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EULAR 2023 Congress Milan

Exhibition Services (OBS) Guide

EUROPEAN ALLIANCE OF ASSOCIATIONS FOR RHEUMATOLOGY



Exhibition Services Online Booking System (OBS)

Here in this guide, you will find the details on how you can start making orders (eg. technical supplies, furniture and other items) for your booth, hospitality suites, as well as other services for your satellite symposium (eg. Lead retrieval, hostess support).

Each exhibitor only has 1 main account holder who can make the order. Please note that all orders made through the OBS are binding and cannot be cancelled.

In order to avoid delays or possible surcharges, please ensure that the orders are completed within the given time frame. 25% surcharges starts after 12 April 2023, 50% surcharges starts after 24 May 2023 and last-minute bookings are only possible on-site.

NOTE: Compulsory fee for waste management will be billed automatically to you based on the sqm you have booked with EULAR.

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Important dates & deadlines

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We are constantly updating the Exhibitor Technical Manual, hence, please ensure you check the congress website regularly to double-check on the important dates & deadlines.



EXHIBITOR RESOURCES

NOTE: Please clear your cache and/or browsing history to reflect the latest updates.

EULAR 2023 PARTNERSHIP AND INVESTMENT RESOURCES

- [Code of Practice \(PDF\)](#)
- [EULAR 2023 Partnership & Investment Opportunities v09.11.22 \(PDF\)](#)
- [EULAR 2023 Venue layout \(PDF\)](#)
- [EULAR 2023 Exhibition plan \(PDF\)](#)
- [EULAR 2023 Sponsorship Agreement \(PDF\)](#)
- [EULAR 2023 Exhibition Technical Manual \(PDF\)](#)
- [EULAR 2023 Exhibition Services \(OBS\) Guide \(PDF\)](#)
- [EULAR 2023 Press and media regulations \(PDF\)](#)
- [EULAR Data Protection Policy](#)

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Step-by-Step guide

Exhibition Services Online Booking System (OBS)

Each exhibitor only has 1 (max. 2) main account holder who can make the order.
Please note that all orders made through the OBS are binding and cannot be cancelled.

Sign In

Use your account to sign in



EULAR 2023 operated for EULAR - European Alliance of Associations for Rheumatology utilizes the EULAR Congress Account.
A personalized account is required to proceed.

E-Mail

Password

Remember me?


[Sign in](#) [Forgot password?](#) [Create a new account?](#)

Exhibition Services Online Booking System (OBS)

If you forgot your password, click on “Forgot password?”

Sign In

Use your account to sign in



EULAR 2023 operated for EULAR - European Alliance of Associations for Rheumatology utilizes the EULAR Congress Account.
A personalized account is required to proceed.

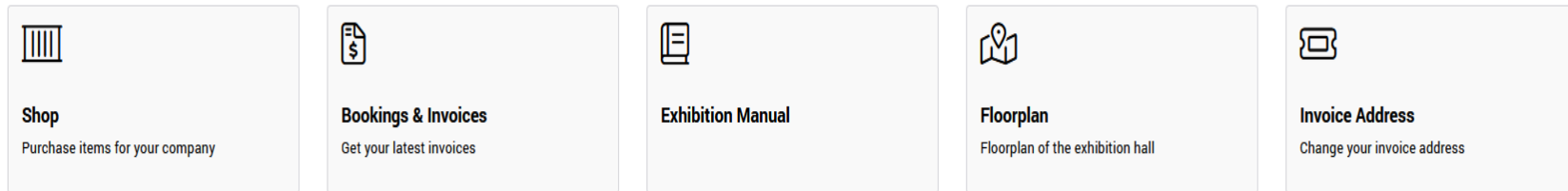
E-Mail

Password

Remember me?

[Sign in](#) [Forgot password?](#) [Create a new account?](#)

Exhibition Services Online Booking System (OBS)



Shop:

Purchase your items via our OBS catalogue for your Booth / Hospitality Suite / Satellite Symposium

Bookings:

Overview of your orders & invoices

Exhibition Manual:

Shortcut link to the EULAR Exhibition Technical Manual

Floorplan:

Shortcut link to the venue layout

Invoice Address:

Change your settings and invoice address

Invoice address Step 1/2



Invoice Address

Change your invoice address

Change invoice address Step 1:
The first step you need to do, after you have successfully logged in is to go to the tab: change invoice address

Invoice address Step 2/2

Your account

Select from your last activities or update your profile

My last activities Profile Address Password E-Mails

Name
Benedict Adam

Company
Congrex

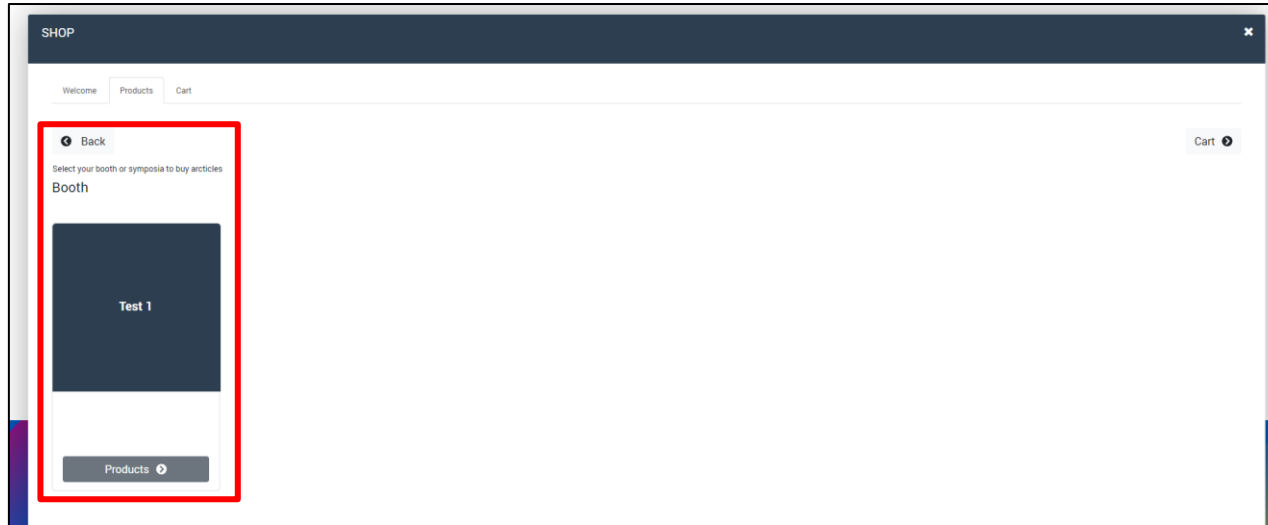
Institute
Congrex

Department

Department 2

Invoice address Step 2:
Fill in correct company address

Shop – Products Tab

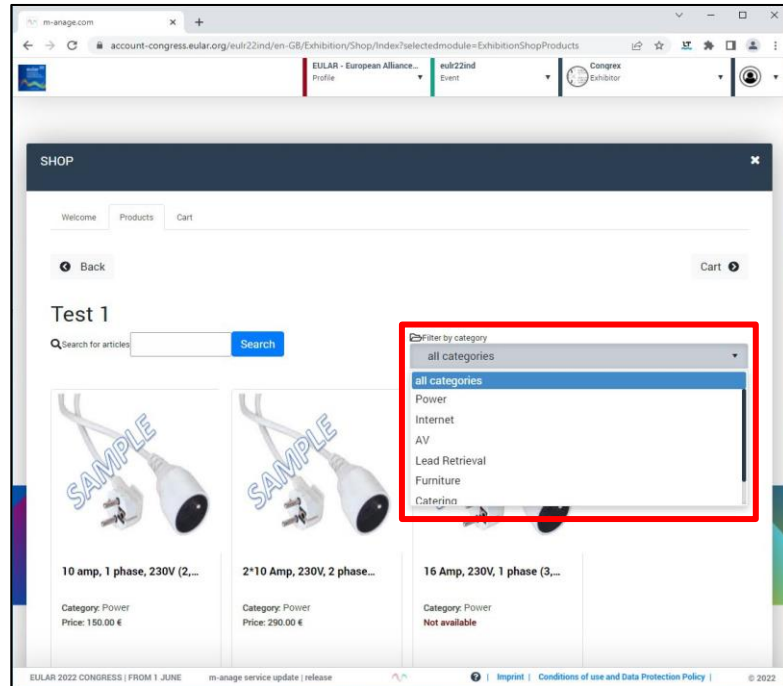


Shop Step 1:

In the “Products” tab, you will find your company booth with number. Please select it in order to find the different items available for it.

At a later point in time, you will be able to select items for your hospitality suites here.

Shop - Categories



Shop Step 2:

In order to navigate the shop effectively, we recommend that you use the category tab. This will help you to find you the desired item faster.

Shop – Cart

SHOP

Welcome Products **Cart**

Continue Shopping Checkout

Product	Quantity	Refresh	Price	Total
3*10 Amp, 230V, 1 phase (6,9 kW) / supplied as 3 extension cords <small>Booth: Test 1</small>	1		430.00 €	430.00 €
125 Amp, 400 V (86,3 kW) / 1 CEE socket <small>Booth: Test 1</small>	1		2.010.00 €	2.010.00 €
Total				2,440.00 €

Checkout

Shop Step 3 - Cart:

Once you have finished selecting the items you can navigate to the cart tab to finalize your order. Press Checkout to continue.

Shop – Checkout

The screenshot displays a checkout interface with three main sections: Invoice Address, Invoice details, and Type of payment. The 'Type of payment' section is highlighted with a red border. At the top, a progress bar shows 'Checkout', 'Summary', and 'Confirmation' steps. The 'Invoice Address' section includes an 'Edit invoice address' button. The 'Invoice details' section contains fields for PO Number and VAT Number. The 'Type of payment' section features logos for American Express, VISA, and Mastercard, and a dropdown menu currently set to 'Bank Transfer'. A 'Back to Cart' link is at the bottom left, and a 'Save and continue' button is at the bottom right.

Shop Step 4 – Checkout:

This step requires you to enter an invoice address as well as invoice details (PO number & VAT number if needed) and type of payment.

Please note that you can only choose “bank transfer” as a payment type, even though credit card logos are showing up.

Shop – Finalize your order

Invoice Address

Comprex
Bühlerstr.
Street 1
40005
Bonn
Switzerland



Invoice details

PO Number
VAT Number
108 035 500

CE2 Type of payment

Bank Transfer

Items

Product	Quantity	Price per unit	Price	Total
 3*10 Amp, 230V, 1 phase (6,9 kW)/ supplied as 3 extension cords Number: Short: Book: Test 1	1	430.00 €	430.00 €	537.50 €
 125 Amp, 400 V (86,3 kW) / 1 CEE socket Number: Short: Book: Test 1	1	2.015.00 €	2.015.00 €	2.512.50 €
			Total	3050.00 €

[Previous](#)
[Go to payment](#)

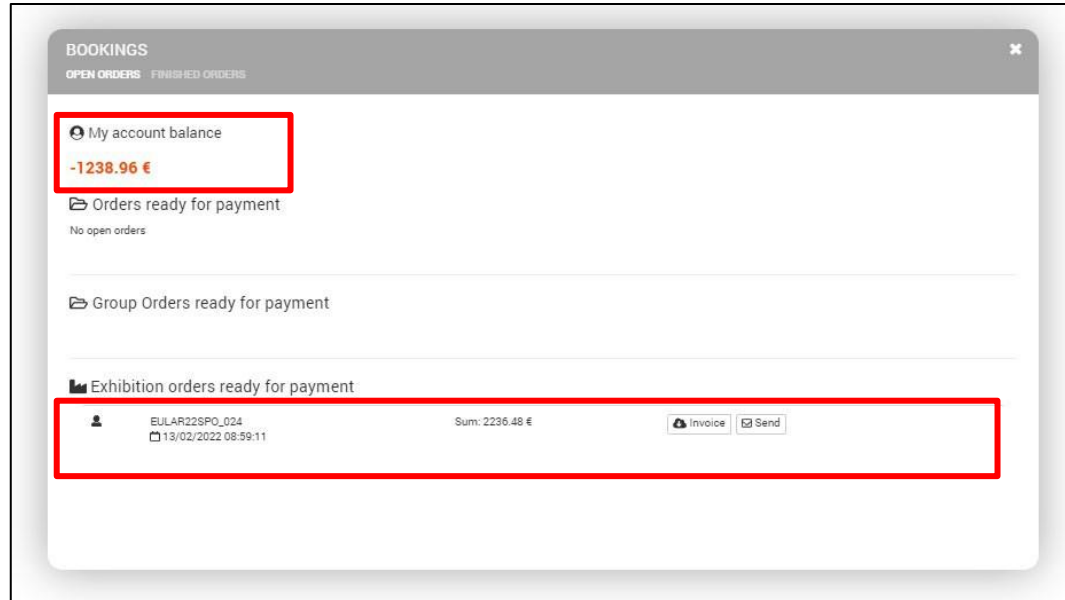
Shop Step 5 – Finalize your order:
In this last step you can double check your order.

You can also see how much VAT is added to your products.

The VAT rates vary per product and the country of your company.

To finalize the order press: Go to payment, you will then receive an email with the invoice.

Booking



Booking:

In the booking tab you will be able to find your existing orders and invoices.

You have the option to download your invoices once more.