



GMTN 2019 OOS系统使用指南

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登录链接

NEWCAST: <https://oos.newcast.de/de>

GIFA: <https://oos.gifa.de/de>

METEC: <https://oos.metec.de/de>

Thermprocess: <https://oos.thermprocess.de/de>

1.1 注册&登录



[Link to Fair Portal](#)

Only for traders

English ☒ Checklist

Login Wishlist 0 | €0.00

25 - 29 June
2019 METEC
Düsseldorf Germany
10th International Metallurgical Trade Fair with Congresses

OOS
ONLINE ORDER SYSTEM

Stand Service Marketing & Press Information

METEC 2019

Please sign in.

*

*

Can't remember your password?

Sign in

All boxes marked * are required.

Step 2. 已有用户名密码可直接登录

I dont have a user account yet.

Create account

You can create an user account at any given time meaning you have access to an overview of all products an services. Please note that orders can only be made after your company has received a stand confirmation.

Step 2. 新用户注册请点击create account

Salutation *

☐ Ms. ☐ Mr.

*

*

*

*

*

*

☐ Accept Privacy Policy*

Step 3. 用报名时注册的邮箱，注册OOS系统用户名

Create account

You can create an user account at any given time meaning you have access to an overview of all products an services. Please note that orders can only be made after your company has received a stand confirmation.

Step 4. 完成创建新账户

2.1 主页面介绍



语言选择 时间节点查询 搜索框 账户信息 购物车

English Checklist Im looking for My Account Wishlist 7 €1,404.00

METEC 2019 25-29 June Düsseldorf Germany 10th International Metallurgical Trade Fair with Congress

OOS ONLINE ORDER SYSTEM

Stand Service Marketing & Press Information METEC 2019 001 10 - 1

Welcome to the
Online Order System (OOS) of METEC!

Use our OOS to plan, prepare and order all products and services for your trade fair participation.

展位相关 宣传及广告机会 信息查询 展商信息

现场服务

1. Inform Find all available products and services for your exhibition stand Stand Service Marketing & Press Not an exhibitor yet? Become an exhibitor	2. Login Register with your email address and get full access to all functionalities as an exhibitor. Login	3. Ordering Select products and services, add to shopping cart and order. You can also save products on the wishlist for later use. Wishlist	4. Manage Check your order stock, order status, stand sketch, documents and invoices. You can also invite other users to the OOS to process your order. My Account
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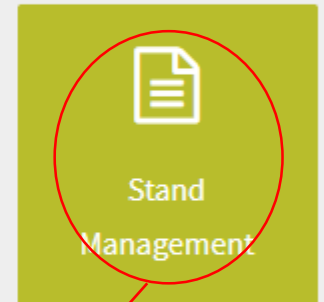
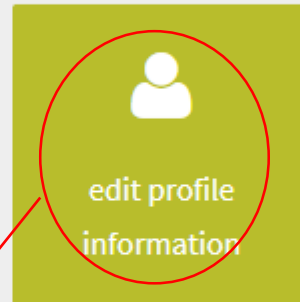
账户信息
点击进去可查询
账户状态、展位
信息、admission、
invoice等

3.1 账户管理

My Account

This is your »My Account« Overview.

From here you have **quick access** to the two **areas of your account**.



基本信息
可更改用户名及密码

Important Informations

Go directly to

📌 Stand-related notifications (3) 📌 Order Deadlines (2)

展位管理

Stand Management

This is where you can go quickly from one event to another and to a specific stand.

METEC 2019

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可查询、下载invoice及admission

Some features are not available until you have received the stand confirmation.

View Order Summary

Invoices & Documents

User Management

Edit Layout Plan

Interactive Hall Plan

Stand Number: 3
Location: Hall 03
Exhibitor: Mei

✅ Participation has been confirmed

📌 Note on status

账户状态



可根据实际情况制作个性化 layout

动态 layout

用户管理，可增加管理员

4.1 Stand---展位相关



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OOS
ONLINE ORDER SYSTEM

Stand Service Marketing & Press Information

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Tickets and Passes

- Exhibitor Passes
- Admission Ticket Vouchers
- Parking Permits
- Access Permits

增额展商证购买
免费展商证数量内有说明
增额展商证67.23欧/个

参观门票购买

停车证购买

大巴通行证购买

Stand Construction

- Stand Construction Packages
- Fitting for Stand Construction
- Packages
- Supplies and Connections
- Hanging
- Lighting
- Flooring
- Rigging
- Stairs and Platforms
- Stand Walls and Wallpapers

展台搭建服务

Approvals

- Special Structures
- Flammable Fluids
- Gas Cylinders
- Vehicles in Exhibition Halls
- Anchoring in the hall floor

特殊申请

Communication Technology

- Connections
- Devices
- Wifi Access

网络及通讯设备零配件租赁

Fitting

- Dishes
- Furnitures
- Plants and Flowers
- Electronic Devices
- Accessories
- Fire Protection

增租服务
餐具、家具、绿植、电器、
消防用品

展商证说明

Product Description

Kindly order here only those additional exhibitors' passes that you require.

Every exhibitor will receive 3 exhibitor passes, free of charge, for a stand measuring up to 20 sq.m.
One extra exhibitor pass will be made available for each additional 20 sq.m., or part thereof, up to a maximum of 60 passes.
Group exhibitors obtain their exhibitor passes (the quantity that is free of charge) directly from their organisers

For details of the number of complimentary exhibitors' passes to which you are eligible under the Conditions of Participation, please consult the admissions document or your orders in the OOS.

Opening hours of the Trade Fair Ticket Office:

During the setup period from 9:00 a.m. to 3:00 p.m. Otherwise the same as the event opening hours.

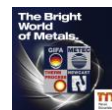
Important Information

Exhibitor passes only display the name of your company; the passes are not personalized. Additionally ordered exhibitor passes will be sent to you via mail **until 2 weeks prior to the first day of the event**. After this date, you may no longer order additional exhibitor passes online but on-site at the **cashier's office using cash or a credit card**.
Exceptional Case for the countries China, Hongkong, Iran and Russia:
As we can not guarantee a timely and efficient post-delivery from Germany, we do not sent any exhibitor passes via mail. You may pick up your **free and additional ordered exhibitor passes** on-site at the cashier's office.
With your exhibitor pass you can travel to and from the Düsseldorf Trade Fair Center free of charge with all modes of transport within the

VRR public transportation network. This is valid for VRR category D tickets (DB/German Railway 2nd class, supplement-free trains).
The validity of your ticket starts two days before the trade fair and terminates two days after the trade fair.
You will find further information in section 1.2 and 7.2.2 of the Technical Guidelines.

You **cannot enter a different delivery address** for this product.
The distribution of exhibitor passes to your booth staff / agency can only be carried out by yourselves

5.1 Service----现场服务



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OOS
ONLINE ORDER SYSTEM

Stand Service Marketing & Press Information

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Visitor Registration Scan2Lead

Cleaning and Waste Removal

Booth Cleaning

Waste Disposal

Human Resources

现场服务人员聘用

二维码扫描服务

扫描枪、操作台租赁, 用于观众数据分析

清扫服务

Services Security

Insurances

Security Patrols

安保服务及保险购买

Logistics / Transport

Cranes and Lifting Vehicles

Scaffolds

Space for Supply Purposes

Container Area

Container Rental

Storage

Packaging and Shipping

物流及运输

Party and Catering

Stand Party

Catering

Rooms and Business Center

打印、会议室租赁

Photo and Film Service

摄影摄像服务

餐饮服务

场地租赁、餐饮提供



6.1 Marketing & Press----宣传及广告机会

Stand Service Marketing & Press Information

METEC 2019

Marketing & Press

Admission Ticket Vouchers

Advertising in Fair Media

Marketing Packages

Company Presentation

Product Presentation

Digital Banner

Videos

Print Advertisement

广告套餐

公司信息

company presentation

会刊信息录入 basic entry

产品代码

product presentation

电子广告

印刷品广告

Advertising on Fair Area

Display Advertisement and Fair

Navigator

Outdoor Advertisement

现场广告机会

广告牌、电子屏广告等

Press

Advertising Material

Sponsoring

赞助机会
挂绳广告



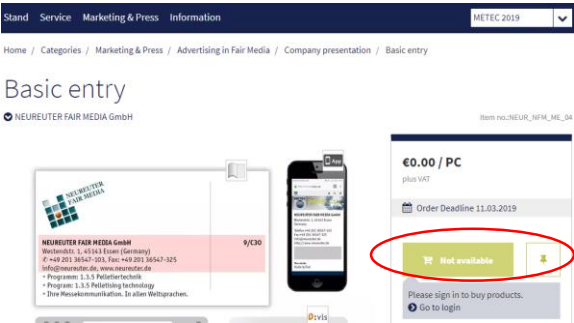
Messe Düsseldorf GmbH
Lanyard-Package (LY)

1) 登录入口

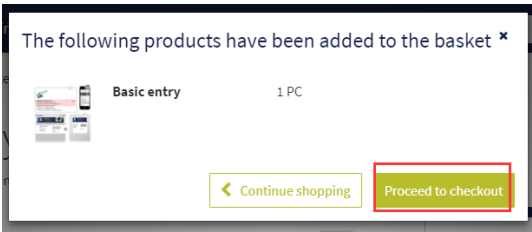
Marketing & Press——Company Presentation——Basic Entry
或者直接在搜索框查找Basic Entry



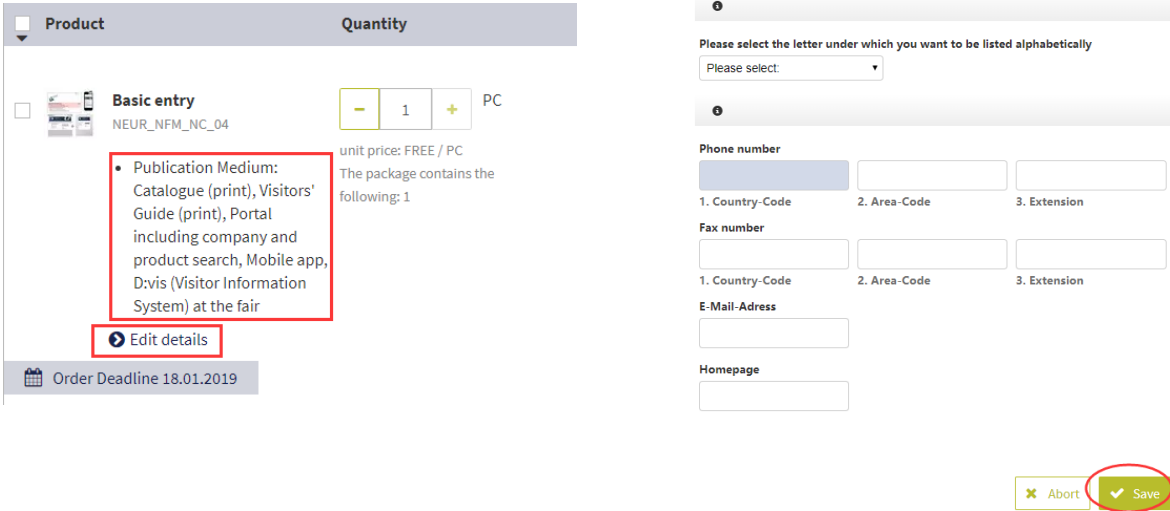
2) 把Basic Entry放入购物篮



3) 继续增加订单，如果没有要增加的订单，则直接点击proceed to checkout



4) 加入购物篮后，找到Edit details，即可编辑会刊信息。编辑完成后点击Save保存。



5) 所有信息确认，点击页面最右边的checkout，完成会刊信息登录。
登录成功后会收到邮件，确认已会刊信息录入成功及会刊样式。

6) 另外，在product presentation选择产品代码，免费额度是一个代码，后面每增加一个代码多收一部分费用，具体费用请查询详情。

7.1 Information---信息查询



25-29 June
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Germany

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Stand Service Marketing & Press Information

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Information and Guidelines

Technical Regulations

Important information

[Terms of Use](#)

Stand Construction

Service ABC

FAQ

[Help and FAQ](#)

Information Media Fee

Arrival & Stay

Arrival

Traffic Regulations

[Sitemap and Floorplan](#)

Hotel & CityInfo

常见问题

交通及住宿

搭建指南下载

跟搭建相关的信息都可由此查询，如场馆高度、安全通道、搭建注意事项等。

服务检索

Technical Guidelines

English

Technical guidelines 2019

PDF [Technical Guidelines 2019 valid until 31.08.2019](#)
PDF [Technical Guidelines 2019 valid from 01.09.2019](#)
PDF [Important notes 2019](#)

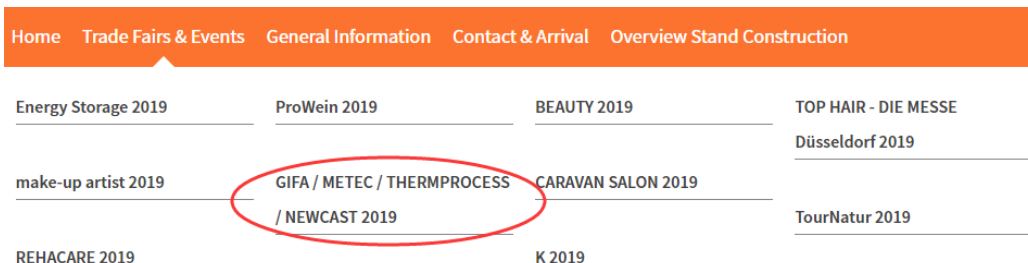
PDF Important notes 2019

官方图纸下载

1) 从Technical Regulations进入下图页面



2) 点击Trade Fairs & Events, 选择GMTN展会



3) 进入场馆图纸下载页面

Hall Plans

