21th EDUCATIO International Education Expo

Ordering process of the Expo

Welcome to the website of EDUCATIO 2021 International Education Expo. In the followings, we would like to inform you about the ordering process.

First you should **register** on the site (http://educatioexpo.hu/login/register) using your name and e-mail address. You will receive an automatic e-mail about the registration with a confirmation link. After clicking the url you can set your password thus finalizing your registration. If you have registered last year, you do not have to register again, please just simply log in to your account. In case you forgot your password, you may use the „Forgot your password?" option.

Next time you visit the website, you can access the ordering site under the 'Be an exhibitor!' page, where you can log in to your account by clicking on the 'Log in' button. If you tick-in the 'Remember me' checkbox on the login window, you will be logged in automatically in the future.

Once you have logged in, you can change the name used at the registration or change the password by clicking on your name at the top-right corner of the page.

To book a booth and other services, first you have to record a Customer (institute/company), then you can make an order(s) for the customer under the 'Order' tab. You can record multiple customers, as well as multiple orders to each customer. One order includes one booth plus the related chosen services.

You can easily return to the customer and order page by clicking on the event's name on the top-left corner of the administration interface.

Once you have added all the services you wanted, the page will record your order details, which you can still edit anytime. To finalize your order, you have

to click 'Finalize order' on the 'Summary' page. After you have finalized your order, it will be closed for editing, and you can download the order sheets in a pdf format. You must sign the order sheets, scan it, and then upload it to the related order. We will check the signed sheets and confirm your order. After the confirmation, you will be able to generate your own payment request, by clicking on the „Generate the payment request" button.

In case you would like to edit a finalized order, please contact our sales team, they will open it again for editing.

From last year onward, we ask all customers to upload a certificate of signing authority to the administration interface. This document (e.g. specimen of signature) proves that the person who signs the order sheets can accept liabilities in the name of the customer. Our team will check the uploaded certificates and give a confirmation through the online interface. We kindly ask you to upload the scanned certificates before you finalize your order.

Should you have any further questions please do not hesitate to contact us!

sales@hookkft.hu