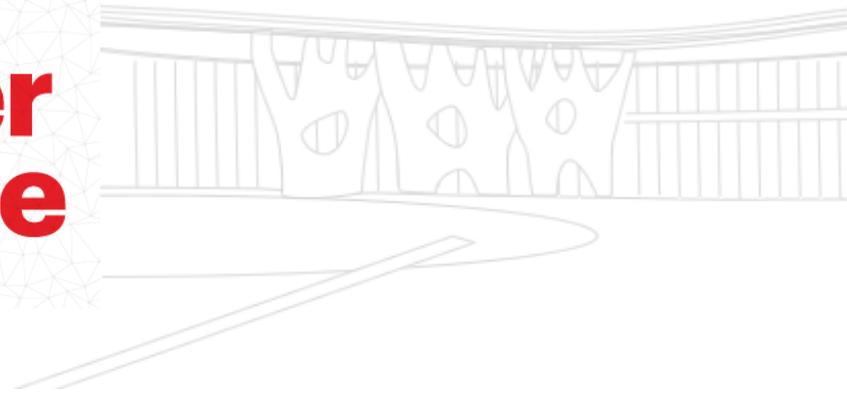


- eCommerce user guide -



Creating a
**Better
Future**
#MWC18



Welcome to **Exhibitor Area**, the eCommerce tool for ordering online stand Products and Services.

<https://apps.firabcn.es/areaExpositor/PreLogin.action?salonEdicion=E143018>

Exhibitor's Area



Exhibitor access

Please be reminded that in order to access this area you will need to enter your username and password which you have 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 at (+34) 932 332 000 if calling from outside Spain.



The login details to ecommerce are sent to all confirmed Exhibitors (excluding Co-Exhibitors) via email, please enter your username and password to login

If you have forgotten your password please use the 'Password Reminder' tool.

Here you will be able to check the entire catalogue and hire any service you may need for your stand during the congress. At your eCommerce profile you will also be able to check confirmed orders, follow up your payments or download the invoices.

← Your company name and stand details

Products and Services Catalogue

Search for products

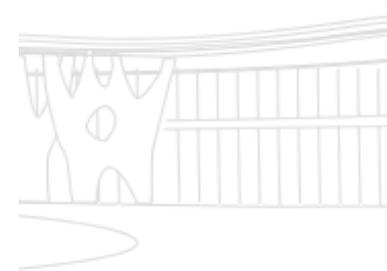
Enter a product 

Special Offers

- [Stands](#)
- [Structural elements & flooring](#)
- [Furniture and stand decoration](#)
- [Rigging points](#)
- [Electricity, water and compressed air](#)
- [Internet, IT & AV Equipment](#)
- [Promotions & Advertising](#)
- [Cleaning](#)
- [Temporary Staff](#)
- [Booth Catering](#)
- [Menu Tickets](#)
- [Appetizers and Cocktails](#)

Need help? Download eCommerce User Guide here

	Stands		Structural elements & flooring
	Furniture and stand decoration		Rigging points
	Electricity, water and compressed air		Internet, IT & AV Equipment
	Promotions & Advertising		Cleaning



Products and Services catalogue:

Click on 'Products' tab on the right top corner to check and order any products and services for your stand.



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GRAN VIA , Hall P6 , Level 0 , Stand 5651A, 12 m2

[Logout](#)

Useful Information Orders & Billing Past orders

Catalogue 

Products and Services Catalogue

Search for products

Enter a product 

Special Offers

- Stands
- Structural elements & flooring
- Furniture and stand decoration
- Rigging points
- Electricity, water and compressed air
- Internet, IT & AV Equipment
- Promotions & Advertising
- Cleaning
- Temporary Staff
- Booth Catering
- Menu Tickets
- Appetizers and Cocktails

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	Stands		Structural elements & flooring
	Furniture and stand decoration		Rigging points
	Electricity, water and compressed air		Internet, IT & AV Equipment
	Promotions & Advertising		Cleaning

Products and Services catalogue:

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1

Products and Services Catalogue

Search for products

Q

Special Offers

- Stands
- Structural elements & flooring
- Furniture and stand decoration
- Rigging points
- Electricity, water and compressed air
- Internet, IT & AV Equipment
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 <p>Stands</p>	 <p>Structural elements & flooring</p>
 <p>Furniture and stand decoration</p>	 <p>Rigging points</p>
 <p>Electricity, water and compressed air</p>	 <p>Internet, IT & AV Equipment</p>
 <p>Promotions & Advertising</p>	 <p>Cleaning</p>
 <p>Temporary Staff</p>	 <p>Booth Catering AN EXTENSIVE OFFER OF CATERING PRODUCTS FOR YOU...</p>
 <p>Menu Tickets TICKETS MENU FOR EXHIBITORS</p>	 <p>Appetizers and Cocktails PLEASE COMPLETE THE FORM TO PROVIDE US WITH THE...</p>

*Products and Services catalogue:
How to order a product? Example (1)*

The product description, price and the deadline to order is always be displayed (visible) for your reference.

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

Products > Internet, IT & AV Equipment > AV equipment > LCD-LED Screens/Touch screens/3D

LCD/LED 40" SCREEN

Deadline for ordering this item is: 12 January 2018



Product description

40" LCD/ LED SCREEN
 Measures: 102 x 40 cm Weight: 15 kg
 Resolution: 1920 x 1080 Format: 16 : 9
 USB port: 1 Consumption: 300 W max.
 Support: On wall/ Tabletop/
 Freestanding

Price is for the duration of the show.

660.35 €

VAT not included

Type of support:

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

Unit

Add to list



*Products and Services catalogue:
How to order a product? Example (2)*



PLATFORM



SINTERED
PLATFORM



REINFORCED
SINTERED
PLATFORM



RAMP



CARPETING

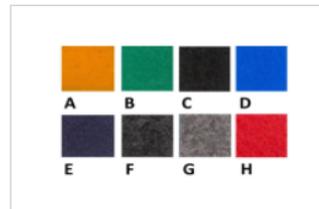


*If you need carpeting, please
select the colour and specify
square meters of your stand.*



CARPETING

Deadline for ordering this item is: 12 January 2018



Product description

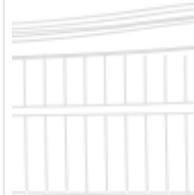
- A: Orange.
- B: Billiar green.
- C: Black.
- D: Electric blue.
- E: Navy blue.
- F: Charcoal grey.
- G: Fair grey.
- H: Red.

10.97 €
VAT not included

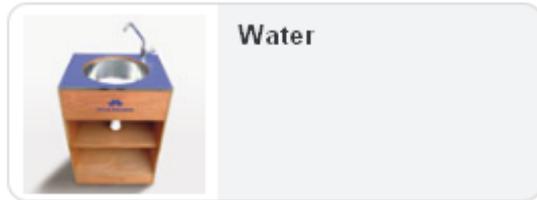
Colour

Square metres

[Add to list](#) 



Products and Services catalogue:
How to order a product? Example (3)



1/2" PIPE WATER POINT



SINK PACKAGE



SPECIAL SINK CONNECTION



1,2KW 220V 24-HOUR SWITCHBOARD

Deadline for ordering this item is: 12 January 2018



Product description

The electrical switchboards price includes installation, industry tax and the electrical power supply.

133.44 €

VAT not included

Unit

← Add the units

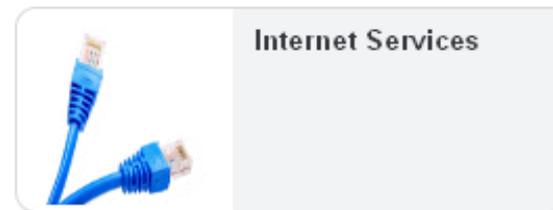
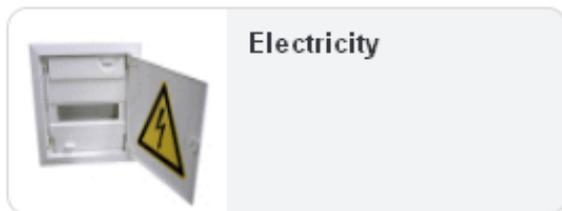
Add to list



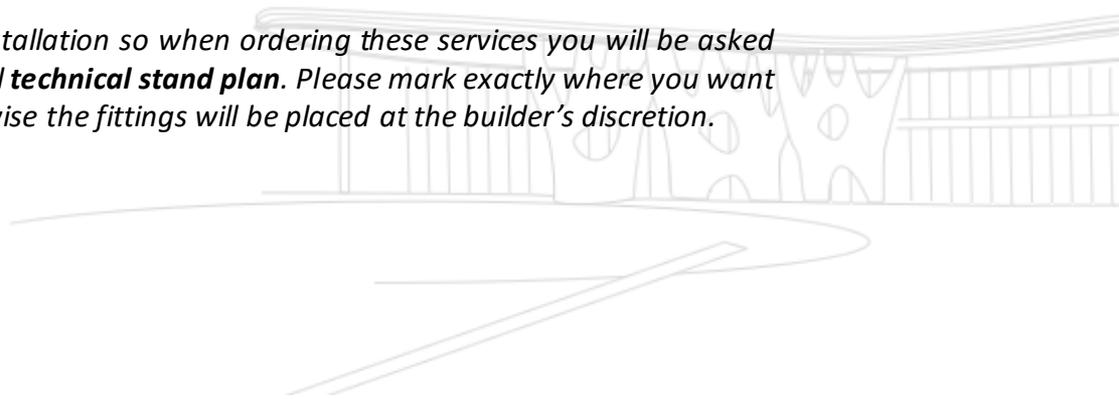
← Add items to the Shopping List

SPECIFICATIONS:

Electricity, Water, Compressed Air and Internet service



*These services require an installation so when ordering these services you will be asked to locate them in your virtual **technical stand plan**. Please mark exactly where you want them to be delivered, otherwise the fittings will be placed at the builder's discretion.*



SPECIFICATIONS:
Temporary Staff



Temporary Personnel



Direct translation



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 for weekend and public holiday hire.



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




Stand Security Service



Loading/Unloading goods staff



This service includes: load in, load out, transfer and handling of all type of goods on your stand: products to exhibit, branding, sound equipment, light or video equipment and furniture. There are no limitations on how much they can lift. Additional services are available on request and different rates may be applied in those cases.

ORDERS & BILLING

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



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MICHAVILA ASENSIO XAVIER
GRAN VIA , Hall P6 , Level 0 , Stand 5651A, 12 m2

[Logout](#)

Useful Information

Orders & Billing

Past orders

Catalogue




Orders & Billing

Orders

Invoices

Balance Overview

OUTSTANDING BALANCE **0.00 €**

Products	Date	Order Ref.	Origin	Method of payment	Units	Price
RED LATINA CHAIR ID 507601	26-Jul-17	5500130973	eCommerce	Transfer	1 UN	40.12 €
24,9kW threephase DAYTIME SWITCH.CEE 63A ID 5060541	28-Jul-17	 5500131143	eCommerce	Transfer	1 UN	977.72 €
DOUBLE 220V SOCKET ID 506011	28-Jul-17	 5500131143	eCommerce	Transfer	1 UN	38.47 €

FINANCES:

Orders

In this section you will be able to see the summarised and up to date list of the products/services you have ordered, dates you have done these orders, quantity of each ordered item, the costs and the total balance due.



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MICHAVILA ASENSIO XAVIER
GRAN VIA , Hall P6 , Level 0 , Stand 5651A, 12 m2

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Useful Information **Orders & Billing** Past orders

Catalogue 



Orders & Billing

Orders Invoices Balance Overview

OUTSTANDING BALANCE **0.00 €**

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Useful Information **Orders & Billing** Past orders

Catalogue

Orders & Billing

Orders **Invoices** Balance Overview

OUTSTANDING BALANCE **0.00 €**

Paid Due

Invoice Number	Status	Created	Location	Price	Order Ref.	Created
8500071934	€	27-Jul-17	GV Hall P6			Jul-17
9501621054	€	26-Jul-17	GV Hall P6			Jul-17
8500071971	€	01-Aug-17	GV Hall P6			Jul-17
9501621584	€	28-Jul-17	GV Hall P6			Jul-17

Fira Barcelona [Show Edition](#)

INVOICE

Invoice N° 9500074928
Date 02.08.2011
Order N° 1009822
Customer order N°
Customer contract N°

Customer N°
XXXXXXXXXXXXXXXXXXXX
XXXXXXXX - 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		

Useful Information

Orders & Billing

Past orders

Catalogue




Orders & Billing

Orders

Invoices

Balance Overview

OUTSTANDING BALANCE **0.00 €**

Balance Overview

Show	Edition	Invoices	Payments	Credits	Not assigned payments	Outstanding Balance
E143	018	1,395.33 €	0.00 €	-1,395.33 €	0.00 €	0.00 €
S015	017	467.50 €	0.00 €	-467.50 €	0.00 €	0.00 €
T702	017	1,381.90 €	0.00 €	-1,381.90 €	0.00 €	0.00 €
S005	017	206.47 €	0.00 €	-206.47 €	0.00 €	0.00 €

SHOPPING LIST

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



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MICHAVILA ASENSIO XAVIER
GRAN VIA , Hall P6 , Level 0 , Stand 5651A, 12 m2

[Logout](#)

Useful Information Orders & Billing Past orders

Catalogue



Active shopping list

[My shopping lists > Shopping List](#)

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

Selected products	Units	Price
 24,9 Kw SWITCHBOARD g CIRCUIT BREAKER ID 5060641 984,58 €/Unit	 Remove	<input type="text" value="1"/> 984,58 €
 NESPRESSO COFFEE REFILL (50 servings) ID 400093 67,20 €/Unit Feb 27, 2018 08:00-10:00	 Remove	<input type="text" value="2"/> 134,40 €
Recalculate		TOTAL AMOUNT: VAT NOT INCLUDED ----- VAT: 111,90 € ----- Total: 1,230.88 €

To confirm your order, please click on 'Place Order' and follow all the steps.

If you need a Purchase Order number (P.O.) to be included in your invoice, please indicate it below.

Purchase Order:

[Save list](#) **Place order**

SHOPPING LIST

Please check the details of your selected items below and click on 'Place Order' icon to confirm the purchase. If you are not ready to confirm, please click on 'Save List' option and complete your order(s) later. If you have a PO number for this purchase, please fill the 'Purchase Order' box in.



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MICHAVILA ASENSIO XAVIER
GRAN VIA , Hall P6 , Level 0 , Stand 5651A, 12 m2

[Logout](#)

Useful Information Orders & Billing Past orders

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 NESPRESSO COFFEE REFILL (50 servings) ID 400093 67,20 €/Unit Feb 27, 2018 08:00-10:00	 Remove	<input type="text" value="2"/> 134,40 €
Recalculate		TOTAL AMOUNT: VAT NOT INCLUDED
		1.118,98 €
		VAT:
		111,90 €
		Total: 1.230,88 €

To confirm your order, please click on 'Place Order' and follow all the steps.

If you need a Purchase Order number (PO) to be included in your invoice, please indicate it below.

Purchase Order:

[Save list](#) [Place 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: if your order requires a specific location please use the automatic grid or send us a customized technical plan of your stand.



Step 2: Location of products

In order to serve correctly the previously selected items we need you to indicate where you need them to be placed. For this reason please locate them on the below online floorplan or upload your own plan.
Take into account that if you have already uploaded a personalized plan this new one will replace it.

Size of stand

Dimensions

1. Enter the width and length of your stand

Width
meters

Length
meters

Structure

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

Wall

Wall

Wall

Wall



Optional customized map

File

Ningún archivo seleccionado

(Allowed types: .dxf, .dwg, .pdf, .jpg or .tif. Maximum size: 5MB)
Upload the map in one of the specified file formats

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.*

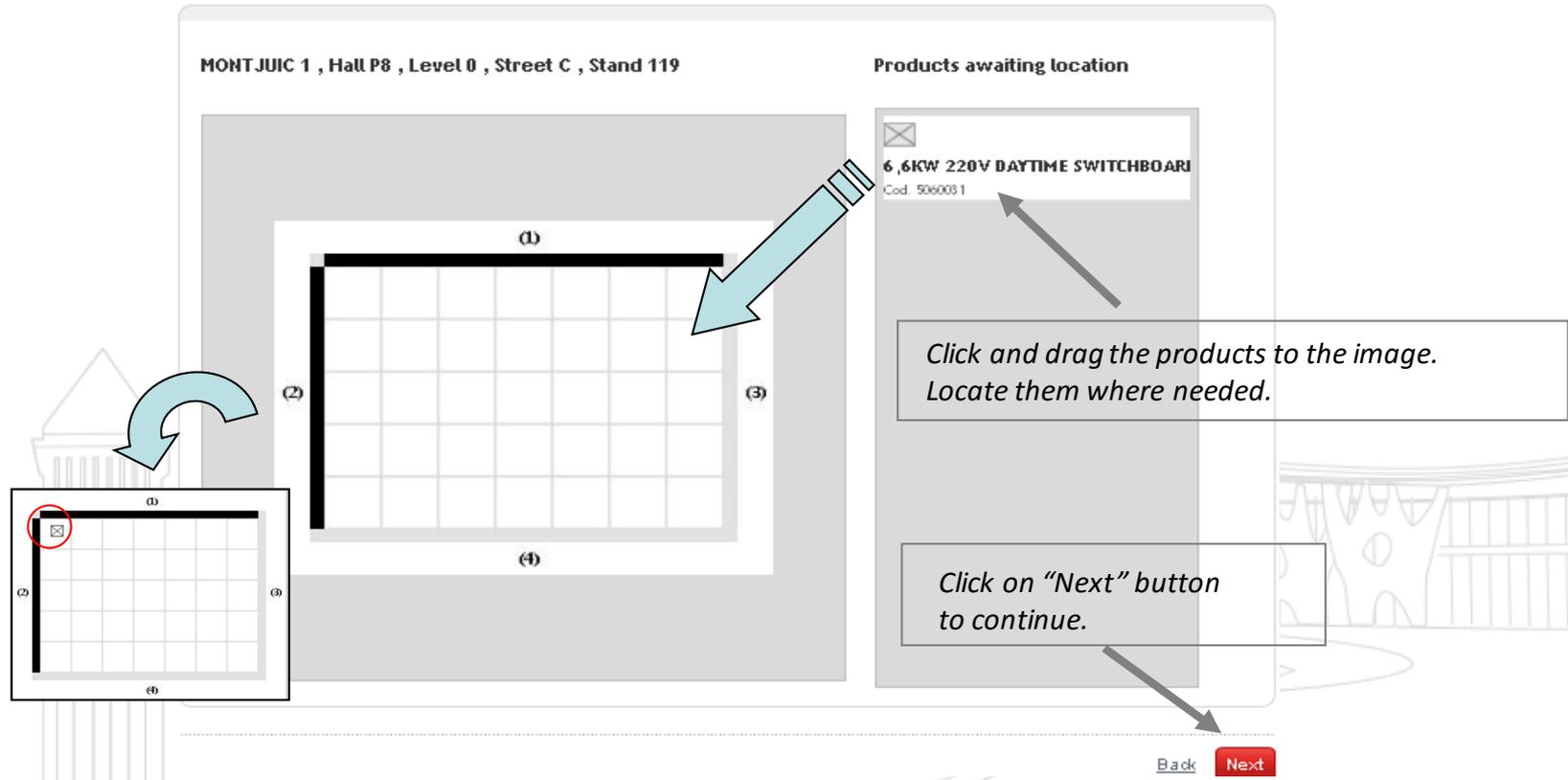


Step 2: Location of products

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: before confirming the order please review the selected list of items

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 €

WT: 24.31 €

Total: 328.14 €

Click on "Next" button to continue.

Back **Next**

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.

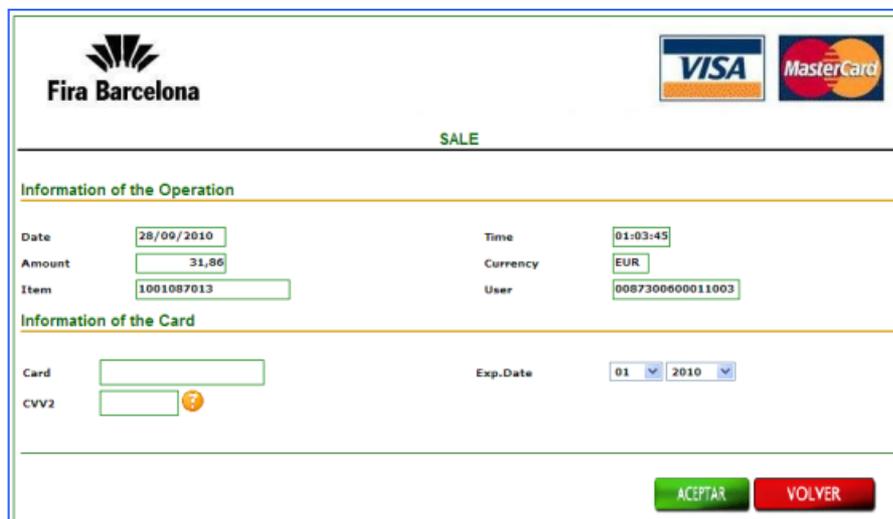
Confirm

[Back](#)

Confirm

SHOPPING LIST:
Place the order

Enter the required information and click on confirm.



The screenshot shows the Fira Barcelona payment interface. At the top left is the Fira Barcelona logo. 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	<input type="text" value="28/09/2010"/>	Time	<input type="text" value="01:03:45"/>
Amount	<input type="text" value="31,86"/>	Currency	<input type="text" value="EUR"/>
Item	<input type="text" value="1001087013"/>	User	<input type="text" value="0087300600011003"/>

Information of the Card

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

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

THE ORDER IS NOW COMPLETED!!!
You will receive an email confirming your order.

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 Servi**FIRA** at
+34 93 233 2000 or mwc@firabarcelona.com*

