


# Quick manual for the group organiser application



## Step 1: Registration/ Log-in

A large green L-shaped graphic with a yellow drop shadow, positioned to the left of the text.

After registration you need to use the direct link to the group organiser application offered by the sales manager of the trade fair

This link is only for group organisers. That's why you can not find it anywhere in the serviceshop. **Anytime you want to apply for a group organiser stand, you need to use this link!**

# Check? – Am I using the correct application?

- Check if there is written „group organiser application“


Welcome to the **group organiser application** for the interzum 2023!

Here you will find relevant information: **Essential information in brief**. Please note that your **group organiser** application is binding and valid without signature. As part of the stand allocation process, we will automatically come to you.

We look forward to your participation!

- And if the first page looks like this:

## Stand area

 Please give us your desired product segment and size for your stand area. As part of the trade fair planning, we will try to implement your wishes in the best possible way.  
After this stand you can add another stand area.

Name of the stand area (optional and only visible to you)

- If not please use the link on page 2 again to get to the group organiser application

# Overview

- After you reached the group organiser application you will be guided through 4 steps (in some cases 5, depends on tradefair)



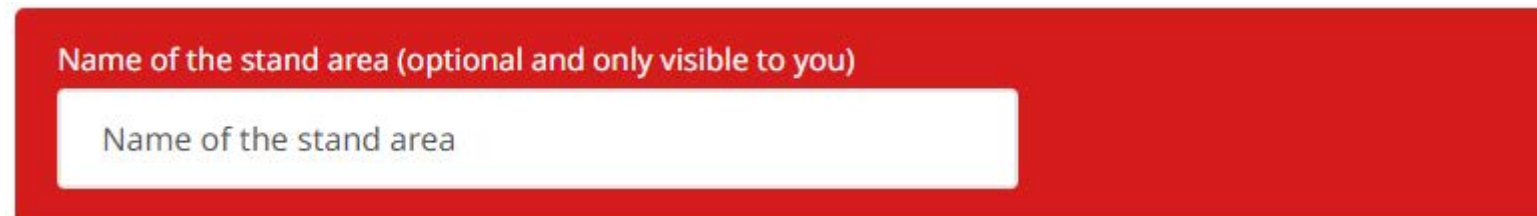
- After successfully filled in, the step will get a green tick e.g. step 2: company data
- In case you miss to fill in a mandatory information there will be a note
- To identify what's mandatory have a look at the different fields, every mandatory field is marked with a small asterisk

**\* Mandatory information**

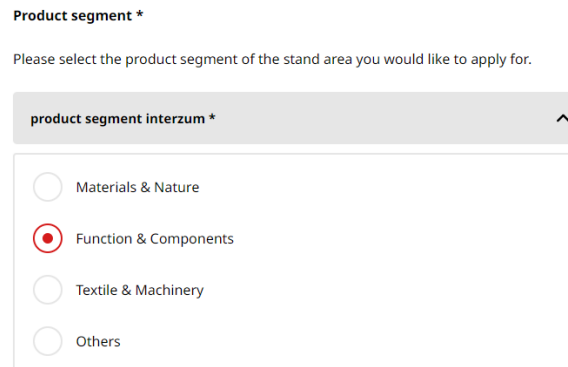
# Step 1: Stand area

- You have the possibility to enter all your stand spaces in this step
- You have to enter the information of each stand area (in each product segment) seperately → See page 8

1. You have the possibility to give each stand area a name, this is just for you and your internal organisation




2. Choose the productsegment you want your area to be placed



# Step 1: Stand area

## 3. Enter the required stand size

### Stand area \*

 Please give as your desired size for your stand area. As part of the trade fair planning, we will try to implement your wishes in the best possible way.

**Desired size \*** (minimum size 12 sqm)

**Area in sqm \***

25.00



Area in sqm

to

**Details of your desired size**

Min. Width in m

Min. Depth in m

x

## 4. If you need to you can place some requests and comments

### Placement request/comments

Here you can give us your placement requests or comments. Within the trade fair planing, we will try to take your wishes into account in the best possible way.

Please enter your stand requests here. At this point you can also tell us whether you need further services.

# Step 1: Stand area

- On the bottom of the website you can find the first calculation of the standspace

Participation fee from **€6,882.50** ⓘ

- If you click on the (i) you will see the calculation (it calculated on the min stand size you entered)

## Composition of the participation fee

Your choice: 25.00 m<sup>2</sup>

Organiser Island stand	from €4,925.00 (€197.00/m <sup>2</sup> )
------------------------	---

AUMA fee	from €15.00 (€0.60/m <sup>2</sup> )
----------	--

Marketing package	€1,680.00
-------------------	-----------

Flat-rate energy fee	from €262.50 (€10.50/m <sup>2</sup> )
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<b>Total excl. VAT</b>	<b>from €6,882.50</b>
------------------------	-----------------------

As part of the trade fair planning, we will try to implement your wishes in the best possible way. Please note that this is a non-binding calculation based on your data.

In addition to the prices listed above, a down payment for services shall be charged. This amount is not included in the calculation of the participation price.

## Step 1: Stand area

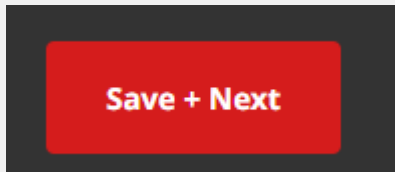
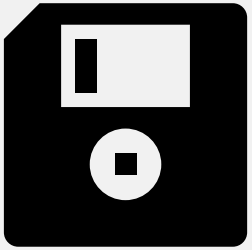
- Below the box where you have entered the information of your first stand area you can directly enter another stand area in a different product segment by clicking on

A red rectangular button with a white plus sign icon and the text "Add another stand area" in white.

+ Add another stand area

- Here you can enter the data for the second stand area in the same way as for your first stand area
- You can proceed this way for all your stand areas






Attention: Always click „safe and next“ to save your entered data

## Step 2: Company data

- Enter here the company data of the group organiser

### Company data of group organiser

 The protection of your data is important to us. You can find our data protection notice [here](#).

#### General Information

Customer number

Company name \*

## Step 3: Correspondence data

- Please enter the information of the contact person who is responsible for the organisation and realisation

### Person of the trade fair organisation \*

Please name the contact person who is responsible for the organisation and realization in the interzum 202

#### Contact person for the trade fair organisation

Salutation \*

☐

Mrs

☐

Mr

Title

First name \*

Last name \*


Position \*


# Step 4: Overview

- Please check all your data to make sure everything is correct

Overview of your group organizer application \* Mandatory information

Please check your data. This data is transmitted to us and is binding for your application. After completing the group organiser application, you will receive a confirmation of receipt and an overview of your application data by e-mail.

 Your group organizer application is valid without a signature.

Stand area/Stand construction 	
<b>Name of stand area</b> Test	<b>Stand construction</b> Not provided

## Note:

There are trade fairs that ask in step 4 for more information (similar to the 1.30 form) and overview is step 5

- If so you can finish your application

**Finish application**

# Following steps

- After sending your application you will see this page

Thank you very much!  
We have received your group organiser application.

It may take some time to review your documents.  
We will contact you as soon as possible.



We have also forwarded the data from your exhibitor application to you by e-mail. If you have not received this e-mail, please check your spam folder.

Here you can find all the information regarding your application

## Status of group organiser application

You can check the status of your group organiser application at any time via "My Stands".


→ To my stands

## Apply group participants

Via the group participant administration, you can register group participants or invite them to apply by themselves and then approve the application.

→ To group participant administration

You can apply your group participants directly after your group organiser application

A large green L-shaped graphic with a yellow drop shadow, positioned to the left of the first text block.

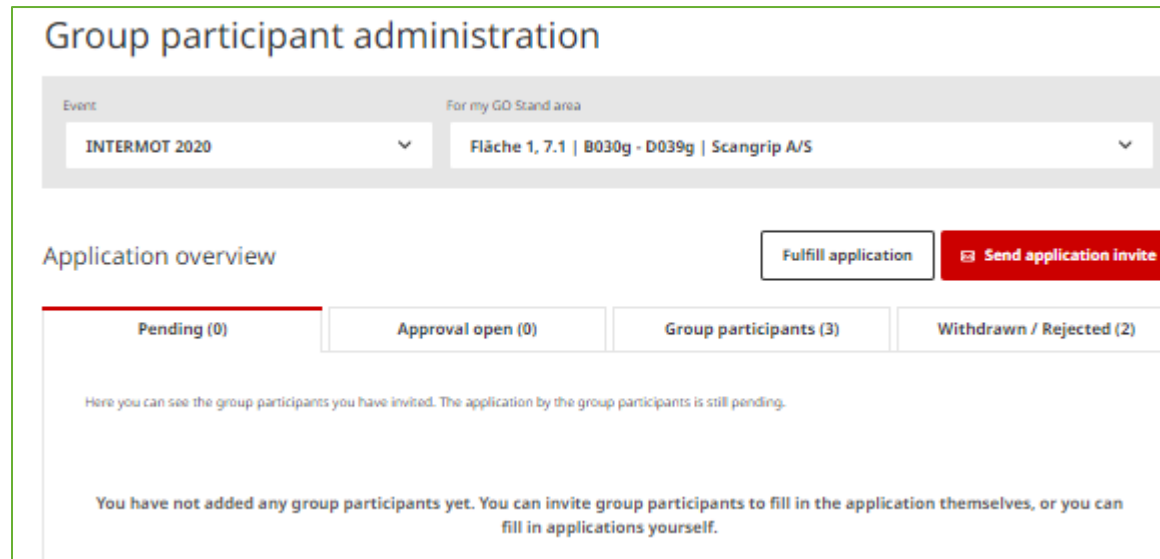
Group organisers can register group participants (GTs) themselves or invite them to register.

Group participants can register for GO spaces that have not yet been allocated and for stand-confirmed GO spaces. Regardless of where the GO registration was made.

The group organisers have the group participant administration for this purpose, which they can access on a stand-specific basis.

# participant administration

- Functionalities:
  - manage his group participants in relation to the respective stand
  - invite the group participants to complete a registration
  - enter a GP registration himself
  - track which group participants have been invited
  - approve or reject GP registrations and view the status of the GP registrations.

The screenshot shows a web interface for "Group participant administration". At the top, there are two dropdown menus: "Event" set to "INTERMOT 2020" and "For my GO Stand area" set to "Fläche 1, 7.1 | B030g - D039g | Scangrip A/S". Below these is the "Application overview" section. It contains two buttons: "Fulfill application" and "Send application invite" (highlighted in red). Underneath the buttons is a horizontal bar with four tabs: "Pending (0)" (highlighted with a red border), "Approval open (0)", "Group participants (3)", and "Withdrawn / Rejected (2)". The main content area below the tabs contains two paragraphs of text. The first paragraph states: "Here you can see the group participants you have invited. The application by the group participants is still pending." The second paragraph states: "You have not added any group participants yet. You can invite group participants to fill in the application themselves, or you can fill in applications yourself."

# Status GP Application: pending

- tab displays the group participants who have been invited by the group organiser to complete the GP registration themselves and have not yet completed it.

## Group participant administration

Event

INTERMOT 2020

For my GO Stand area

Fläche 1, 7.1 | B030g - D039g | Scangrip A/S

Application overview

Fulfill application

Send application invite

Pending (0)

Approval open (0)

Group participants (3)

Withdrawn / Rejected (2)

Here you can see the group participants you have invited. The application by the group participants is still pending.

You have not added any group participants yet. You can invite group participants to fill in the application themselves, or you can fill in applications yourself.



# Status GP Application: approval open

- The [Approval Open] tab shows the group participants who have filled in an application. The group organiser still has to approve these registrations.

## Group participant administration

Event

INTERMOT 2020

For my GO Stand area

Fläche 1, 7.1 | B030g - D039g | Scangrip A/S

Application overview

Fulfill application

Send application invite

Pending (0)

Approval open (0)

Group participants (3)

Withdrawn / Rejected (2)

Please approve the application of your group participants here. The application will only be forwarded to Koelnmesse GmbH after approval.

You have not added any group participants yet. You can invite group participants to fill in the application themselves, or you can fill in applications yourself.

# Status GP Appliaction: group participants

- displays the group participants whose registrations have been approved by the group organiser. The status updates to "stand confirmed" as soon as the assigned GP order has been transferred to Commerce. The Commerce ID of the GP registration is displayed next to the company name.

### Group participant administration

Event

INTERMOT 2020

For my GO Stand area

Fläche 1, 7.1 | B030g - D039g | Scangrip A/S

Application overview

Fulfill application

Send application invite

Pending (0)

Approval open (0)

Group participants (3)

Withdrawn / Rejected (2)

You can view all applications of your group participants here and request changes.

Sort (Latest)

+ Status

Sweet Lemon Publishing GmbH - 400009...

Stand area confirmed

Application → Request cancellation

Request change

POLYPACK GmbH & Co. - 4000093470

Stand area confirmed

Application → Request cancellation

Request change

Glutzero Finland Ltd. - 0000351052-0

Approved by GO

Application

1 of 1

# Status GP Appliaction: withdrawn/rejected

- displays all group participants whose registration has been rejected by the group organiser.

## Group participant administration

Event

INTERMOT 2020

For my GO Stand area

Fläche 1, 7.1 | B030g - D039g | Scangrip A/S

Application overview

Fulfill application

Send application invite

Pending (0)

Approval open (0)

Group participants (3)

Withdrawn / Rejected (2)

Here you can see all invitations that have been withdrawn and applications that you have rejected.

Sort (Latest)

+ Status

POLYPACK GmbH & Co.

Withdrawn

GT Einladungstest

Rejected

←


1

of 1

→

# Group organiser completes GP application

- Via [fulfill application], the group organiser can register a group participant himself.
- must enter the e-mail address of the group participant and the company name of the group participant
  - The company name is the name with which the group participant is displayed in the administration.
  - It is only updated to the company name with which the group participant has registered when the assigned GT order is transferred to Commerce.
  - After completing GO finds the completed GP registration in the [Group Participant] tab



Group participant administration

Event: INTERMOT 2020

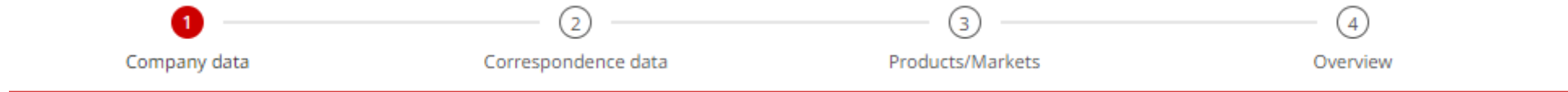
For my GO Stand area: Fläche 1, 7.1 | B030g - D039g | Scangrip A/S

Application overview

Fulfill application Send application invite

Pending (0)	Approval open (0)	Group participants (3)	Withdrawn / Rejected (2)
-------------	-------------------	------------------------	--------------------------

# GP application steps



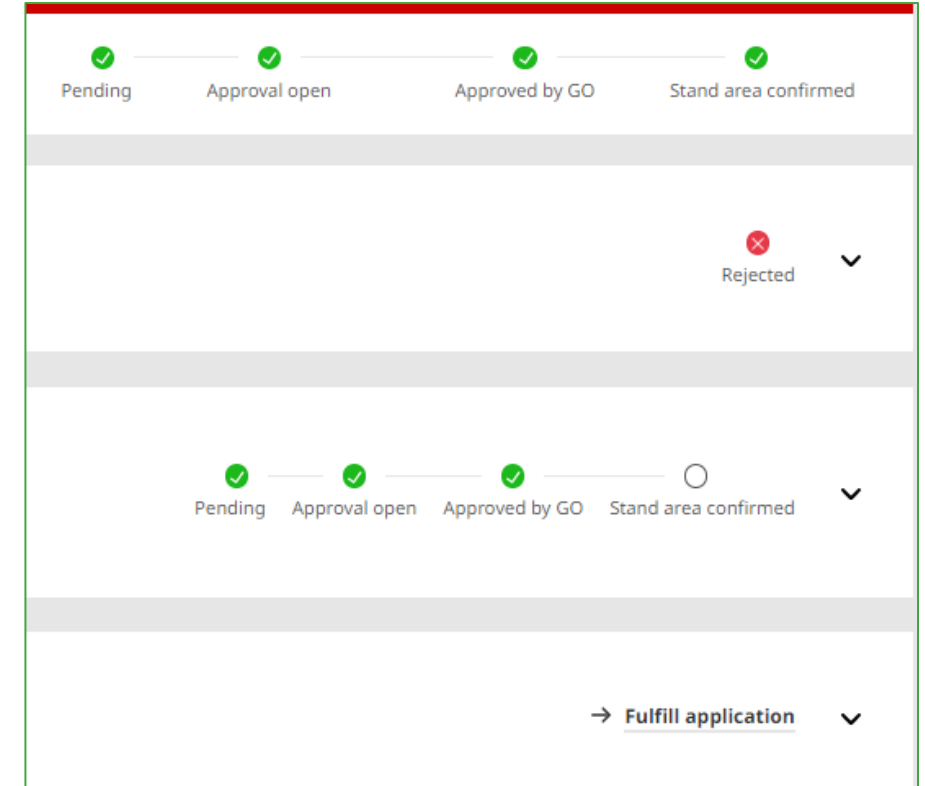
1. Company data
2. Correspondence data
3. Products/markets
4. Overview

This application is very similar to the GO application, so if you need a little help please look at page 8-12

The only difference: we have no size or price of stand space

# View the status of the registered GT stand

- The group organiser can also see the GP registrations for the respective GO area under [My stands].
- The confirmation of receipt is sent to the user who carried out the GP registration and the contact person of the group participant who was specified in the GP registration. Both receive an authorisation email and are granted the user right "View" to the GP area.
- The PDF of the GP registration is initially only displayed on the stand details page for the GO area. As soon as the GP space is allocated, it will also be displayed on the stand details page of the GP space.



# Group organiser invites GP to fulfill application

- Via [Send invitation invite], a group organiser can invite group participants to complete the GT registration themselves.

Group participant administration

Event

INTERMOT 2020

For my GO Stand area

Fläche 1, 7.1 | B030g - D039g | Scangrip A/S

Application overview

Fulfill application



- He can invite several group participants at once via [add more].

Send application invite

Invite a group participant to fulfill the application for participation in your group by themselves.

To my stand:  
7.1 | B030g - D039g | Scangrip A/S

E-mail address: \*

k.goetzl@koelnmesse.de

Company name: \*

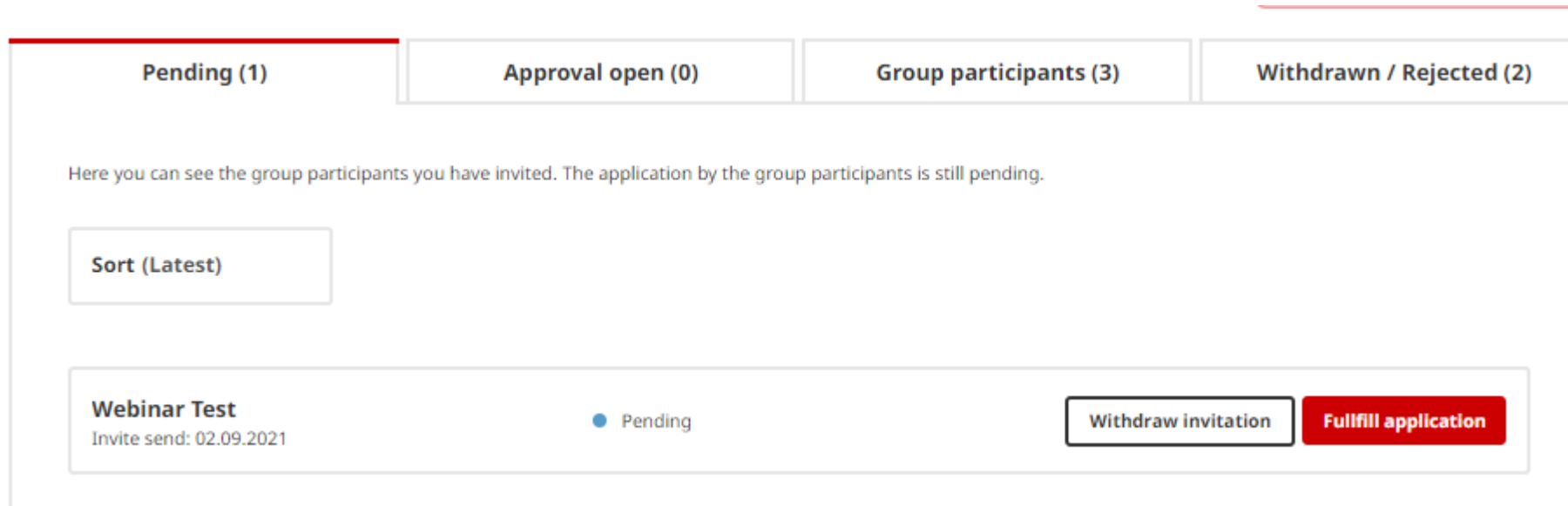
Blumen GmbH

+ Add more

Send Invitations

# Group organiser invites GP to fulfill application

The GO then receives a message that the invitation was successfully created and sees the invited group participants in the [Invited] tab.



Pending (1)	Approval open (0)	Group participants (3)	Withdrawn / Rejected (2)
Here you can see the group participants you have invited. The application by the group participants is still pending.			
<div>Sort (Latest)</div>			
<div><div>Webinar Test Invite send: 02.09.2021</div><div>● Pending</div><div><button>Withdraw invitation</button><button>Fulfill application</button></div></div>			

The group participant receives an invitation email with a direct link to the GT registration. The group participant can access the GT registration via this link or via the [My Stands] page.



# Group organiser invites GP to fulfill application

- The group organiser is informed by e-mail that group participants have submitted registrations for approval.
- If the group organiser then clicks on [Approve registration], he or she is taken directly to the end of the overview page.
- There he or she must agree to the conditions of participation.
- He can reject the GT registration by clicking on [Reject] or approve it at a later time by clicking on [Continue later].
- As soon as the group organiser clicks on [Register group participant], the registration is sent for processing and forwarded to the Sales Cloud.

## Special case: Group organiser invites GP to fulfill application but then fulfills it by himself

- The group organiser has the possibility to fill in the registration himself via [Fill in registration].
- This **will invalidate** the link for the group participant and they will no longer be able to complete a GT registration.
- As long as the GO or GT has not completed the GT registration to the extent that he or she is on the overview page, the other person can still view the registration and complete it further.
- The group organiser can also withdraw an invitation. In this case, the group participant can no longer make a GT registration.
- The group participant completes the registration via [Send to GO for approval]. The registration must then first be approved by the group organiser.

# My Stands



- Overview of all stand spaces and group participants
- see the status of GO space and all the GP spaces

**Scangrip A/S**  
Fläche 1, Group organiser (Teile und Zubehör für motorisierte Zweiräder)

Order 4000093453

Application received Stand area confirmed

A diagram showing a rectangular stand area defined by a dotted line.

**Hall 7.1 | Stand B030g - D039g**  
649.00 m<sup>2</sup> Island space (without any constructions)  
[→ View stand details](#) [→ To participant administration](#)


For this stand no services were booked yet.

[→ Visit service shop](#)



Group participants

# GO: view stand details


**Scangrip A/S**  
Fläche 1, Group organiser (Teile und Zubehör für motorisierte Zweiräder)



**Hall 7.1 | Stand B030g - D039g**  
649.00 m<sup>2</sup> Island space (without any constructions)


Order 4000093453  
Application received  Stand area confirmed 

**Kimberly Götzl** View, order and manage




**Stand services**  
As soon as the stand is confirmed you can book services for this stand or view your previous service orders.

[→ To the Service shop](#)  
[→ To My service orders](#)




**User administration**  
You can authorize persons for your stand, or withdraw authorizations.

[→ User administration](#)





**Documents**  
You can view all documents and invoices for this and all other of your stands under "Documents and Invoices".

[→ To Documents and Invoices](#)



**Your exhibitor application information**

Company	Date	
Scangrip A/S	11.08.2021	
Glutzero Finland Ltd.	11.08.2021	

Here you can go to the service shop to book services for the go stand

Here you have an overview of what is already booked (only booked services not your cart)

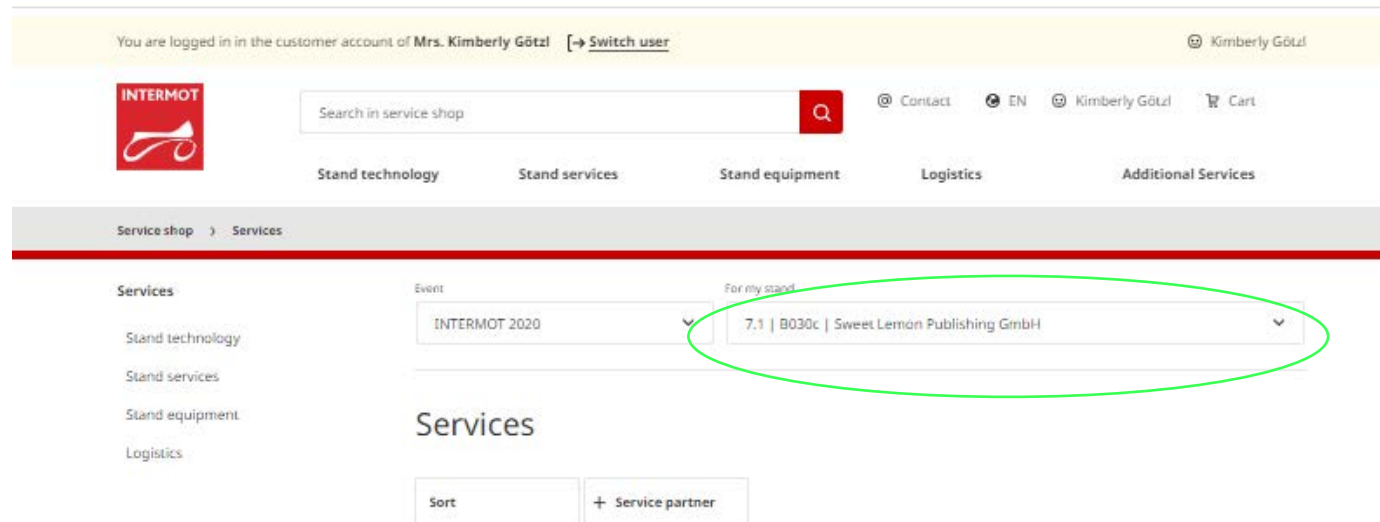
Here you can manage and authorise persons to your stand

Here you can see the documents and invoices

Here you can quickly download the fulfilled application as PDF (already received via mail)

# Service Shop

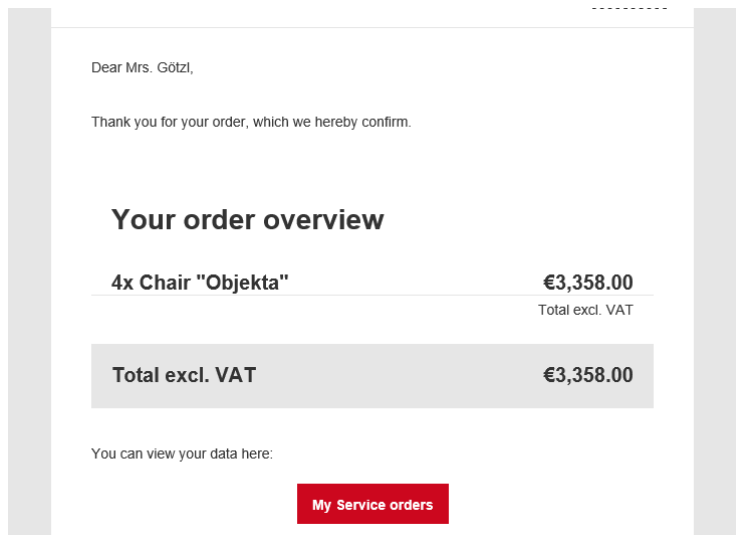
- As a group organiser you can book services for every group participant
- Technically it is possible to switch stands by the drop down menu
- We highly recommend to go via [my stands]- choose the GP - click there on „go to service shop“
  - This is how you make sure to book the services on the right booth



- As soon as your stand is confirmed and the service shop has opened you will receive an e-mail to let you know that you can start booking services

# Service orders

- You can see the services booked for the GO and GP stands
- You can only see the booked services as the carts are related to each person and can only be seen by this person
- As soon as the service is booked the GO can see it
- The person who is in charge will receive a mail



## No booked services available

You have not yet booked any services for this event. The reason can be:

- no service booking was done.
- the service booking period is not yet reached.
- no service booking was done yet by your business partner.
- your desired stand is not yet confirmed and no services can be booked yet.

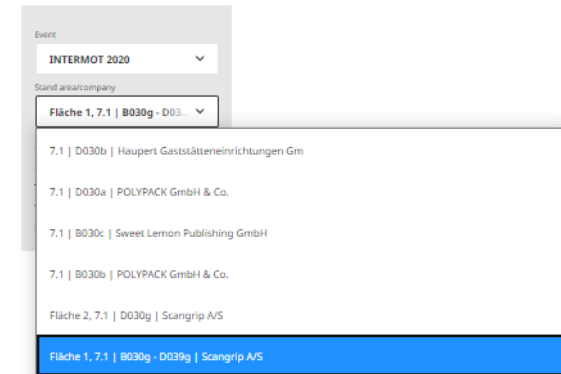
As soon as services have been booked you are able to view them here and to edit those in case you have the appropriate rights assigned.



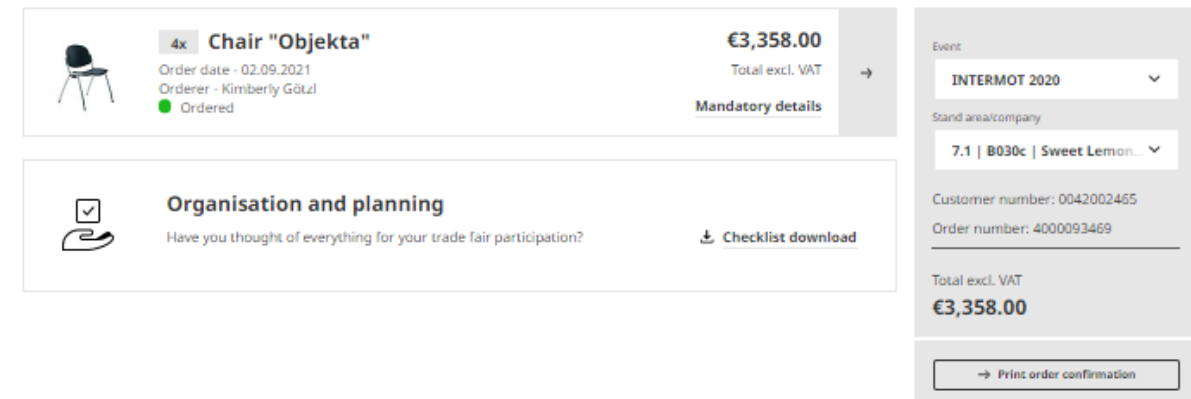
### Organisation and planning

Have you thought of everything for your trade fair participation?

[Checklist download](#)



## My service orders



# User administration

- In the user administration you can authorise persons to
  - View
  - View and order
  - View, order and manage (highest right, required for GPs to add their co-exhibitors)
- Pay attention to whom you give the authorisation
- You can give separate authorisations for each GP stand
  - The person can only take actions on the GP stand but also see the GO stand
- We highly recommend to go via [my stands]-choose the GP - click there on „user administration“
  - This is how you make sure authorise on the right booth

## User administration

Permissions

Event	Stand area/company
INTERMOT 2020	Fläche 1, 7.1   B030g - D039g   Scangrip A/S
Kimberly Götzl User rights: View, order and manage	

+ Add person

User rights: All rights for the exhibitor	
Jennifer Franzen	All rights for the exhibitor
Invitation not yet accepted	

User rights: View, order and manage	
Jennifer Franzen	View, order and manage
Madeleine Eikermann	View, order and manage

for the

er and

Authorize a new person

Is entitled to the following stand:  
Hall 7.1 | Stand B030g - D039g

E-mail \*

E-mail

Please enter the missing information.

Authorization \*

Select an authorization

Select an authorization

View, order and manage

View and order

View

# User administration

- As soon as you have authorised a person, they will get an information about the authorisation with the direct link to the account.

Dear Mrs. Götzl,

You have been authorized for the Exhibitor Application and Koelnmesse Service Shop.

You can view your current user rights in your [user account](#).

In the case of any further questions please don't hesitate to contact our Service team (Tel. +49 221 821-3500, e-mail: [service-shop@exhibitor.koelnmesse.de](mailto:service-shop@exhibitor.koelnmesse.de)). We will be happy to help you.


Yours sincerely,  
Your Service team at Koelnmesse GmbH



# Group participant: overview



- In [my stands] you can see all the group participants by status
- By clicking on the small arrow you can get to the stand details of each GP stand


Group participants

**Sweet Lemon Publishing GmbH** 

Order 4000093469


Pending Approval open Approved by GO Stand area confirmed

GT Einladungstest  Rejected 

Glutzero Finl... 


Request 0000351052-0

Pending Approval open Approved by GO Stand area confirmed

**Sweet Lemon Publishing GmbH** 


Order 4000093469

Pending Approval open Approved by GO Stand area confirmed



**Hall 7.1 | Stand B030c**  
41.25 m<sup>2</sup> Corner space (without any constructions)

→ [View stand details](#) → [Visit service shop](#)

**Co-exhibitor (1)** 

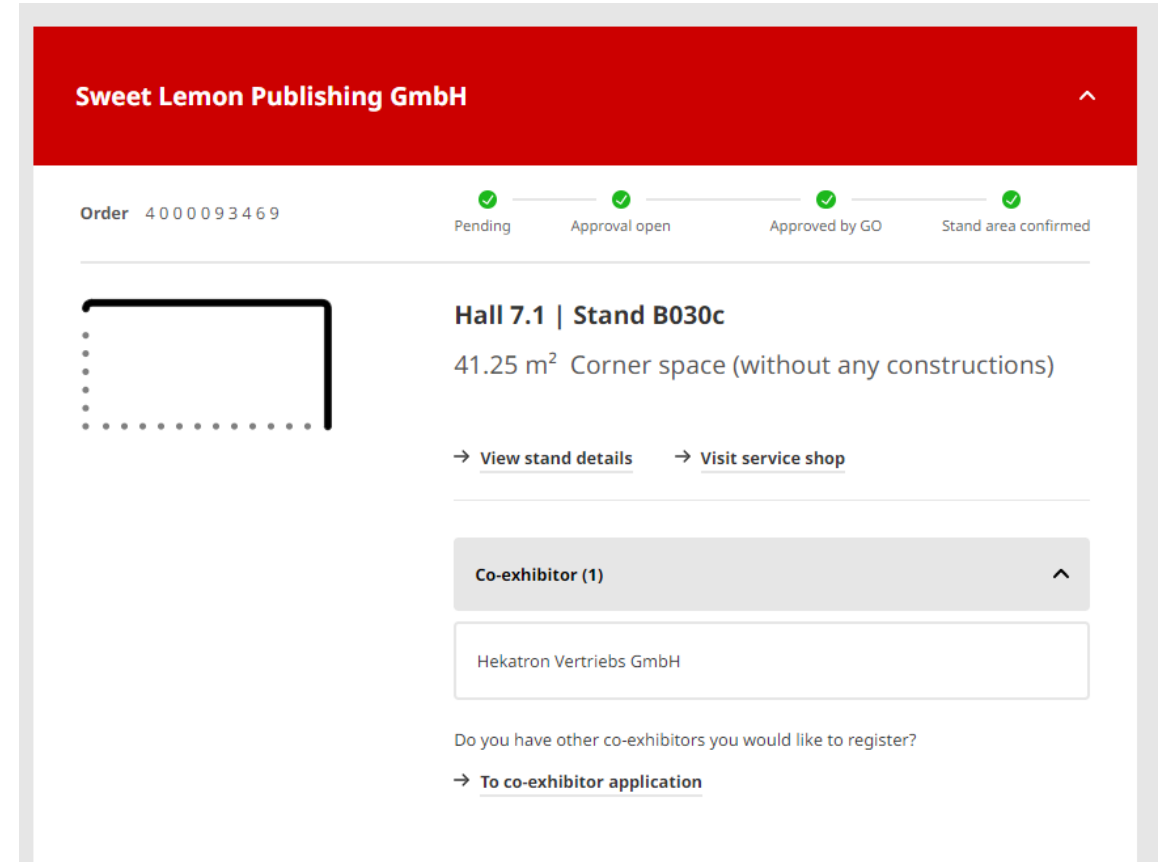
Hekatron Vertriebs GmbH

Do you have other co-exhibitors you would like to register?

→ [To co-exhibitor application](#)

## Group participant: close up

- Here you have the same view as for the GO
- All the details can also be seen by the GP
- As soon as the GP application reached the status „stand area confirmed“ he has the option to apply a co-exhibitor
- → to apply a co exhibitor the GP needs the highest right (see page 31)




The screenshot displays the user interface for a trade fair stand application. At the top, a red header bar contains the company name "Sweet Lemon Publishing GmbH" and a small upward arrow icon. Below the header, the order number "Order 4000093469" is shown on the left. To the right of the order number is a progress bar with four stages, each marked with a green checkmark: "Pending", "Approval open", "Approved by GO", and "Stand area confirmed".

Below the progress bar, on the left, is a diagram of a stand layout. It shows a rectangular area with a solid line on the top and right sides, and a dotted line on the left and bottom sides. To the right of the diagram, the stand details are listed: "Hall 7.1 | Stand B030c" and "41.25 m² Corner space (without any constructions)". Below these details are two links: "→ View stand details" and "→ Visit service shop".

Further down, there is a section titled "Co-exhibitor (1)" with a small upward arrow icon. Below this title, the name "Hekatron Vertriebs GmbH" is listed. At the bottom of the interface, there is a question: "Do you have other co-exhibitors you would like to register?" followed by a link: "→ To co-exhibitor application".

# Group participant: view stand details




**Hall 7.1 | Stand B030c**  
41.25 m² Corner space (without any constructions)

Order 4000093469  
Pending Approval open Approved by GD Stand area confirmed


Kimberly Götzl

View, order and manage




**Stand services**  
As soon as the stand is confirmed you can book services for this stand or view your previous service orders.


[→ To the Service shop](#)  
[→ To My service orders](#)



**Co-exhibitor**  
You can apply additional co-exhibitors for your stand at any time.


[→ To the co-exhibitor application](#)

 Hekatron Vertriebs GmbH




**User administration**  
You can authorize persons for your stand, or withdraw authorizations.

[→ User administration](#)




**Documents**  
You can view all documents and invoices for this and all other of your stands under "Documents and Invoices".

[→ To Documents and Invoices](#)



**Your exhibitor application information**

Company	Date	
Sweet Lemon Publishing GmbH	12.08.2021	

Here you can go to the service shop to book services for the go stand

Here you have an overview of what is already booked (only booked services not your cart)

Here you can get an overview over the GP group co-exhibitors

Here you can manage and authorise persons to your stand

Here you can see the documents and invoices

Here you can quickly download the fulfilled application as PDF (already received via mail)

# Any problems?

- On top of the application and the service shop you can find contact details of our support:

