

eular

# EULAR 2024 Congress Vienna

## Exhibition Services (OBS) Guide

---

EUROPEAN ALLIANCE OF ASSOCIATIONS FOR RHEUMATOLOGY



# Exhibition Services Online Booking System (OBS)

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 spaces, hospitality meeting rooms, as well as other services for your satellite symposium and corporate scientific walkway (eg. Lead retrieval, hostess support).

Each exhibitor has 1 main account holder (maximum 2) 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 23 April 2024, 50% surcharges starts after 28 May 2024 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.***

eular

EUROPEAN ALLIANCE  
OF ASSOCIATIONS  
FOR RHEUMATOLOGY

# Important dates & deadlines

# Important dates & deadlines

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.



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

## EULAR 2024 INVESTMENT OPPORTUNITIES RESOURCES

- ↓ EULAR 2024 Code of Practice
- ↓ EULAR 2024 Venue layout v20
- ↓ EULAR 2024 Investment Opportunities (IO) Manual
- ↓ EULAR 2024 Investment Opportunities (IO) Agreement
- **EULAR 2024 Exhibition Technical Manual (ETM)\***
- EULAR 2024 Exhibition Services (OBS) Guide\*
- EULAR 2024 Press and media regulations\*
- EULAR 2024 Data Protection Policy\*

\*Coming soon

eular

EUROPEAN ALLIANCE  
OF ASSOCIATIONS  
FOR RHEUMATOLOGY

# 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 2024** operated for EULAR - European Alliance of Associations for Rheumatology utilises the EULAR Congress Account.  
A personalised account is required to proceed.

**E-Mail**

**Password**

**Password is required.**

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 2024 operated for EULAR - European Alliance of Associations for Rheumatology utilises the EULAR Congress Account.  
A personalised account is required to proceed.

**E-Mail**

**Password**

**Password is required.**

Remember me?

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

# Exhibition Services Online Booking System (OBS)



## Shop

Purchase items for your company



## Bookings & Invoices

Get your latest invoices



## Change Invoice Address

Change Invoice Address



## Exhibition Floorplan

Exhibition Floorplan



## Exhibition Technical Manual

Exhibition Technical Manual



## Code of Practice

Code of Practice

**Shop:** Purchase your items via our OBS catalogue for your Exhibition Booth, Hospitality Space, Hospitality Meeting Room, Satellite Symposium & Corporate Scientific Walkway

**Bookings & Invoices:** Overview of your orders & invoices

**Change Invoice Address:** Change your settings and invoice address

**Floorplan:** Shortcut link to the venue layout

**Exhibition Technical Manual:** Shortcut link to the EULAR Exhibition Technical Manual

**Code of Practice:** Shortcut link to the EULAR Code of Practice

## 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

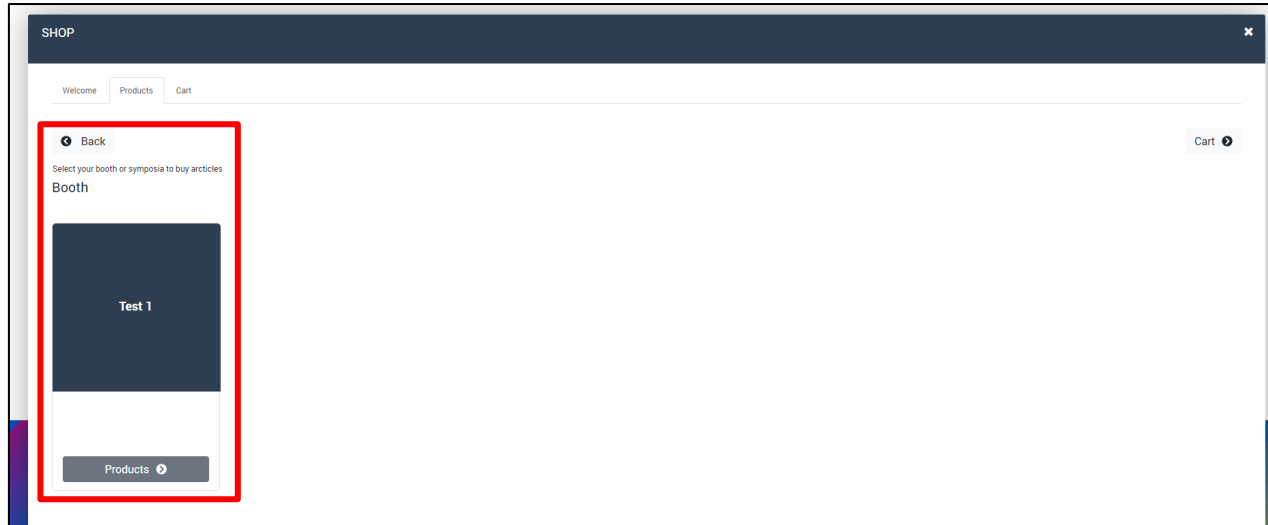
Institute  
Congrex

Department

Department 2

**Invoice address Step 2:**  
Fill in correct company address

# Shop – Products Tab

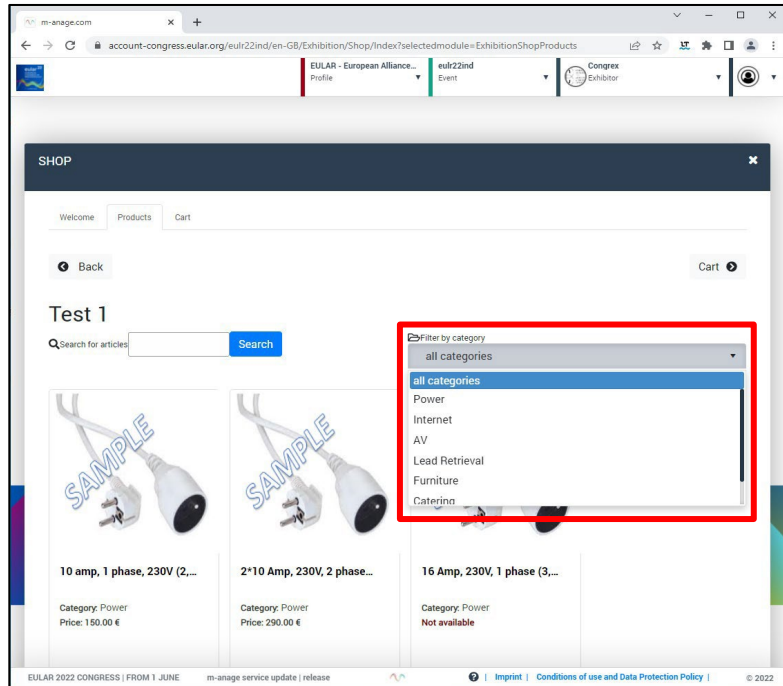


## Shop Step 1:

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.

# 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

The screenshot shows a shopping cart interface with the following details:

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 €
<b>Total</b>				<b>2,440.00 €</b>

Buttons: Continue Shopping, Checkout (top right), Checkout (bottom right, highlighted with a red box).

## Shop Step 3 - Cart:

Once you have finished selecting the items you can navigate to the cart tab to finalise 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.

**Checkout** | Summary | Confirmation

**Invoice Address**  
 Edit invoice address

**Invoice details**  
 Please enter purchase order number if applicable.  
 Please note, that the European "Tax-exchange system" requires a valid European VAT registration number according to country of the invoice addres.

PO Number:

VAT Number:

Comment for invoice:

**Type of payment**  
 Important Note:  
 Your payment details including credit card numbers will be automatically encrypted by SSL, and therefore prevent any unauthorized or unapproved persons from prying into the transmission.

Please choose a method of payment

Bank Transfer

Back to Cart | Save and continue

## 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 – Finalise your order

**Invoice Address**

Complex  
Bos Adern  
Strass 1  
40005  
Basel  
Switzerland

---

**Invoice details**

PO Number  
VAT Number  
108 035 600



---

**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	400.00 €	400.00 €	527.50 €
 125 Amp, 400 V (86,3 kW) / 1 CEE socket Number: Short: Book: Test 1	1	2,010.00 €	2,010.00 €	2,512.50 €
			<b>Total</b>	<b>3050.00 €</b>

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

**Shop Step 5 – Finalise 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 finalise the order press: "Go to payment", you will then receive an email with the invoice.

# Bookings

The screenshot displays a 'BOOKINGS' window with two tabs: 'OPEN ORDERS' and 'FINISHED ORDERS'. The 'OPEN ORDERS' tab is active. It shows a 'My account balance' of -1238.96 €, which is highlighted with a red box. Below this, there are sections for 'Orders ready for payment' (with 'No open orders' below it), 'Group Orders ready for payment', and 'Exhibition orders ready for payment'. A red box highlights a specific exhibition order with the ID 'EULAR22SPO\_024', a date of '13/02/2022 08:59:11', a sum of '2236.48 €', and buttons for 'Invoice' and 'Send'.

## Booking:

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

You have the option to download your invoices once more.