

ESC CONGRESS

BARCELONA 2014

30 Aug - 3 Sept



Fira Barcelona

- eCommerce -

User guide



Exhibitor's Area



The login details to eCommerce will be sent to all exhibitors via email. Please enter your username and password to login



Exhibitor access

Please be reminded that in order to access this area, you will need to enter username and password that the main contact for this event has received by email

User (e-mail)

Password

Enter

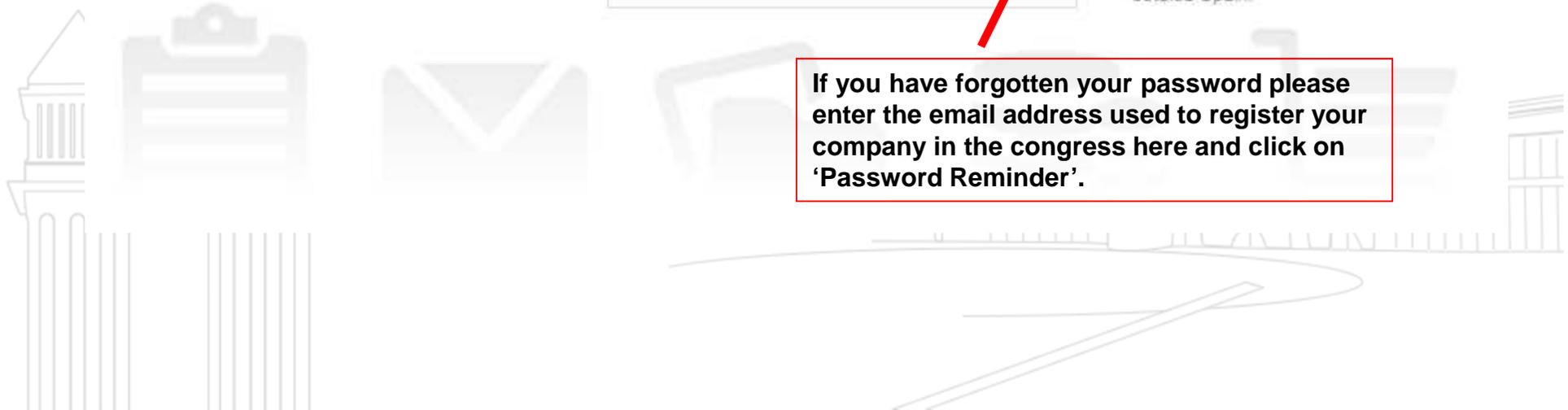
Forgotten your username or password?

If you have forgotten your password, enter your email address and a new password will be sent to you by email shortly.

Password reminder

.....
If you do not know or have forgotten your username, please contact us on (+34) 932 332 000 if calling from outside Spain.

If you have forgotten your password please enter the email address used to register your company in the congress here and click on 'Password Reminder'.



Once you have logged in you will be able to select the stand for which you require to order services. This ONLY applies if you have more than one stand. If you have only one stand it will take you straight into the products and services catalogue.

Exhibitor Area

MARTA

[Logout](#)



Information

Locations

Confirm your location

[Logout](#)

Customer Service

+34 93 233 20 00

(Mon-Fri: 08.00-20.00 CET)

My Stand/s Locations

Select the location for which you wish to make your orders. Remember that you can have several shopping lists for each of your locations.

Location	Square meters	Status	
MONTJUIC 1 , Hall P1 , Level 0 , Street A , Stand 00	0	Confirmed	Select
MONTJUIC 1 , Hall P1 , Level 0 , Street A , Stand 00	0	Confirmed	Select



Welcome to the Products and Services Catalogue. Here you will be able to order the products and services you may need for the show as well as view all your orders and download invoices



The screenshot shows the 'Exhibitor Area' interface. At the top left, the user is logged in as 'MARTA' with a 'Logout' link. Below this is 'TEST AEX' with a logo for 'ESC CONGRESS BARCELONA 2014'. The 'Information' section lists 'Locations' as 'MONTJUIC 1, Hall P1, Level 0, Street A, Stand 00' and includes another 'Logout' link. The 'Customer Service' section provides the phone number '+34 93 233 20 00' and hours '(Mon-Fri: 08.00-20.00 CET)'. A language dropdown is set to 'English'. The main navigation bar includes 'Finances' (indicated by a red arrow), 'Products' (indicated by a red arrow), and a shopping cart icon showing 'Shopping List 0 Unit' for '0.00 €' with a 'SHOPPING LIST' button. The main content area is titled 'Products and Services Catalogue' and features a search bar with the placeholder 'Enter a product'. A list of categories is shown on the left: Stands, Structural elements & flooring, Furniture and stand decoration, Rigging points, Electricity, water and compressed air, Internet, IT & AV Equipment, Promotion & Advertising, Temporary Personnel, and Car Parking Passes. A featured advertisement for 'ALTERNATIVA CATERING' displays a plate of food and text: 'You have at your disposal a wide range of options to provide the best catering service for your booth'. Contact information for catering is provided: 'For more information: Tel. +34 93 233 20 00, Fax +34 93 233 20 80, e-mail: acatering@firabcn.es'. At the bottom, there are two category cards: 'Stands' with a small stand icon and 'Structural elements & flooring' with a structural element icon.

PRODUCTS AND SERVICES CATALOGUE:



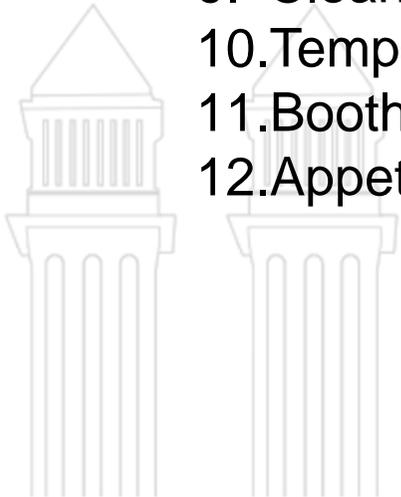
Click on 'Products' icon on the right top corner to order the products and services you may require for your stand.



AVAILABLE PRODUCTS AND SERVICES:



1. Special Offer
2. Stands
3. Structural elements & flooring
4. Furniture and stand decoration
5. Rigging points
6. Electricity, water and compressed air.
7. Internet, IT & AV Equipment
8. Promotion & Advertising
9. Cleaning
10. Temporary Staff
11. Booth Catering
12. Appetizers and cocktails



PRODUCTS AND SERVICES: examples of how to order a product (1)



PLATFORM



SINTERED
PLATFORM



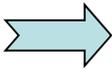
REINFORCED
SINTERED
PLATFORM



RAMP



CARPETING



If you wish to order carpet, please select the colour and how many square meters is required.



WT not included

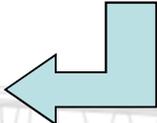
Colour

Square metres

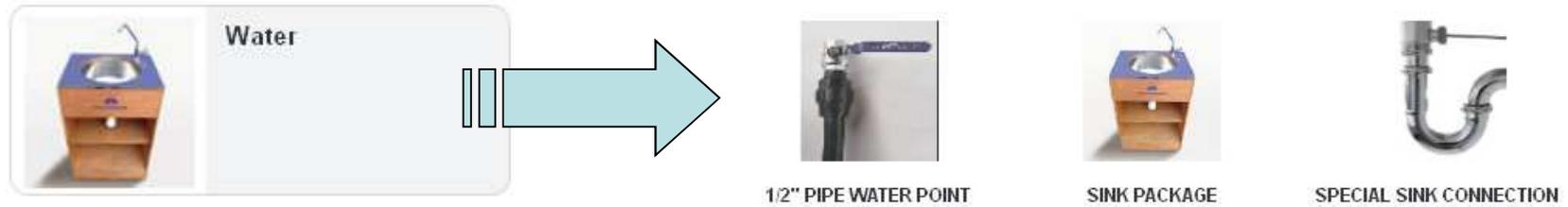
Add to list

Product description
A: Orange.
B: Billiar green.
C: Black.
D: Electric blue.
E: Navy blue.
F: Charcoal grey.
G: Fair grey.
H: Red.

The deadline for submission is:



PRODUCTS AND SERVICES: examples of how to order a product (2)

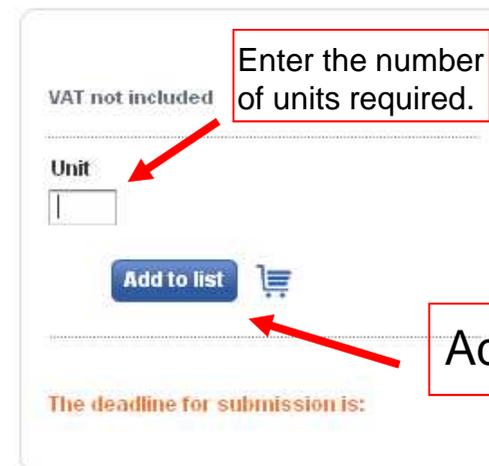


SPECIAL SINK CONNECTION



Product description

If you have requested a water outlet and drain and you bring your own sink, you need to request this item for the connection of water and drainage hose to your sink.



VAT not included

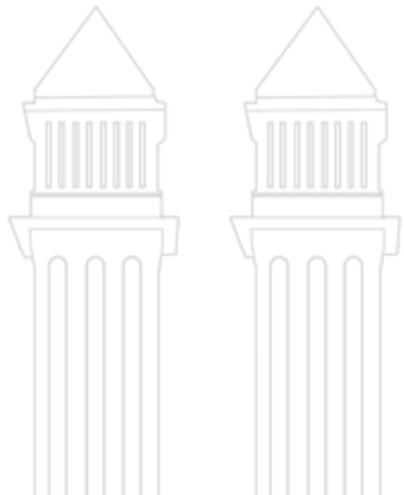
Enter the number of units required.

Unit

Add to list 

The deadline for submission is:

Add to list



PRODUCTS AND SERVICES: examples of how to order a product (3)

You will always find the product description, its price and corresponding deadline to order it.

If necessary you will have to fill in a form for additional information regarding the preparation of the product.

26" LCD SCREEN



Product description

Approx. Dimensions: 662x94x497,8mm
Resolution: 1024(H)x768(V) Ratio: 15:9
Angle of vision (H/V): 170°/170°
Consumption: 250W max. Supports:
Wall/tabletop/freestanding Socket
needed: 1 socket



VAT not included

Type of support:

- wall (not modular)
- table-top
- free-standing

Prepared screen:

- with loudspeakers
- without loudspeakers

Unit

Add to list



The deadline for submission is:

xxx 2014

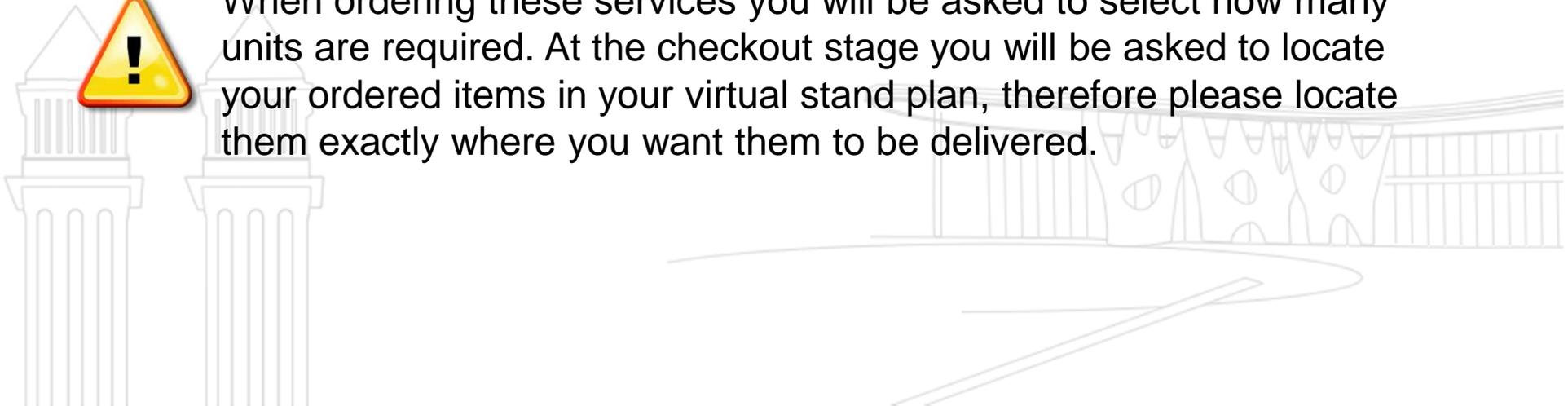


Specifications

for Electricity, water, compressed air, wired Internet



When ordering these services you will be asked to select how many units are required. At the checkout stage you will be asked to locate your ordered items in your virtual stand plan, therefore please locate them exactly where you want them to be delivered.



Specifications

Promotion & Advertising



If you want to order Merchandising, you will have to fill up this form and email or fax it to ServiFira or EMEDE (info@emede.com).



order form for merchandising and company gifts (Order on-line www.servifira.com) **D**

Company VAT number

Tel Fax E-mail

Contact person

Exhibition

Venue: Montjuic Gran Via Hall Level Street Stand

SELECT THE METHOD OF PAYMENT

Type of credit card: VISA MasterCard American Express 4B Others

Credit card Expiry date Month Year

Bank transfer

Fill out all fields with computer. Once completed, print and send it by fax.

Code	Quantity	Code	Quantity	Code	Quantity	Code	Quantity
<input type="text"/>							
<input type="text"/>							
<input type="text"/>							
<input type="text"/>							
<input type="text"/>							

Fill out the order form indicating the code of the product needed and the quantity.



Specifications for Temporary Staff



Please note that the minimum hire is 8 hours a day during the exhibition which includes lunch allowance and 1 hour of paid lunch break (e.g. 10.00 – 14.00 and 15.00 -19.00 = 8 hours hire).

Security Guard:

Security Guards can be hired to watch over the goods/products on your stand. No additional charge applies on weekends and public holidays hire.



Security Controller:

Security Controllers can be hired to keep you informed of any incidents that may take place on your stand.



Waiters to serve professionally in your booth. Our waiters will help you prepare and submit a variety of foods and beverages following the appropriate rules and procedures. They can keep track of food and beverage consumption of the stand to assist the exhibitor with the provision of material.

Conditions Minimum working hours per day: 4 hours. From 6 hours of working time the waiter will need 1 hour for lunch break

FINANCES



In this section you can view your orders, download invoices in PDF format and see the outstanding balance.

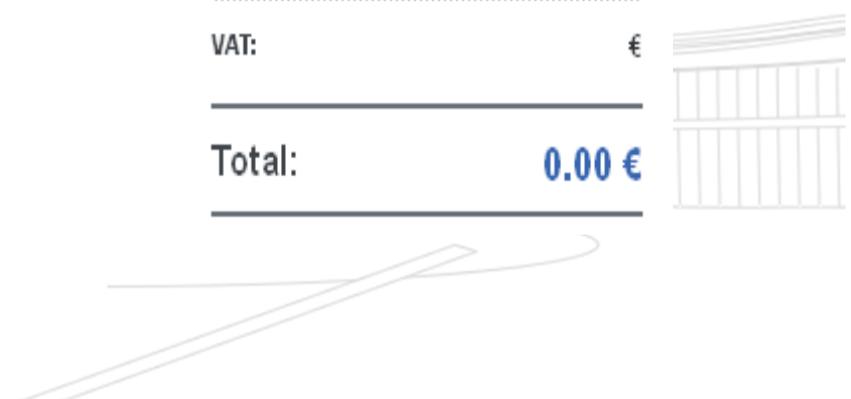
 **Finances**

[Orders](#) [Invoices](#) [Global extract Fira](#)

GLOBAL BALANCE FIRA **0.00 €**

Products	Date	Order Ref.	Origin	Method of payment	Units	Price
----------	------	------------	--------	-------------------	-------	-------

TOTAL AMOUNT:	€
.....	
VAT:	€
<hr/>	
Total:	0.00 €
<hr/>	



FINANCES: *Orders*



For example, you will be able to see the summarised and up to date list of the products/services you have ordered, the dates of orders, the quantity of units ordered, the costs and the total balance due.

Finances

Orders

Invoices

Global extract Fira

GLOBAL BALANCE FIRA **142.93 €**

Products	Date	Order Ref.	Origin	Method of payment	Units	Price
PACK ECONOMICO ID 4031201	25-May-11	1009622	Manual	Transfer	1 UN	3,000.00 €
1,2KW 220V DAYTIME SWITCHBOARD ID 5060001	07-Jun-11	 5500025306	eCommerce	Transfer	1 UN	100.30 €
DOUBLE 220V SOCKET ID 506011	16-Jun-11	 5500025494	eCommerce	Transfer	1 UN	33.83 €

TOTAL AMOUNT: 3,134.13 €

VAT: 10.73 €

Total: **3,144.86 €**

FINANCES: *Invoices*



Finances

Orders **Invoices** Global extract Fira

GLOBAL BALANCE FIRA **142.93 €**

€v Paid € Due

Invoice Number	Status	Created	Price	Order Ref.	Created
9500074928	€v	02-Jun-11	3,000.00 €	1009622	25-May-11
9500075233	€v	07-Jun-11	100.30 €	5500025306	07-Jun-11
9500075876	€v	16-Jun-11	33.83 €	5500025494	16-Jun-11



Show
Edition

INVOICE

Invoice N° 9500074928
 Date 02.06.2011
 Order N° 1009622
 Customer order N°
 Customer contract N°

Customer N° XXXXXXXXXXXXXXXXXXXX
 XXXXXXXXXXXXXXXXXXXX
 XXXXX - XXXX
 XXXXX

-ESPAÑA -ESPANA
 NIF

Code	Reference	Quantity	Price	Amount
403120	PACK ECONOMICO	1 UN	3,000,00	3,000,00
	SPACE	9 M2		
	INSURANCE PREMIUM SERVICES	1 UN		
	STAND AND FURNITURE	1 UN		



FINANCES: *Global Extract Fira*



 Finances

Orders
Invoices
Global extract Fira
GLOBAL BALANCE FIRA **142.93 €**

Global resume

Show	Edition	Invoices	Payments	Credits	Not assigned payments	Global balance Fira
SI02	012	142.93€	0.00€	0.00€	0.00€	142.93 €

Detail pending

Concept	N° Invoice	Invoice date	Expiry	Show	Edition	Amount
<i>Invoices</i>						
	9500320696	06-JUN-12	26-JUL-12	FM&S	012	142.93€
						142.93 €
<i>Payments</i>						
						0.00 €
<i>Credits</i>						
						0.00 €
<i>Not assigned payments</i>						
						0.00 €
Global balance Fira						142.93 €



SHOPPING LIST



To continue with your selected purchase(s) please click on 'Shopping List' icon to proceed to the checkout.



Exhibitor Area

Finances

Products

Shopping List 0 Unit
0.00 € [SHOPPING LIST](#)

Products and Services Catalogue

Search for products

- Stands
- Structural elements & flooring
- Furniture and stand decoration
- Rigging points
- Electricity, water and compressed air
- Internet, IT & AV Equipment
- Promotion & Advertising
- Temporary Personnel
- Car Parking Passes

ALTERNATIVA CATERING

You have at your disposal a wide range of options to provide the best catering service for your booth

For more information:
Tel. +34 93 233 20 00
Fax +34 93 233 20 80
e-mail: acatering@firabcn.es

Stands

Structural elements & flooring

MARTA
[Logout](#)

TEST AEX

Information
Locations
MONTJUIC 1 , Hall P1 ,
Level 0 , Street A ,
Stand 00
[Logout](#)

Customer Service
+34 93 233 20 00
(Mon-Fri: 08.00-20.00 CET)

English ▾

SHOPPING LIST



Please check the details of your selected orders below and click on 'Place Order' icon to confirm. If you are not ready to confirm, please click on 'Save List' option and complete your order(s) later.

Active shopping list

[My shopping lists](#) > [Llista Compra](#)

Please save the shopping list before proceeding if you wish to cancel or modify an order.

[Save list](#)

Selected products	Delivery date	Units	Price
 LATINA RED CHAIR ID 507601 35.86 €/Unit		<input type="text" value="1"/>	35.86 €
 6,6KW 220V DAYTIME SWITCHBOARD ID 5060031 267.97 €/Unit		<input type="text" value="1"/>	267.97 €

[Calculate](#)

TOTAL AMOUNT: 303.83 €
VAT NOT INCLUDED

VAT: 24.31 €

Total: **328.14 €**

To confirm your order, please click on "Place Order" and follow all the steps until a P.O. number is given. Only then your enquiry will have been received correctly.

[Save list](#)

Place order

SHOPPING LIST: *Place the order*



Purchasing process



Step 1: General conditions

To formalise your application to take part, you must accept the general conditions of Fira de Barcelona.

1 Object
These conditions apply to any contract for goods, supplies and services duly catalogued in the eCommerce.

2 Contracting system
All catalogued goods and supplies are contracted on hire, except for merchandising.
All products listed as Catering are contracted on a sale except those included in the category of Rent Furniture

3 Order/request for contracting
FIRA DE BARCELONA undertakes to fulfil your application for contracting, provided that you have previously confirmed it expressly, and the customer has fully paid the invoices issued for the contracting. FIRA DE BARCELONA will not accept applications from exhibitors who have outstanding payment balances.
Specially, with regard to products Catering, the following procedure:
(i) In services of Catering to stand:
A) INITIAL ORDER
The customer must make the first application for service with a minimum of three (3) days at the start of the Show. Failure to meet the deadline set, FIRA BARCELONA is not fulfilled to provide the service requested by the client, so that it will respond to the extent possible.
B) REPLACEMENT DURING THE SHOW
Orders for replacements can be made before 17.00 hours on the day preceding the service.
(ii) In SERVICES FOR APPETIZERS AND COCKTAILS:
The service for Appetizers and Cocktails will be a minimum of 30 guests. For services of a lower quantity than the minimum, will be imposed the extra current extra charge. The minimum service includes a waiter service.

4 Amendments
The orders can be amended provided that the change is made before the deadline for contracting services.
In the case of products catering, once delivered the same and signed by the customer the delivery order, are not allowed, nor refunds or

I have read and accept the conditions of Fira de Barcelona

[Back](#) [Next](#)

Please read and agree to the terms and conditions.
Once you have agreed to the terms and conditions, please click on 'Next' to continue.

SHOPPING LIST: *Place the order*



Step 2: Location of products

To continue the purchase it is necessary to introduce the size of your stand

a) Size of stand



Fill in the dimension of your stand.

Dimensions

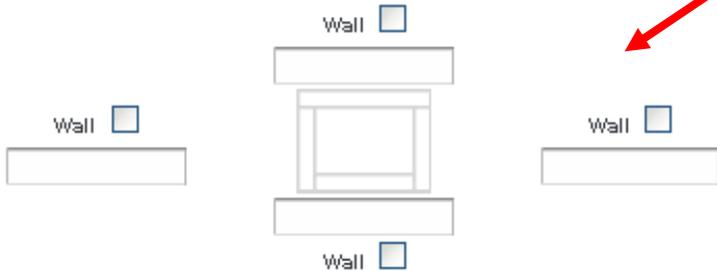
1. Enter the width and length of your stand

Width metres

Length metres

Structure

2. Mark the boxes corresponding to the walls of your stand and add additional information as adjacent neighbouring stand location in order to locate yours.





Mark the corresponding structure of your stand.

b) Optional customized map



Upload a map of your stand.

File

(Allowed types: .dxf, .dwg, .pdf, .jpg or .tif. Maximum size: 5MB)

Upload the map in one of the specified file formats

[Back](#)

When you are done, click on "Next" Button to continue.

SHOPPING LIST: *Place the order*



Most of our services/products will have to be located in the map. Please make sure to locate them exactly where you need them.

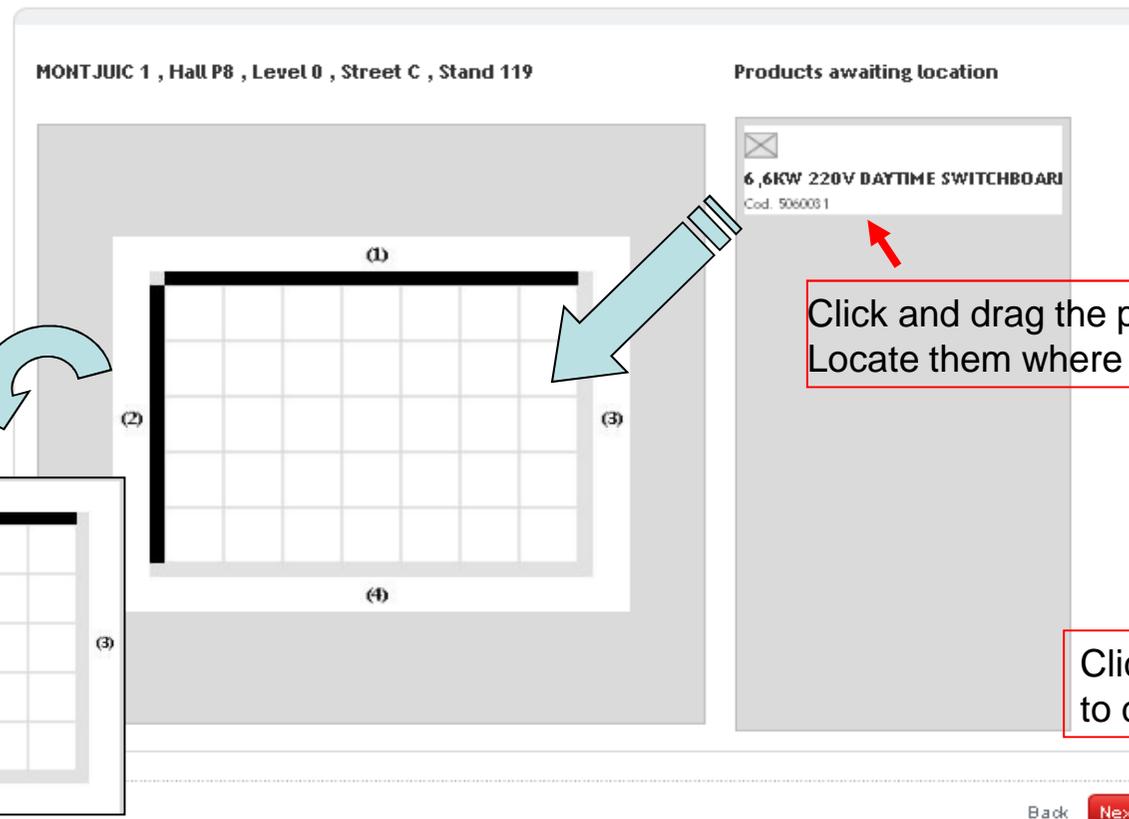


Step 2: Location of products

To continue the purchase it is necessary to locate the products from the list on the right in your stand. Please, consider the list of credits of its space and your static elements at the time of locating products. Right-click on the object if you want to rotate it.

 [Structures legend](#)  [Supplies legend](#)

c) Locate the products in the box that represents your stand



MONTJUIC 1 , Hall P8 , Level 0 , Street C , Stand 119

Products awaiting location

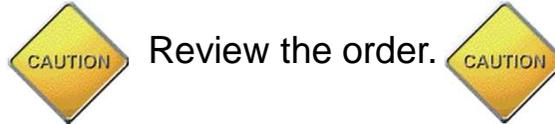
☒ 6,6KW 220V DAYTIME SWITCHBOARD
Cod. 5060031

Click and drag the products to the image. Locate them where needed.

Click on "Next" button to continue.

Back Next

SHOPPING LIST: *Place the order*



Purchasing process



Step 3: Review the order

Review your order before confirming it

Selected products	Delivery date	Units	Price
 LATINA RED CHAIR ID 507601 35.86 €/Unit		1	35.86 €
 6,6KW 220V DAYTIME SWITCHBOARD ID 5060031 267.97 €/Unit		1	267.97 €

TOTAL AMOUNT: 303.83 €

WAT: 24.31 €

Total: 328.14 €

[Back](#) [Next](#)

Click on "Next" button to continue.

SHOPPING LIST: *Place the order*



Please, select the method of payment. Either Credit Card or Bank Transfer.

Purchasing process



Step 4: How do you want to pay?

TOTAL AMOUNT:	303.83 €
VAT:	24.31 €
Total:	328.14 €

Credit card

If you want to pay by credit card, choose this option.

Then we will tell you the steps to follow to validate your purchase and start delivery of the products on your list.

Transfer

If you want to pay by bank transfer, choose this option.

Then we will tell you the steps to follow to validate your purchase and start delivery of the products on your list.

No order will be delivered until payment has been confirmed.

Confirm

[Back](#)

Confirm

SHOPPING LIST: Place the order



Enter the required information and click on confirm.

The screenshot shows a payment interface for Fira Barcelona. At the top left is the Fira Barcelona logo, and at the top right are the VISA and MasterCard logos. Below the logos, the word "SALE" is displayed in green. The interface is divided into two main sections: "Information of the Operation" and "Information of the Card".

Information of the Operation:

Date	28/09/2010	Time	01:03:45
Amount	31,80	Currency	EUR
Item	1001097013	User	0097300600011003

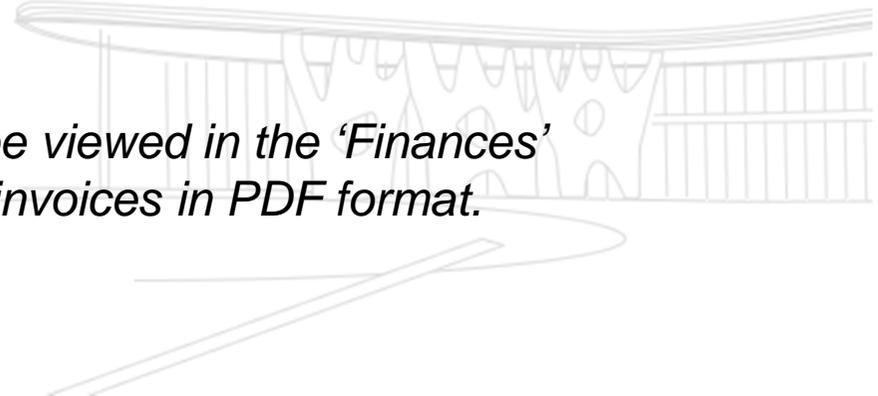
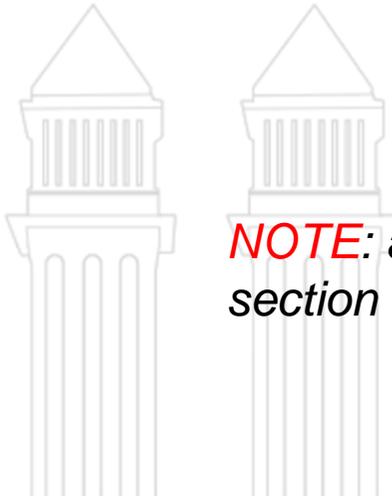
Information of the Card:

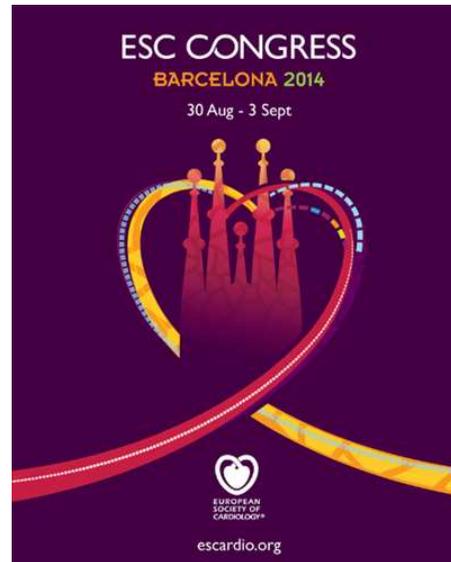
Card	<input type="text"/>	Exp.Date	01 2010
CVV2	<input type="text"/>		

At the bottom right of the form, there are two buttons: a green "ACEPTAR" button and a red "VOLVER" button.

THE ORDER IS NOW FINISHED!!!

NOTE: all your up to date orders can be viewed in the 'Finances' section where you can also download invoices in PDF format.





If you have any doubts / questions please contact with **ServiFIRA** at
+34 93 233 2000 or esc@firabarcelona.com

