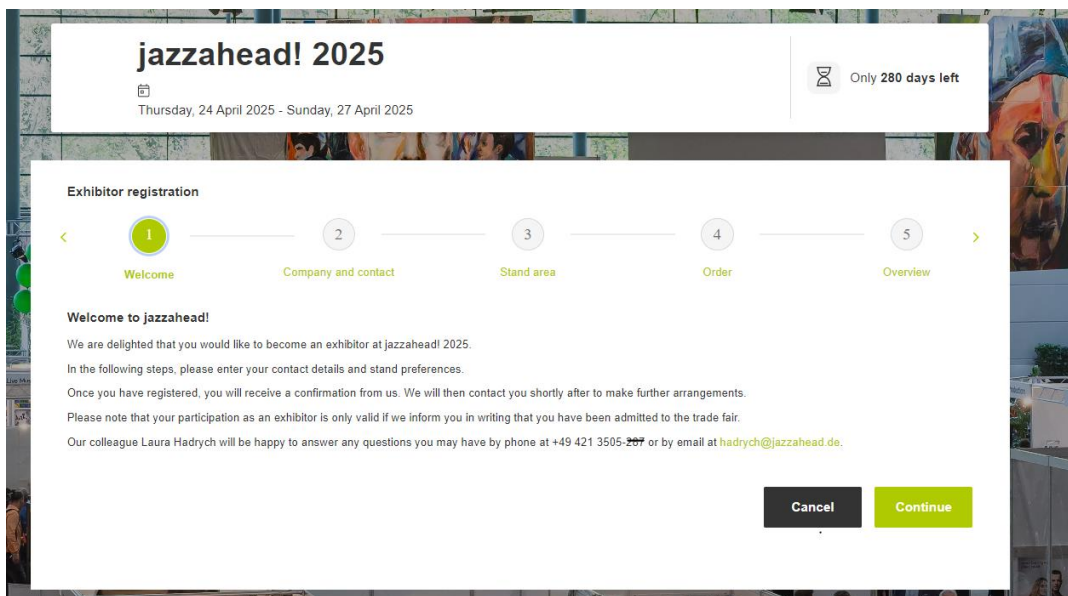
# Exhibitor Registration Manual

## Step 1: Log into the Exhibitor Portal

Access the Exhibitor Portal over our website with your already existing account or create a new account



Please read the information on the first page carefully.





## Step 2: Company and contact

Please enter the company's and as well as the contact persons information.

*Please be aware, that the contact persons email address will be the one used for further communication.*

Exhibitor registration

1 2 3 4 5

Welcome Company and contact Stand area Order Overview

Please check your entries!

Your company information

Company Name *	Company Name 2
<input type="text" value="The Testers"/>	<input type="text"/>
Email *	Website
<input type="text" value="[REDACTED]"/>	<input type="text"/>
Street, Nr. *	Building, Floor, etc.
<input type="text" value="Testerstrasse 55"/>	<input type="text"/>
Postal Code *	City *
<input type="text" value="28203"/>	<input type="text" value="Bremen"/>
Country*	Tax ID
<input type="text" value="Germany"/>	<input type="text"/>

To change your Tax ID, please contact us directly.

Please enter your telephone number (s) in the following format: +49 421 3505529



### Step 3: Stand area

Please read the information on the top carefully.

Here you can send us the initial order for the stand with your preferences:

- The preferred size of the area with length, width and open sides

#### Important information for the exhibitor registration

- Please request your desired stand by entering the standtype and number of sqm.
- All prices are net prices and subject to 19% VAT.  
The AUMA fee of 0,60 € per sqm and the fee for waste disposal of 2,50 € per sqm will be added automatically in the next step. More information is available there.
- Further services like stand construction, furniture, lighting and electricity will become available for booking over the Exhibitor Service Centre (ESC) after your stand has been placed and booked.
- This registration process has solely registered the company. You have to register all participating staff members of the stand separately after confirmation of the stand.
- For all individual stand constructions, please contact Laura Hadrych under [hadrych@jazzahead.de](mailto:hadrych@jazzahead.de).

#### Preferred Booth Area

Preferred Area [m<sup>2</sup>] \*

Preferred Length [m] \*

Preferred Width [m] \*

- Type of stand: Row, Corner (+5%), Head (+10%), Block (+15%)

- Placement Request: Choose 3 preferred booths from the hall plan.

Please choose your booth area:

 <b>Row stand</b> <a href="#">View Details</a>	Price per sqm €140.00	<a href="#">Select</a>
 <b>Corner stand</b> <a href="#">View Details</a>	Price per sqm €147.00	<a href="#">Select</a>
 <b>Head stand</b> <a href="#">View Details</a>	Price per sqm €154.00	<a href="#">Select</a>
 <b>Block stand</b> <a href="#">View Details</a>	Price per sqm €161.00	<a href="#">Select</a>

Platzierungswunsch

<b>1 Preferred Booth 1</b> No Booth Selected <a href="#">Select Booth</a>	<b>2 Preferred Booth 2</b> No Booth Selected <a href="#">Select Booth</a>	<b>3 Preferred Booth 3</b> No Booth Selected <a href="#">Select Booth</a>
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### Important changes:

The standpackages Mini and Simple that included basic stand construction are not available for booking anymore.

All stand construction including walls, electricity and lighting will be ordered through the Exhibitor-Service-Centre. More information below.

### Step 4 and Step 5: Order and Overview

After reviewing and sending us your order, you will receive an automatic confirmation for your registration.

After successful registration when you log onto the Exhibitor Portal you see now the Exhibitor Tasks.

The screenshot displays the Exhibitor Portal interface. At the top, there are three status filters: 'Not Started (2)', 'In Progress (1)', and 'Complete (1)'. Below these, a section titled 'Exhibitor (4)' contains four task cards:

- Exhibitor Service Center – Technical Orders:** Order here all services and material you need for your stand (for example partition walls, furniture and more). Due Date 11/03/2025. Status: Not Started. Button: Start.
- Service Provider:** Do you have an exhibition stand builder or an agency that handles service orders for you? Name them here and allow them access to our webshop. Due Date 11/03/2025. Status: Not Started. Button: Start.
- Exhibitor registration:** Please note that only fully filled registrations can be processed. Due Date 27/04/2025. Status: Task Completed. Button: Complete.
- Entry in the online exhibitor list:** Please verify your companys information for the online exhibitor list. Due Date 27/04/2025. Status: Not Started. Button: Start.

On the right side, there is a 'Current Booth Selection' section showing 'Pending...' for 'TESTJAZZ3' with an 'Add Booth' button. Below this are sections for 'EXHIBITOR INFORMATION' (with a 'hallplan' link), 'EVENT LINKS' (with 'jazzahead!' and 'Participants Portal' links), and 'ACCOUNT TOOLS' (with 'Manage Account' and 'View Payments' links).

### What happens after registration:

#### Phase 1: Stand proposal

We review your registration and send you a stand proposal you can access directly over the exhibitor checklist. You can confirm or decline the proposal with commentary or write an email to Laura Hadrych at [hadrych@jazzahead.de](mailto:hadrych@jazzahead.de) with your questions/wishes.

#### Phase 2: Stand confirmation

After you have accepted a stand proposal, we will send you the official confirmation and admission to the trade fair and we will contact you with further information about invoicing.

#### Phase 3: Take further action through the Exhibitor Portal

New tasks are available for you in the Exhibitors Checklist as can be seen here.



You can now proceed with ordering your stand construction over the Exhibitor-Service-Centre (ESC). Do not forget to register yourself and your staff using your exhibitor passes.

Important Deadlines regarding the ordering of services can be view on our website [here](#).