



Alpinmesse `24 – Exhibitor Service Centre

Manual:

1. Visit our exhibitor service centre with the following link:
2. [Home \(ungerboeck.net\)](https://www.ungerboeck.net)
3. If you enter the first time you need to create a password:

Sign In

I have previously registered and my password is:

Email

Password

[I want to create a password \(first access\) / I forgot my password](#)

IMPORTANT INFORMATION: Only the contact person with it's email address on the registration form will have access to create a password.

4. After clicking „I want to create a password“ you must confirm your email-address and therefore you will receive a link by mail to create your new password.
5. Now you can sign in with your password.
6. Afterwards you can see the first important information regarding the trade fair and you can place your orders step by step.



Alpinmesse 2024

Samstag, 16. November 2024 - Sonntag, 17. November 2024

- View Orders
- View Payments
- Sign Out

7.

Search Search €878,70

8. You can see the deadline for your orders and the navigation on the left side.

9. Don't forget to click on the button (Continue / Add to cart) to put your chosen services in your cart.

10. For finishing your orders click on your cart on the right top.

congress messe innsbruck

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Deadlines 2 Search €878,70

Deadline service orders

11. Afterwards you can see a summary of the services and products in your cart.

12. Click the button „Scale drawing“ and place the electrical plugs and the water installations. You can either upload a file with your scale drawing or draw it yourself. Please insert your neighbours booth numbers as well.

[Cart](#) > [Booth Sketch](#) > [Summary](#)

SHOPPING CART

| | | | |
|--------------------------|--|--|------------------|
| | All Inclusive Stand "standard" Edit/View Remove | <input type="text" value="10"/> | €725,00 |
| | plugs up to 3,5 KW earthed 230V Edit/View Remove | <input type="text" value="1"/> x €146,00 | €146,00 |
| Subtotal: | | | €871,00 |
| 1 % contract fee: | | | €10,45 |
| 20 % VAT: | | | €174,20 |
| Total: | | | €1.055,65 |



13. Continue by clicking the button „Checkout“.
 14. To confirm your orders please accept our terms & conditions and click the button „Place your order“.
 15. You will receive a confirmation mail including your summary pdf afterwards.
 16. We are asking you to place your orders within one process. If you need anything else afterwards you can of course login to the exhibitor service centre again and place your orders with your login details.
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Please don't hesitate to ask if you have any questions regarding your service orders or the exhibitor service centre. Tamara Wiesler will be happy to help you:



Tamara Wiesler
Tel.: +43 512 5383-2157
E-Mail: service@cmi.at