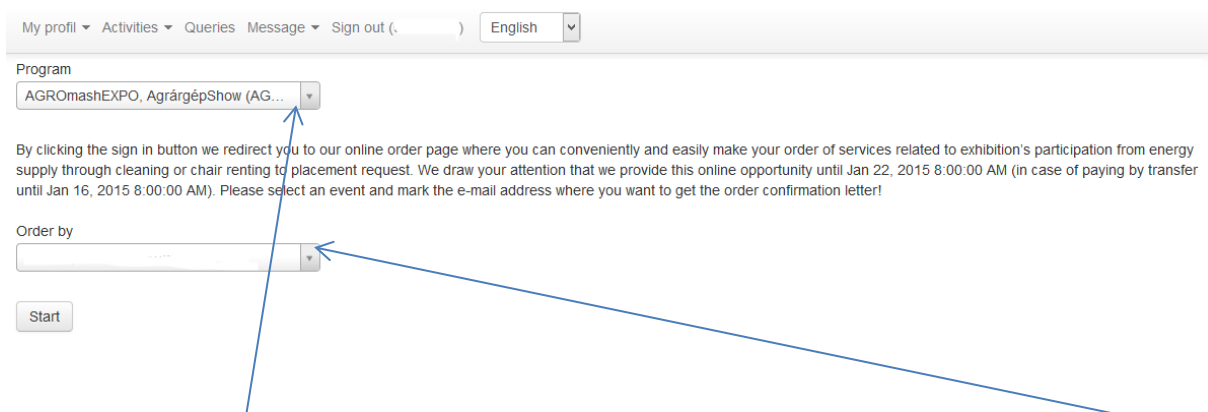


## User guide for online service order of Hungexpo C.Co.Ltd.

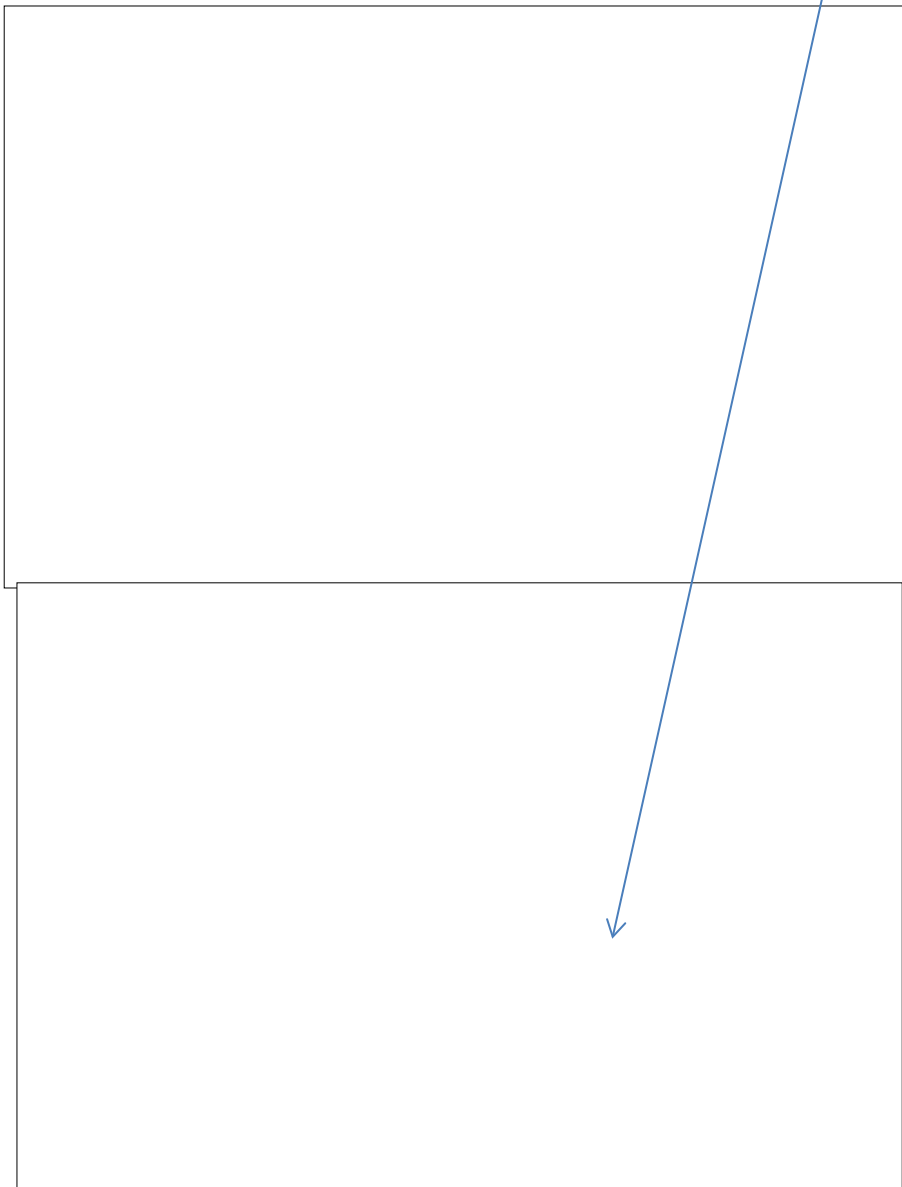
Please sign in your exhibitor account for ordering services online related to your exhibition-participation. By clicking on activities/service order menu you can enter our online service order page.



The screenshot shows the top navigation bar with links: My profil, Activities, Queries, Message, Sign out, and a language dropdown set to English. Below this is a 'Program' dropdown menu currently showing 'AGROMashEXPO, AgrárgépShow (AG...'. A blue arrow points from the first step of the instructions to this dropdown. Below the program selection is a paragraph of text: 'By clicking the sign in button we redirect you to our online order page where you can conveniently and easily make your order of services related to exhibition's participation from energy supply through cleaning or chair renting to placement request. We draw your attention that we provide this online opportunity until Jan 22, 2015 8:00:00 AM (in case of paying by transfer until Jan 16, 2015 8:00:00 AM). Please select an event and mark the e-mail address where you want to get the order confirmation letter!'. Below this text is an 'Order by' dropdown menu, which is currently empty. A blue arrow points from the second part of the first instruction to this dropdown. At the bottom left of the form is a 'Start' button.

1. Please select the exhibition and the contact e-mail address where you want to get the order confirmation e-mail. After that please click on the **start** button!

2. Select the services, items to order from the list, add the number and click on the **add items to cart** button!



3. In your shopping cart you can view the services, items to order. If you want to order further services, please click on the name of the service-group!

## Shopping Cart

Account:  
Event: AGROmashEXPO 2015 (8485)  
Function: 16 pavilon  
Function Dates: Wednesday, 28/01/15 - Saturday, 31/01/15  
Price List: Árlista 2015-EUR\_Saját kiállítások

Please carefully review the contents of the shopping cart before you submit your order.  
Advance pricing is enabled.

### Shopping Cart Details

Grand Total: 13,97

✓ Furniture-Installation , Stand services , Utilities , IT-Audiovisual-Internet , Personell and other

Items marked with a blue (Auto) tag have been automatically added by the system when another item was added.

## Furniture, installation

	Item	Quantity/Price	Item Total
<a href="#">Edit</a> <a href="#">Remove</a>	Chair, VESTA	1 @ €11,00 unit(s)	€11,00
Subtotal:			€11,00
VAT 27 % (27,00%):			€2,97
Grand Total:			€13,97

Please enter additional information and click the button below to save the information.

Assignment Name: \*


**Proceed To Checkout**

For assistance using our service order processing application please contact our customer service.

You can change or delete the items in the shopping cart by clicking on the button before the name of the item..

4. For ordering services please add your name and click on the **proceed to checkout** button !

5. On the next page you can select your payment method. In case of bank transfer you will find the information needed to the transfer in the confirmation letter. In case of paying by credit card we redirect you to the secure page of OTP BANK where you can pay for the items selected right after you have accepted the terms and condition by checking the **I agree** box.

**hungexpo**  
you have a program

## STEP 3 - Payment Information

Account:   
Event: AGROmashEXPO 2015 (8485)  
Function: 16 pavilon  
Function Dates: Wednesday, 28/01/15 - Saturday, 31/01/15  
Price List: Árlista 2015-EUR\_Saját kiállítások

Please review the following order information and make payment below.

Shopping Cart

Grand Total: 13,97  
[View Shopping Cart](#)

### Furniture, installation

Item	Quantity/Price	Item Total
Chair, VESTA	1 @ €11,00 unit(s)	€11,00

Subtotal: €11,00

VAT 27 % (27,00%): €2,97









Grand Total: €13,97

Assignment Name: Teszt User

Select your payment method below and fill in all accompanying information!  
We accept the following credit cards: MasterCard, Maestro, Visa, Visa Electron, AmericanExpress

☐ Pay by bank transfer.

☒ Pay by credit card



We hereby take financial responsibility for the quality and quantity of the items hired!  
The service ordered will be delivered by a contractor hire by HUNGEXPO C.Co.Ltd. as a transferred service and the costs will be invoiced accordingly.  
We are aware of the following terms and conditions and accept those as binding on us:  
[General Business Terms and Conditions](#)  
[General Rules and Regulations of Operation](#)  
[OTP Bank general online shopping information](#)

By clicking "I Agree" you agree and consent to our Terms and Conditions.

☐ I Agree

During heavy volume it may take up to 60 seconds to process your order.

Place Order

For assistance using our service order processing application please contact our customer service.

Hungexpo Budapest X. Albertirsai str. 10.  
Phone: +36 1 263 6000 | Fax +36 1 263 6098  
[szervezes@hungexpo.hu](mailto:szervezes@hungexpo.hu)

After the successful payment our colleague contacts you within 48 hours.

We issue an invoice on the services ordered and send you until the second day of construction of the exhibition.

We draw your attention that online ordering is available until the day before the firsts day of the construction of the exhibition (in case of transfer until the week before the first day of the construction.)

Should you have any questions or remarks in connection with system operation, please, do not hesitate to contact our exhibition organisers or send a message to [web@hungexpo.hu](mailto:web@hungexpo.hu)!