



Catalogue

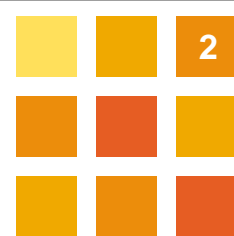
BVV Trade Fairs Brno

User Guide

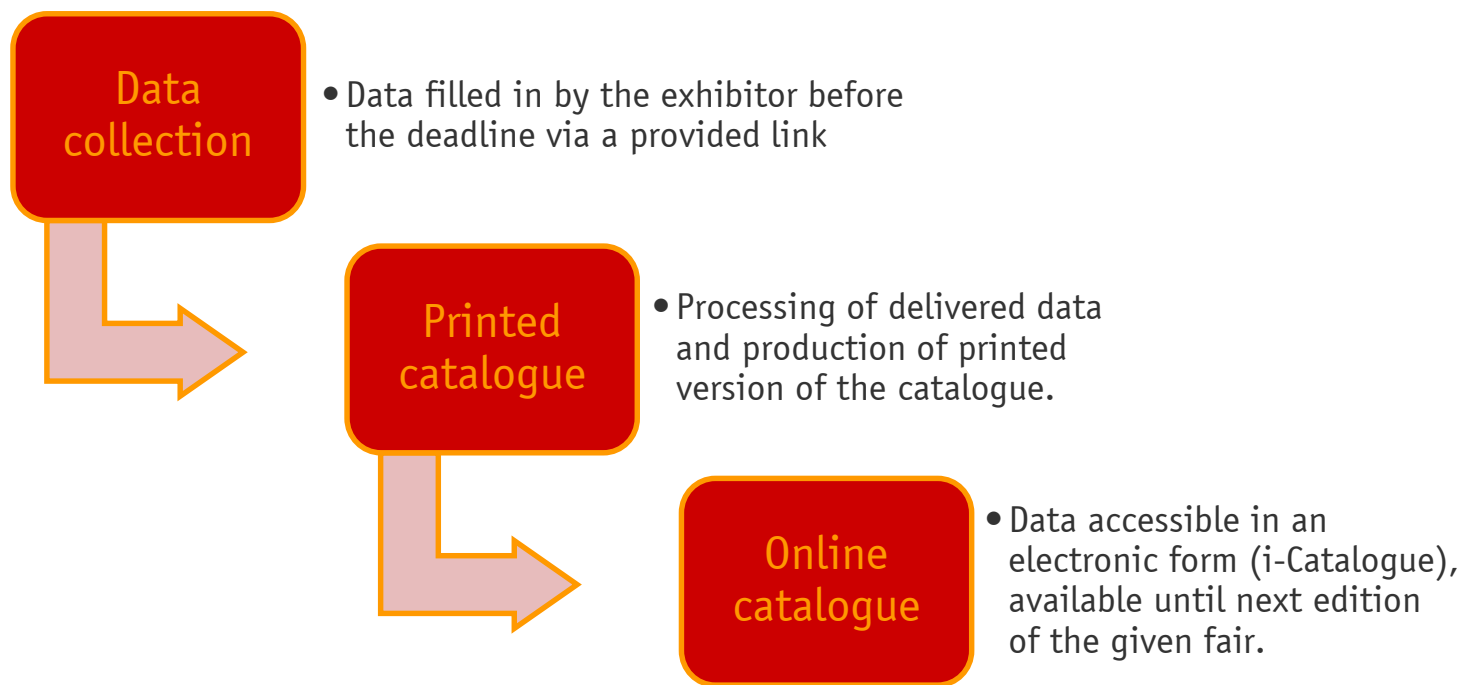
v.6-2015



Catalogue production process



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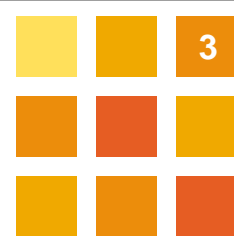
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Printed Catalogue

Basic Information



- Printed catalogue and i-Catalogue are important tools for your participation at the fair
- Your company profile will be presented to the visitors to the fair and those who could not visit, too
- i-Catalogue responsive design enables viewing with all devices, i.e. smart phones, notebooks, iPads)
- For editing of the printed catalogue every exhibitor receives a unique link via email
- Mandatory information is marked with an asterix (*)
- All items are marked with price
- Items with prices marked in orange colour have been already ordered **free** **319 CZK**
- Items with prices in grey colour need to be ordered **850 CZK**
- Check all information before you send it off by clicking the ORDER button.
After ordering data changing possible only on request

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Screen Layout

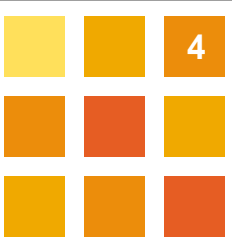
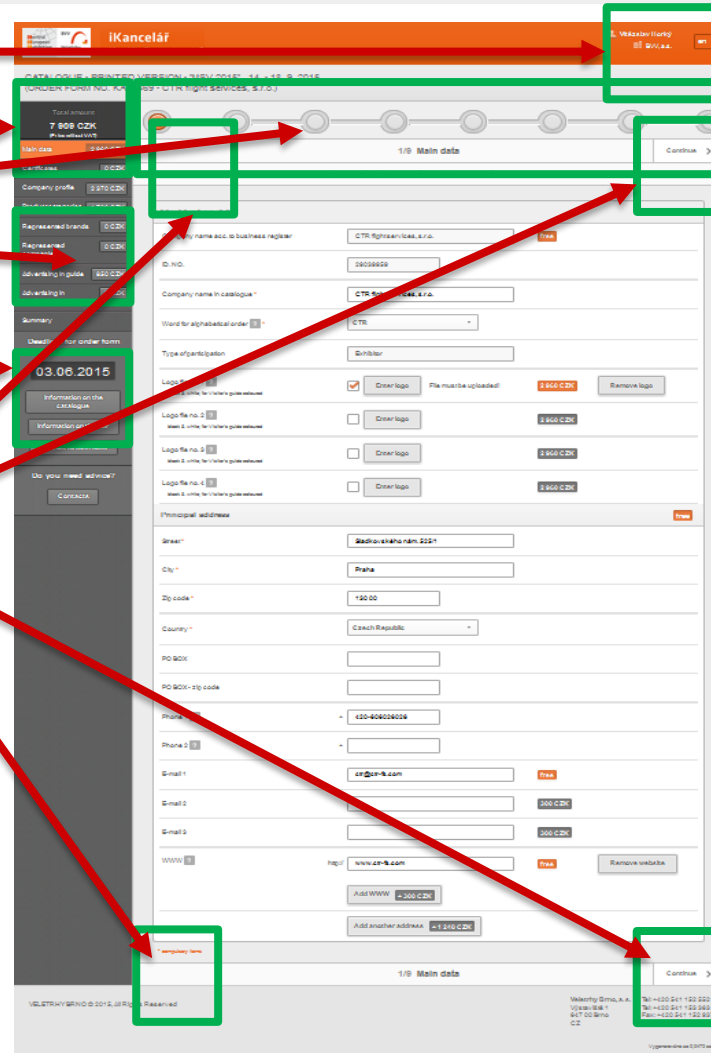
User identification and language change

Current value of your order

Navigation bar

Printed catalogue deadline

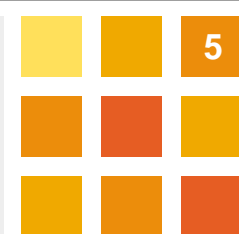
Forward and backward navigation buttons



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Additional Information



Total amount	
7 909 CZK	
(Price without VAT)	
Main data	2 960 CZK
Certificates	0 CZK
Company profile	2 370 CZK
Product categories	1 729 CZK
Represented brands	0 CZK
Represented companies	0 CZK
Advertising in guide	850 CZK
Advertising in catalogue	0 CZK
Summary	

- Total value of your order
- Prices of individual items
- Information on the catalogue
- Information on the fair
- Price list in PDF
(prices vary according to the fairs)
- Contacts to the i-Catalogue team

Deadline for order form
for printed version by:

03.06.2015

Information on the catalogue
Information on the fair
Price list to download
Do you need advice?
Contacts

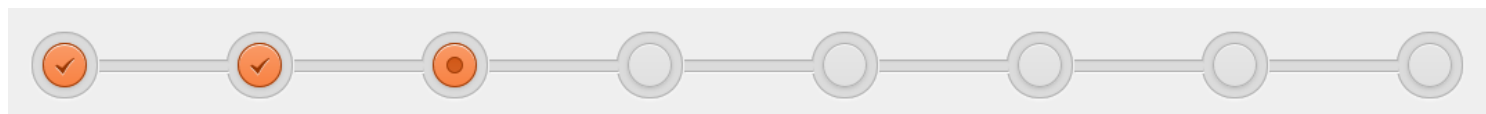
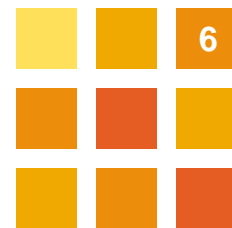
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Editing Progress

Navigation Bar



- 1/9 Main Data
- 2/9 Certificates
- 3/9 Company Profile
- 4/9 Product Categories
- 5/9 Represented brands
- 6/9 Represented Companies
- 7/9 Advertising in Guide
- 8/9 Advertising in Catalogue
- 9/9 Summary

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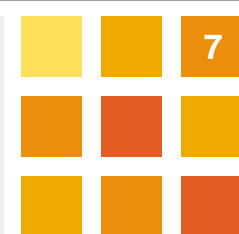
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Editing Progress

1/9 Main Data



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■ Non editable data

- Company name (as in company register)
- Company identification No.
- Exhibitor / Co-Exhibitor

■ Word for alphabet order

- Choose one word if company name consists of more words

CTR flight services, s.r.o.

CTR

Select a word

CTR

flight

services

aded!

■ Logo

- For logo:
 - Tick checkbox
 - Choose logo
 - ✓ Click and choose from the list and
 - ✓ Upload new logo file when list empty
- File limited to max. 10 MB, 300 dpi
- Supported formats *.jpg, *.png, *.ai, *.eps, *.cdr, *.pdf, *.gif, *.tiff

■ Main address

- Second web site address optional (max. 80 characters)
- Second company postal address optional

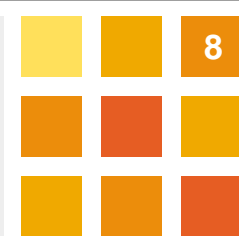
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2/9 Certificates



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Certificates

Certificate: (max. 3)

<input type="text" value="ISO 9001"/>	319 CZK	Remove certificate
<input type="text" value="ISO 20000"/>	319 CZK	Remove certificate

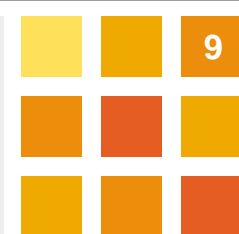
- One certificate in each field only
- To add certificate click , new field will open
- To delete press

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3/9 Company Profile



- Company profile can be filled out in just one of the language options, in which case the translation to the other language options can be provided by us.

To order translation click

I order translation from BVV



- When you do not order the language translation you have to fill in all given language option by yourself
- For all steps follow the price calculator

Price total: 2 370 CZK ?	Now: 181 characters	790 CZK for each started 80 characters	Translation: 1 185 CZK
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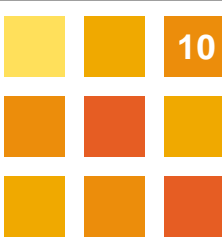
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4/9 Product Categories



- Nomenclature list in PDF available for downloading (top of the page)

List of fields for downloading

- Number of nomenclatures not limited

- For next entry click

Add product category + 539 CZK

- For multiple entry click

Add fields as a group

- For entries use search field

Look up

- Click
 - + for expand tree
 - for collapse tree
 - for choice

- 8 - ENVITECH
 - + 8.1 - Air-conditioning equipment
 - + 8.2 - Pumping stations
 - + 8.3 - Technologies for the treatment of drinking, service and technological water
 - 8.4 - Water reservoirs, tanks
 - 8.4.1 - Cleaning of water reservoirs and tanks
 - + 8.5 - Technology for sewage water treatment plants

- To each entry you can add

- logo
- Text
 - for hiding the text click
 - sign ✓ for text available

Hide

✓ Text

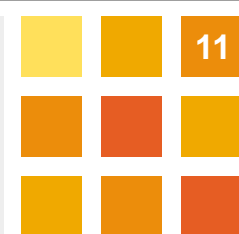
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5/9 Represented Brands



- Number of represented brands is not limited

- Add entry

Add brand + 319 CZK

- **Mandatory fields**

- Brand name (max. 80 characters) without GmbH, LTD, S.A., Co, a.s. and without additional text, (e.g. PALIS not PALIS Emission Measurements)
- Word for alphabetical order
- Nomenclature – choice from given nomenclatures (see 4/9 Product Categories)

- **Optional**

- Logo

- Delete entry

Brand no. 2

Remove brand

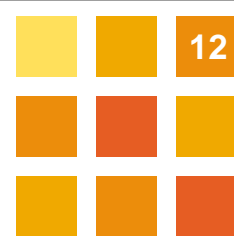
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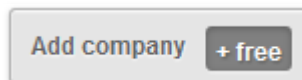
Editing Progress

6/9 Represented Companies



- Number of represented companies is not limited
- This entry is **free of charge**

- Add entry



- **Mandatory fields**

- Company name
- Word for alphabetical order
- Country

- Delete entry

Company no. 1

Remove company

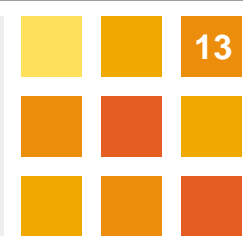
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7/9 Advertising in Visitors Guide



- *All visitors get a Visitors Guide with the purchase of entry ticket*

- Contents
 - Basic trade fair information
 - Expert supporting programme
 - Basic company information (free of charge):
 - Company name
 - Country (city, town)
 - Fair grounds location (exhibition hall, stand No)
 - Floor plans

- Visitors Guide can contain paid promotion information
 - Web site address next to company name (in bold print)
 - Leaflet, max 10 MB, 300 dpi , *.jpg, *.png, *.ai, *.eps, *.cdr, *.pdf, *.gif, *.tiff
 - For ordering promotion information see 8/9 Advertising in Catalogue

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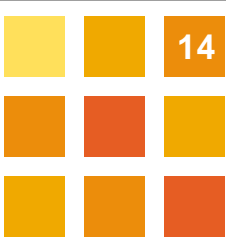
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8/9 Advertising in Catalogue



- **Catalogue** is automatically available to all exhibitors, all visitors can obtain the catalogue at info-stands

- Contents
 - Basic Company information are free of charge:
 - Company name
 - Address (Street, City, Country)
 - Telephone No. (max. two numbers)
 - Email (one email address only)
 - Web address (one web site only)
 - Fair grounds location (exhibition hall, stand No.)

- i-Catalogue can contain **paid** promotion information
 - Logo
 - File limited to max. 10 MB, 300 dpi
 - Supported formats *.jpg, *.png, *.ai, *.eps, *.cdr, *.pdf, *.gif, *.tiff

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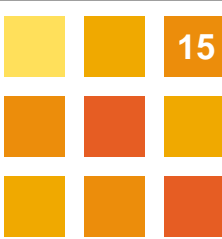
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Editing Progress

9/9 Summary



- Summary view
 - Product
 - Items
 - Price
 - Total price

- Detailed view
 - Print

 - Demo view for web

- What you might have omitted
 - Click and fill in missing items

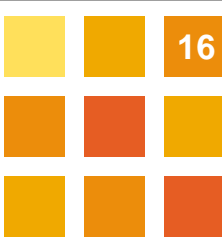


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Sending Orders

9/9 Summary



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To order:

- tick checkbox with the general terms
- Fill email address for obtaining confirmation
- Please note: by sending off the order you close editing
- Push Order button

 I accept the general terms

E-mail Address: somebody@gmail.com

Order

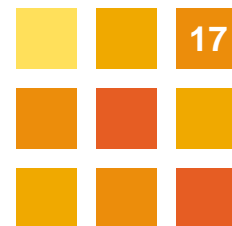
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Online Catalogue

Basic Information



- Based on info provided for the Printed Catalogue the exhibitors will receive an email with a unique web address for editing the online catalogue
- Easy access editing through email link
- Information from printed catalogue filled in automatically
- **Data accessible in an electronic form (i-Catalogue), available until next edition of the given fair**
- Please read Important Notice on top of page. To close the notice click , to re-open click F5
- All online information automatically saved

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Contacts

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If you need help, please, do not hesitate to contact specialists who are ready to help.

The screenshot displays the 'iKancelář' application interface. At the top, there are logos for 'Central European Exhibition Centre' and 'BVV Veletrhy Brno'. The main header reads 'iKancelář' and 'klientská aplikace vystavovatelů'. Below this, it says 'CATALOGUE - PRINTED VERSION - "MSV 2015" 14. - 18. 9. 2015'. A yellow box highlights the 'ORDER FORM NO. KA24353'. The interface shows a progress bar with five steps, all marked with checkmarks. On the left, a dark grey box displays 'Total amount 4 689 CZK (Price without VAT)'. Below that, 'Main data 2 960 CZK' is shown. At the bottom, there are 'Back' and '9/9 Summary' buttons.

Please, have your order number ready when contacting us.

Order number for Printed Catalogue is the same as in Online Catalogue.

i-Catalogue team BVV

<http://www.bvv.cz/katalog-firem/kontakty/>

e-mail: ikatalog@bvv.cz

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