

EVENT PLUS+

ORDERING PORTAL
EXHIBITOR'S GUIDE



مركز دبي التجاري العالمي
DUBAI WORLD TRADE CENTRE



DXB LIVE is the experiential agency
of Dubai World Trade Centre LLC



How It Works

[Click here for a demonstrative video](#)

Or simply follow the below steps:



Step 1

Register and start shopping for your stand.



Step 2

Configure your services, order and pay securely.



Step 3

Have a successful show with on-time delivery and execution.



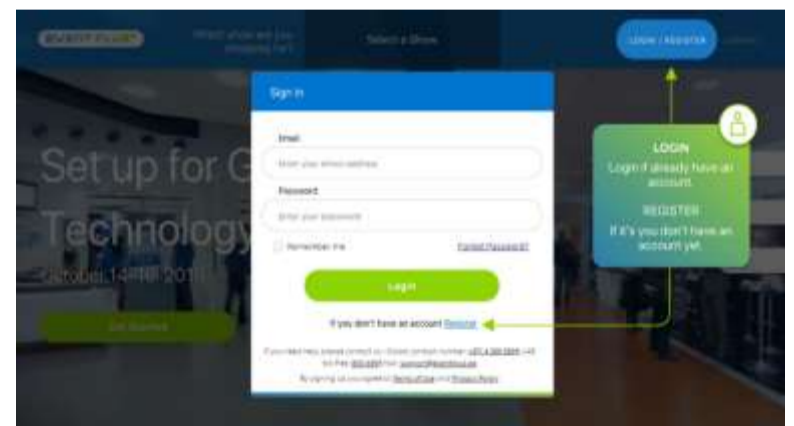
Step 1 - REGISTRATION / LOGIN

- open the eventplus website and choose the show you are exhibiting with or refer to the unique show ordering link which is indicated on the Exhibitor Manual
- <https://www.eventplus.ae/>



Step 1.1

- Click on "Log In / Register"
- For first time user, the exhibitor has to register and create an account on the EventPlus portal
- Use the Company details to login and start ordering



Please [click here](#) to see "How to Create an Account"



Step 1.2

- Stand Registration, click on "Add Stand"
- Exhibitor to fill in their stand details including, Stand Number and Stand Size





Step 2 - ORDER PLACING & PAYMENT

- Browse services to view List of Comprehensive Services & Products
- Exhibitor may click and find items they wish to order as a enhancement and other related services they may require for their stand



Step 2.1

- Click "Cart" / "View Cart"
- Exhibitor to review items selected prior to checkout



Step 2.2

- Add delivery instructions (if any)
- Exhibitor may opt to add delivery instructions to DXB Live team to assist them in getting ready for the exhibition



Step 2.3

- Add Grid Plan (if required)
- There are few items such as shelves, sockets, etc that may require positioning of items upon delivery during build-up. Exhibitor may send an updated grid plan by sending email to dxblivecc@dwtc.com after order placement



Step 2.4

- Checkout and Payment
- Payment options (credit card or bank transfer)
- Email onfirmation with the order number will be sent to the exhibitor's registered email address



Step 3 - DELIVERY

- On time delivery and execution during show

CREATE AN ACCOUNT

[Click here for a demonstrative video](#)

Or simply follow the below steps:

Click on
"Register"



Fill in your
Contact Details



Click on
"Add a New
Company"



Fill in your Company
Details for invoicing
purposes and click on
"Create Your Account"

Sign In

Email

Email

Password

Password

Remember me [Forgot Password?](#)

[Login](#)

If you don't have an account [Register](#)

If you need help, please contact us
Global contact number: +971 4 281 2899 (UAE toll-free: 80004710282)
Email: events@dwtc.com
By signing up you agree to [Terms of Use](#) and [Privacy Policy](#)

Create an account

1 Personal Information 2 Company Information

Email Address:

Your Email ID

Email Address is required

Title

Mr

First Name

Last Name

First Name

Your Last Name

Phone Number

Job Role

Your Phone Number

Your Job Job/Title

What is your role?

EXHIBITOR CONTRACTOR AGENT

[Submit & Add Company Info](#)

Create an account

1 Personal Information 2 Company Information

Find your company

Choose Email

dwtc

DWTC Dubai
TEST Address
Test Address
Address2
ADDRESS - Andorra la Vella - Andorra
8787878787

Company Not Listed [Add a New Company](#)

[Create Your Account](#)

Create an account

1 Personal Information 2 Company Information

Company Name

Your Company N°

Company Address

Address 1

Address 2

Address 3

Select Coun

Select State

City

Zip Code

Company URL

Phone Number

Your Company W

Your Company's T

VAT Register Number

WA Register Num

Or Search for your company

[Create Your Account](#)