



## **Register Online with Exhibition Co. to Save Time, Money, and the Environment**

*Exhibition Co. has developed an online registration and exhibitor's manual area that will streamline exhibitor registrations and make the whole process easier for both the exhibitor and exhibition organiser. Using an online registration and joint forms that are sent simultaneously to the exhibition organiser and Exhibition Co. saves time, money, and the environment by reducing the number of paper forms and faxes required.*

([PRWEB](#)) February 13, 2010 -- Exhibition Co. has developed an online registration and exhibitor's manual area that will streamline exhibitor registrations and make the whole process easier for both the exhibitor and exhibition organiser. Using an online registration and joint forms that are sent simultaneously to the exhibition organiser and Exhibition Co. saves time, money, and the environment by reducing the number of paper forms and faxes required.

The ACI 49th World Congress in Sydney in March is already using the system and providing exhibitors access a direct link to the online registration site. Each exhibitor receives a unique log-in which allows them to access the exhibitor section. Here they get a general overview of all the guidelines and information for the venue and the specific trade show or exhibition (in this case ACI). The landing page or online manual has all the information an exhibitor needs together with instructions and the forms for the registration and the venue.

The exhibitor can fill out all necessary forms and the website will automatically send each form to the relevant party when the exhibitor hits 'submit'. Not only saving time, this system also saves the environment by reducing the number of forms exhibitors have to print and then fax. Instead, Exhibition Co. has made it possible to complete these forms online without the usual paperwork.

Exhibitors can also fill out their fascia name request form which is sent directly to the exhibition organiser and Exhibition Co's signage department simultaneously, cutting costs, reducing the possibility of errors, and speeding up the process. In the past, exhibitors have handwritten their fascia name on a faxed form, which allowed for misinterpretations of the fascia name signs. The online form allows exhibitors to type the company name exactly as it is to appear on the sign.

Exhibitors can book and pay for any extras, such as rental furniture, signage, power options, flooring options, stand upgrades, and accessories directly online, saving time and money on postage and processing of cheques. Exhibition Co. are able to start to process the requests for these items as soon as the exhibitor sends the online form.

Exhibition Co. can keep track of the orders and status of each individual exhibitor using the online registration system and can send out email reminders to individuals on the progress of their exhibition stand. First time exhibitors who don't necessarily know the registration process will benefit from this more personal service.

The exhibition organiser and the exhibitor can interact together and the relevant information is passed on immediately to those who need to know. As an exhibition organiser, you can make changes online to keep each exhibitor up to date with opening times, workshop times, installation and dismantling times and any other



information they need to ensure a successful show.

The online registration form and exhibitor's manual site is so easy to use that even those with little computer experience will find it simple and easy to navigate. Exhibitors can read the manual online and save printing costs and paper. Exhibition organisers find it easy to maintain communication lines using this new online system and the exhibition producers (Exhibition Co.) can track exhibitor orders faster and more efficiently. Everyone involved in the exhibition wins with this new online registration system.

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### **Contact Information**

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