EV Charge SHOW

(EOS)
Exhibitor Order System User Guide

- Once your application for the EV Charge Show is approved, you can easily manage your orders through the Exhibitor Order System (EOS).

- This system allows you to enter your company information for the exhibitor catalog, request exhibitor badges, customize the text for your system stand fascia, and more.

- In the Downloads section, you can access exhibitor designs tailored specifically for your company, including social media posts, email signatures, and invitations to invite your partners to the event. By adding your social media accounts to the designated section, we can tag you when sharing posts.

- You can also place orders for stand electricity, stand furniture, display materials, digital printing and application, stand cleaning, and other services

WHAT IS THE EXHIBITOR ORDER SYSTEM (EOS)?:

The Exhibitor Order System (EOS) is an essential tool available to you once your application for the EV Charge Show is approved. Through this system, you can input your company information for the exhibitor catalog, request exhibitor badges, and arrange for Talks Corner presentations. Additionally, you can order and track various products and services, including stand electricity, stand furniture, and more.

1. REGISTRATION AND LOGIN

Registering and Logging into the Exhibitor Order System (EOS)

Password Creation: Within 24 hours of submitting your participation agreement, a password will be created for the contact person listed in your participation agreement. This password will be sent to the contact person's email address. The contact person can then use this email address and password to log into the EOS.

What Does Contact Person Mean?

The contact person is the individual whose details are provided in the "Person to be contacted regarding the exhibition" section of the EV Charge Show participation agreement. This person will be the primary point of contact before, during, and after the exhibition, receiving all relevant notifications.

How and Where to Log into the Exhibitor Order System (EOS)?

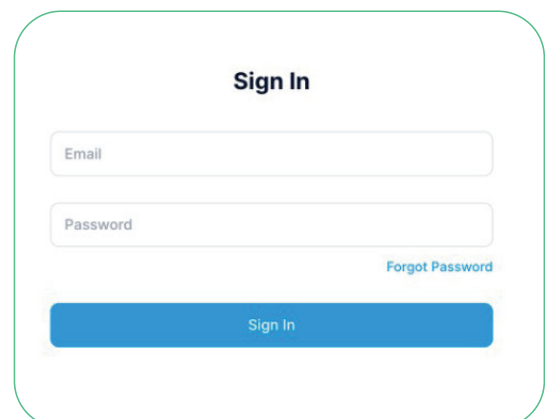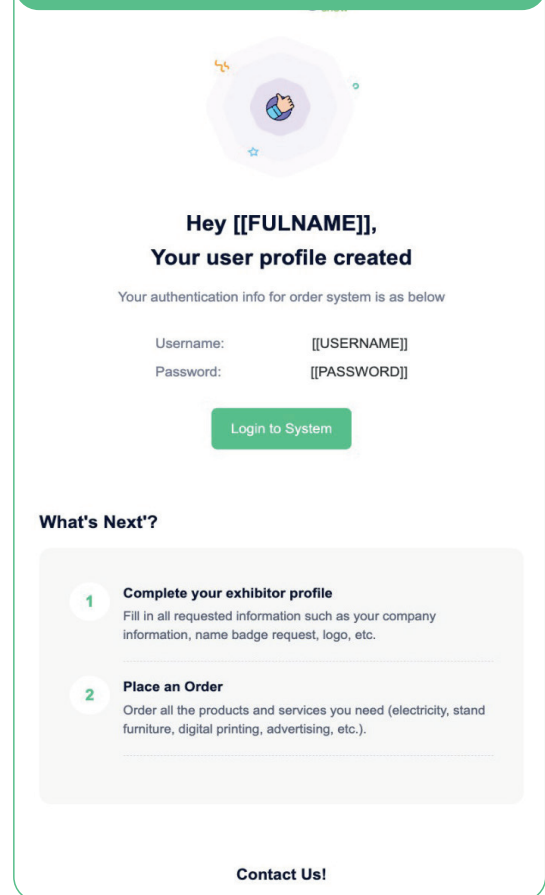To access the login page of the Exhibitor Order System (EOS), visit https://evchargeshowEOS.com/.

Who Can Make Changes on the Exhibitor Order System (EOS)?

Changes in the EOS, such as updating company information and ordering additional products and services, can be made by the contact person or any user(s) they have added.

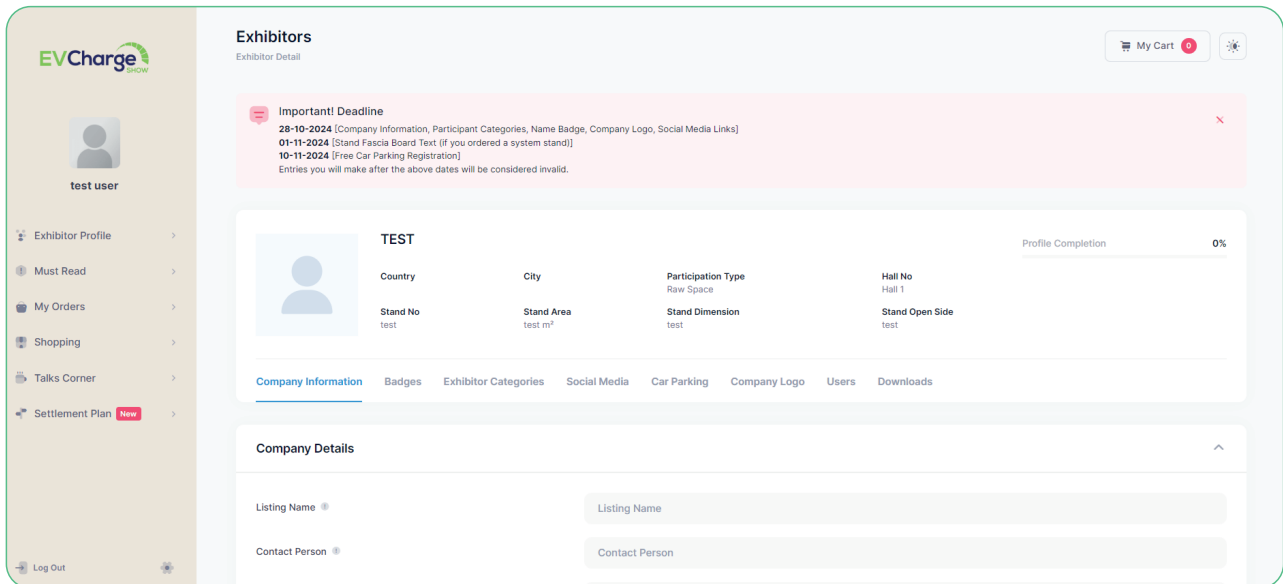## What to Do If the Password Is Forgotten?

If you forget your password for the EOS, you can click on the "forgot my password" button on the login screen and follow the instructions to create a new password.

The image displays an example of the email in which your password is provided.

Hey [[FULNAME]],
Your user profile created
Your authentication info for order system is as below

Username: [[USERNAME]]
Password: [[PASSWORD]]

Login to System

What's Next'?

1 **Complete your exhibitor profile**
   Fill in all requested information such as your company information, name badge request, logo, etc.

2 **Place an Order**
   Order all the products and services you need (electricity, stand furniture, digital printing, advertising, etc.).

Contact Us!

Sign In

Email

Password

Forgot Password

Sign In

2. EXHIBITOR PROFILE

Users registered in the Exhibitor Order System (EOS) must complete all required information in the "Exhibitor Profile" section before the specified deadlines. Any information entered after the deadline will not be accepted.

In EOS, you can view the deadlines for the following:

Company Information, Exhibitor Categories, Badges, Company Logo, and Social Media Links
Stand Fascia Text (if you have ordered a system stand)
Free Car Parking Registration
Talks Corner Presentation Reservation

- Company Information: All details provided in the "Company Information" section will be included in catalogs, exhibitor lists, and all announcements. Please ensure this section is completed with the information you wish to make visible for your company or brand. Deadlines can be found in the EOS.

- Badges: We provide special badges for exhibitors. You can request badges for all employees who will be on duty at your stand. There is no limit to the number of badges, and they are free of charge. If you need additional badges during the exhibition, you can obtain them for free from the exhibitor counter at the venue. Badges will be available for collection from the exhibitor counter starting at 9:00 AM on the first day of the exhibition. Deadlines can be found in the EOS.

- Exhibitor Categories: In this section, please select the product groups you will be exhibiting at the fair. Deadlines can be found in the EOS.

- Social Media: Please provide the links to your company or brand's social media accounts in this section. To ensure we can tag you in our social media announcements, it is important to accurately complete your social media links. If you have specific hashtags (#) that you use, you can also add them here, and we will include them in our posts. Deadlines can be found in the EOS.

- Car Parking: Paid parking service is available at the venue. We provide our exhibitors with the opportunity to register a limited number of vehicles, for which the cost will be covered by us. Please specify the vehicle license plate in this section. Registered vehicles will have unlimited entry and exit privileges for a total of four days, including the exhibition days and the day before. Deadlines can be found in the EOS.

Note: This service is only available for cars with Turkish license plates. It does not apply to trucks, vans, or vehicles with foreign license plates.

- Company Logo: Please upload your company or brand logo in JPEG, JPG, or PNG format, with a maximum file size of 5MB and a minimum width of 1000 pixels. Your logo will be featured in the catalog, exhibitor list, and announcements. Deadlines can be found in the EOS.

- Users: In this section, you can add and remove users who have access to the Exhibitor Order System (EOS). The designated contact person has the ability to create new users and delete existing ones. Warning emails from the EOS, such as notifications of missing information or order confirmations, are sent exclusively to the contact person. While a company can have multiple users, there can only be one designated contact person.

- Downloads: In the "Downloads" section, you can access free visitor invitations, social media posts, email signatures, and Talks Corner posts. Once you have filled in the required information, simply click on the design you wish to download. The customized design, automatically created on behalf of your company, will then be available for download.

3. MUST READ

Essential Information and Frequently Asked Questions About the Exhibition

In the "Must Read" section, you will find comprehensive information on the Exhibitor Order System (EOS), exhibition opening and closing hours, stand setup and dismantling, parking fees, meals and refreshments, accommodation, flight tickets, and more. This section also includes answers to frequently asked questions. If your question is not addressed here, please contact us at mahmut.dede@voli.com.tr.

4. MY ORDERS AND SHOPPING

You can access additional products and services, system stands, and advertisement options from the "Shopping" tab.

Only orders for which you have created a proforma and made the payment will be processed.

Orders can be placed starting the first week of October. Please ensure all orders are submitted no later than one week before the fair. We cannot guarantee fulfillment of requests made after this deadline.

Prices for extra products, services, system stand packages, and advertisements in the "Shopping" tab exclude VAT. A 20% VAT will be added to the proforma.

Items added to the cart in the "Shopping" tab can be reviewed in the "My Cart" section at the top of the page. You can adjust quantities, delete items, and place your order from this section.

Placed orders can be viewed in the "My Orders" tab, where you can see the order number, status, creator, and creation date. You can also view and download the proforma and details.

In the "Proforma and Details" section, you have the option to cancel your order or download the proforma when needed.
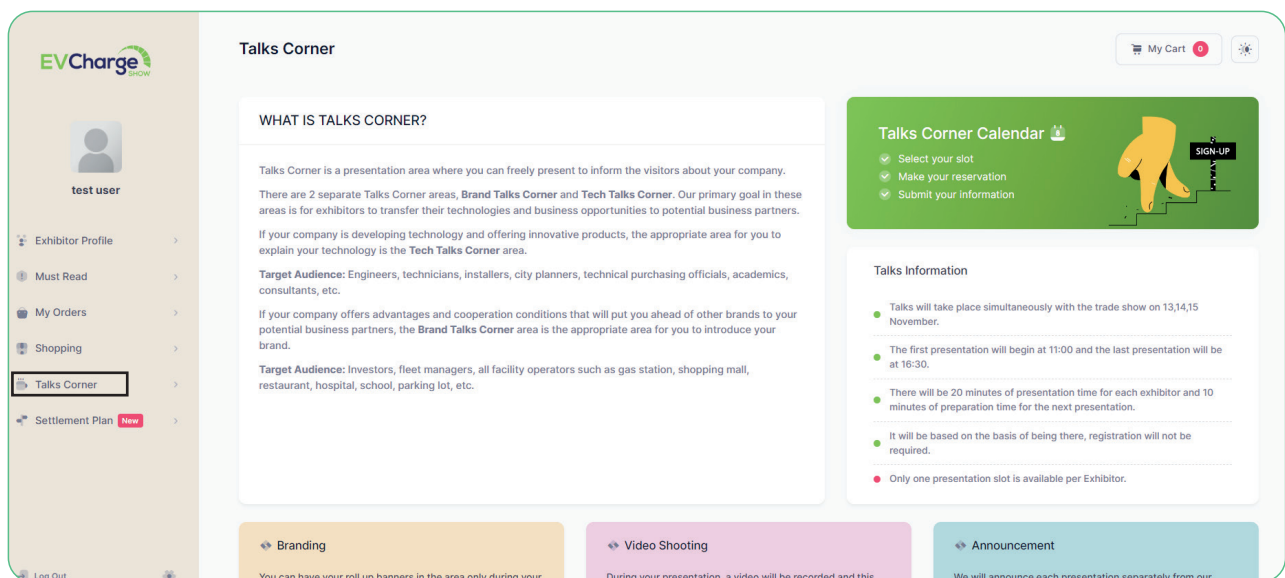
Your order will be confirmed and processed once the payment specified on the proforma is made to the bank account listed, and the receipt is sent to us.

5. TALKS CORNER

Talks Corner is a dedicated forum where you can freely present and inform fair visitors about your company. There are two distinct areas within Talks Corner: Brand Talks Corner and Tech Talks Corner.

If your company develops cutting-edge technology and offers innovative products, the Tech Talks Corner is the ideal place to showcase your technology.

If your company provides unique advantages and cooperation opportunities that set you apart from other brands for potential business partners, the Brand Talks Corner is the perfect venue to present your brand.

- Talks Information

The presentations will be held concurrently with the fair on November 13, 14, and 15.

The first presentation will begin at 11:00 AM, and the last one will be at 4:30 PM.

Each company will have a 20-minute slot for their presentation, followed by a 10-minute transition period for the next presenter.

Audience participation will be based on presence in the area, with no registration required.

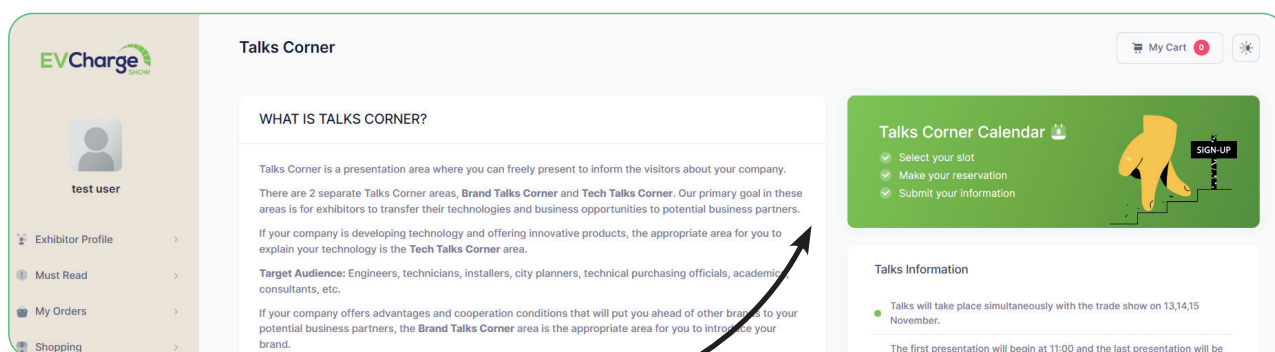Each participating company is entitled to only one presentation.

- Branding

During your presentation, you can display your roll-up banners in the area and distribute brochures and promotional materials to your participants. If desired, you can collect participants' contact information using your own methods.

-Video Shooting

A video of your presentation will be recorded, edited, and shared with you afterward. The presentations will also be shared on the EV Charge Show social media accounts, and you are welcome to share them on your own accounts as well.
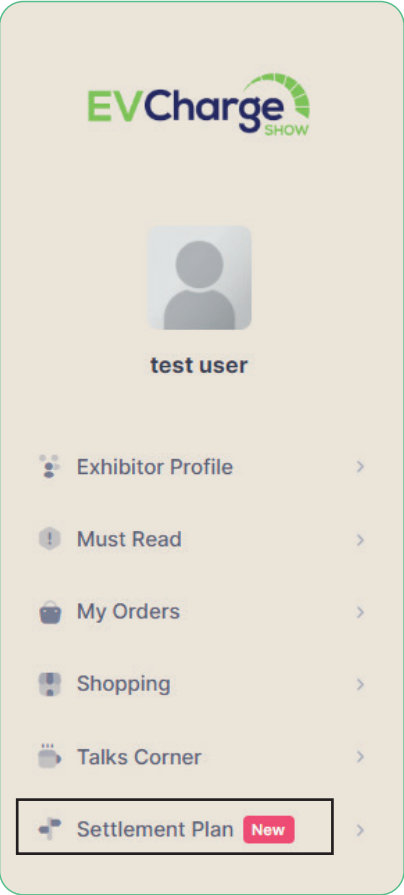
-Announcement

Each presentation will be announced separately through our social media accounts, website, and mailings. As the date approaches, it will also be included in mass announcements. You can download and share images to promote your presentations from the Downloads tab, available on this portal. Remember to tag us in your posts. To see your post in the Downloads tab, please ensure all required fields are completed.

- How to Register?

To register for Brand Talks or Tech Talks, click on the "Talks Corner Schedule" section located in the upper right corner of the "Talks Corner" tab. In the new tab that opens, you can view existing reservations for Brand Talks and Tech Talks. Available time slots will be displayed as empty boxes. Click on the empty slot for the desired day and time to create a reservation request. Once your request is approved, click on the reserved slot again and fill in all required fields. The subject title (limited to 50 characters), the speaker's full name, photo, and title are mandatory fields. Optionally, you can add social media accounts to increase engagement. Each exhibitor company is entitled to only one presentation, with a maximum of two registered speakers.

6. HALL PLAN

After logging into the Exhibitor Order System (EOS), you can view the updated layout plan under the "Hall Plan" tab. This section is continuously updated as new exhibitors join.

EVCharge SHOW

test user

- Exhibitor Profile >
- Must Read >
- My Orders >
- Shopping >
- Talks Corner >
- Settlement Plan New >