

## **Supplier (Exhibitor) Guidelines Industry Expo & B2B Meetings**

### **About the event**

Industry Expo & B2B Meetings is the leading B2B Industrial Trade Fair in Romania, organized with the purpose of development and improvement of business relations, dedicated to **industrial manufacturing professionals, buyers, suppliers and sub-suppliers**.

During **Industry Expo & B2B Meetings** we facilitate the exhibition of products, the presentation of new technological innovation, the access to information, the cooperation and the development of new partnerships.

### **Why is it useful to attend?**

Industry Expo & B2B Meetings is the most effective event for suppliers and buyers from industrial domains, organized in Romania and all the major industrial companies are invited. Due to the careful selection of participants, the online tools available for the event, the preparation, the invitation of participants and the planning of meetings before the event, every participant has the possibility to optimize his program in order to maximize the productivity of meetings and his participation in the event.

### **Who are the participants to the event?**

Suppliers (exhibitors), buyers and other technical people from industrial companies.

The list of participants is available at <https://industryexpo.industrialin.com/participants>

### **Definition of the “Supplier (Exhibitor)” and the “Buyer” in the event acceptance.**

The “Supplier (Exhibitor)” is a company representing person who wants to promote and sell (or to sell & buy) products or services for his company related to the industrial domains.

The “Buyer” is a purchasing professional, technical people or other representing person, who is searching to buy products or services for his company, related to the industrial domains.

### **When and where will the event take place?**

The date of the event is specified on the event website <https://industryexpo.industrialin.com>

The address of the event location is specified on the event website at <https://industryexpo.industrialin.com/location>

### **How to register?**

We recommend you the online registration at the following address:

<https://industryexpo.industrialin.com/registration>

**If you are a new user of Industrialin platforms (Industrialin, Industry Expo, Automotive Expo).**

Please select the **Registration** button and follow the steps described at the online registration.

**If you are already a member of Industrialin platforms (Industrialin, Industry Expo, Automotive Expo).**

Please select **Login**, enter your email and password and after logging into your account, please select the **Registration** button and follow the steps described at the online registration.

If you don't remember your old password please select **Reset Password**.

### **Why is it important to register as soon as possible?**

Your early registration gives you the possibility to better optimize your participation, your meetings and your program at the event. You can also ensure that the other participants are available to meet you. The selection of the exhibition stand(s) location is made directly by the Supplier (Exhibitor) at the online registration based on the order of the registration.

### **What services do we offer during the fair?**

#### **Physical attending (at the expo location)**

##### **1. Exhibition Stand**

We can offer you the possibility to participate in the event with an exhibition stand built by us (it includes 9 square meters surface, a panel with your company name, showcase for the exhibition of products, brochures stand, table + 4 chairs and electrical connection). The selection of the exhibition stand(s) location is based on the order of the online registration.

##### **2. B2B Meetings (Invite to Event and Meetings Planner Online Modules)**

Because your time is very precious, we offer the possibility to optimize your time, the number of meetings and the efficiency of meetings by using our online tools (Meetings Planner, Invite to Event, Your Program) and sending/receiving invitations for meetings to/from potential clients or actual clients that you would like to meet, during the event.

##### **3. Lunch break and Coffee break**

In order to improve the productivity and to increase the number of meetings for each participant, the lunch break and the coffee breaks are provided to all participants at an appointed hour.

##### **4. Other services (exhibition materials, handling & storage, hostess, presentations, etc)**

At your request, we can provide you additional services in order to help you better promote your products or services. It is very important to specify these requests upon your registration.

#### **Virtual attending (online)**

##### **1. Online B2B Meetings Planning (Invite to Event and Meetings Planner Online Modules)**

Because your time is very precious, we offer the possibility to optimize your time, the number of meetings and the efficiency of meetings by using our online tools (Meetings Planner, Invite to Event, Your Program) and sending/receiving invitations for meetings to/from potential clients or actual clients that you would like to meet, during the event.

##### **2. Online B2B Meetings by Video Conferencing**

In order to held the meetings, we provide you a solution using Zoom Video Conferencing tools.

##### **3. Online Presentations by Video Conferencing**

Planning a presentation is very easy with our online tools. In order to held the presentations, we provide you a solution using Zoom Video Conferencing tools.

##### **4. Other additional services**

At your request, we can provide you additional services in order to help you better promote your products or services. It is very important to specify these requests upon your registration.

## **Which are the costs for the participation?**

### **For Buyers**

The participation is free of charge for all participating buyers as previously defined.

### **For Suppliers (Exhibitors)**

The cost of each service is defined in the online registration (please select: I'm a Supplier (Exhibitor) and this information will be shown below) at the following address:

<https://industryexpo.industrialin.com/registration>

In order to improve the optimization of the available time for meetings and the efficiency of meetings, the participation includes the lunch break and the coffee breaks for all participating buyers and suppliers.

## **Do I need a ticket for access to the event?**

The participation to the event is conditioned by prior online registration on the event website at the following address: <https://industryexpo.industrialin.com/registration>. There is no need to print your registration. You will receive all necessary materials when arriving to the event.

## **How to use the Invite to Event Module?**

The Invite to Event module is available for all online accounts.

By using this module, you can send online invitations for participation in the event to a list of email addresses defined by yourself.

Please log into your account at the following address:

<https://industryexpo.industrialin.com/user/login>

User: your email

Password: your password

1. Select **Invite to Event** (right side button in your account)
2. Write the email addresses into the form
3. Send invitations

The invited persons will receive an invitation and in case of acceptance, they have the possibility to register at the address: <https://industryexpo.industrialin.com/registration>

## **How to use the Meetings Planner Module?**

The Meetings Planner module is part of B2B Meetings services. You have access to this module only by acquiring the B2B Meetings service.

By using the Meetings Planner module, you can send online invitations for meetings to the registered participants in the event and you can increase your participation efficiency by 60%.

Please log into your account at the following address:

<https://industryexpo.industrialin.com/user/login>

User: your email

Password: your password

1. Select **Meetings Planner** (right side button in your account)
2. Select: Request Meeting
3. Select: Book spot (the meeting timing)
4. Write the reason(s) of requesting the meeting
5. Send the invitation

The invited person will receive an invitation in their account and on their email address. In case of acceptance, the meeting will be planned automatically. You will receive the confirmation.

### **How to approve or refuse a meeting?**

You will receive an invitation on your email address.

Please follow the instructions from the email and log into your account at the following address:

<https://industryexpo.industrialin.com/user/login>

User: your email

Password: your password

1. Select **Meetings planner** (right side button in your account)
2. Select: Pending requests
3. Select: Approve or Refuse

### **How to use the Video Conferencing Module?**

The Video Conferencing module is part of B2B Meetings services.

By using the Video Conferencing module, you can held online meetings with other registered participants.

Please log into your account at the following address:

<https://industryexpo.industrialin.com/user/login>

User: your email

Password: your password

1. Select **Meetings planner** (right side button in your account)
2. Select: Approved meetings
3. Select: Go to meeting room

### **Your program at the event**

Please log into your account at the following address:

<https://industryexpo.industrialin.com/user/login>

User: your email

Password: your password

Select **My program** (right side button in your account)

## **Next Events**

We are always at your service, with fairs and B2B meetings events, built for your success. You can see which the following events are and when they will take place on the Events section of Industrialin website, at <https://industrialin.com>.

## **Online advertising 24/7**

We recommend the online advertising services offered by industrialin.com:

- Free account at <https://industrialin.com/registration>
- Products, Services and News Promotion (create account and manage your account)
- Advertisement Banner on Industrialin home page <https://industrialin.com>  
(2 banners (270X200 pixels), 4 banners (270X100 pixels), monthly display  
(awarded by auction: you can send your offer for 1 month display at [info@industrialin.com](mailto:info@industrialin.com))
- Advertisement in the Industrialin Newsletter <https://industrialin.com>  
(create account on industrialin.com->login->online newsletter->register for online newsletter)