

دليل تسجيل العارضين



محتويات الدليل

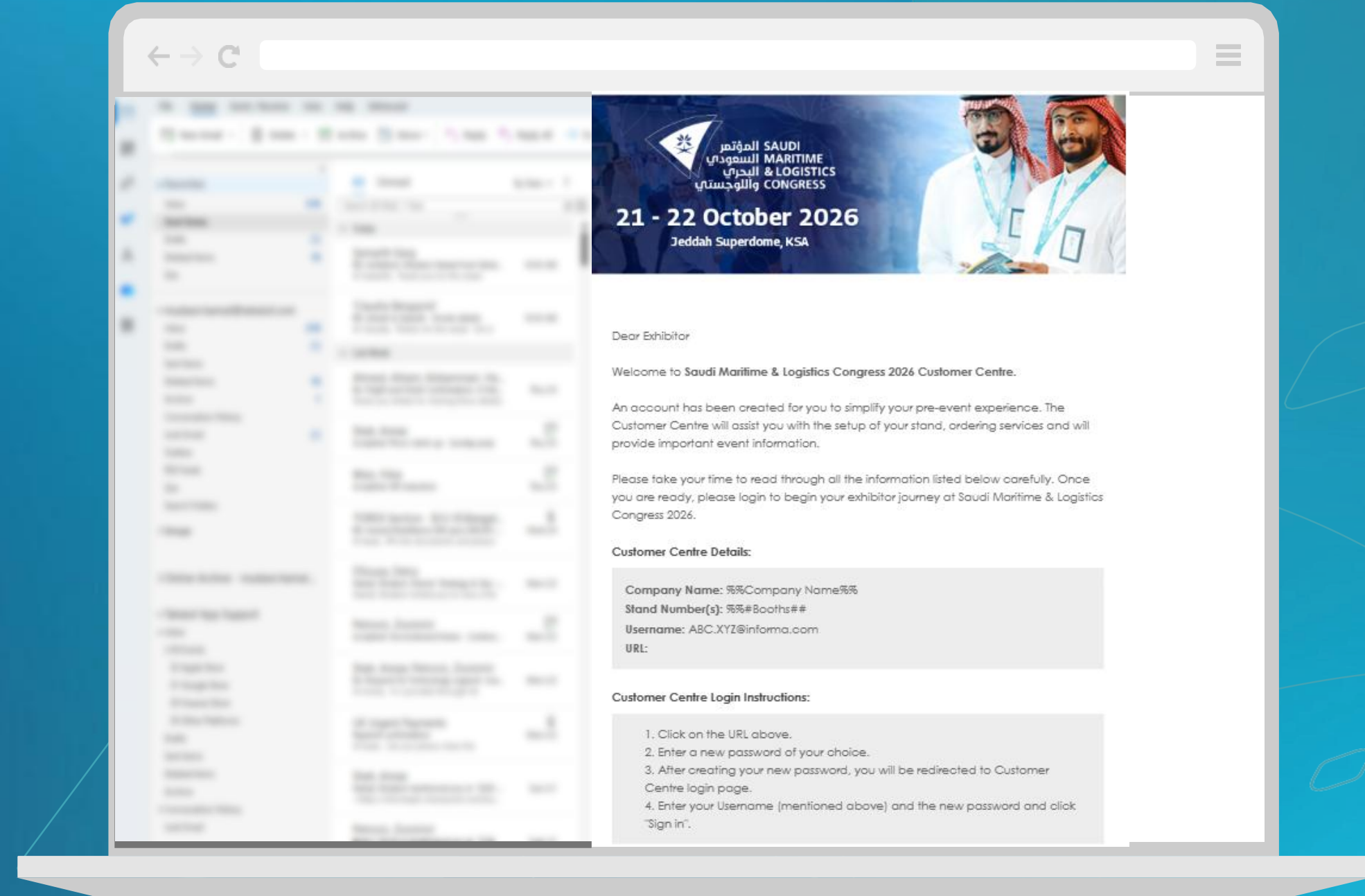
1. الوصول إلى مركز العملاء

كيفية الوصول إلى مركز العملاء

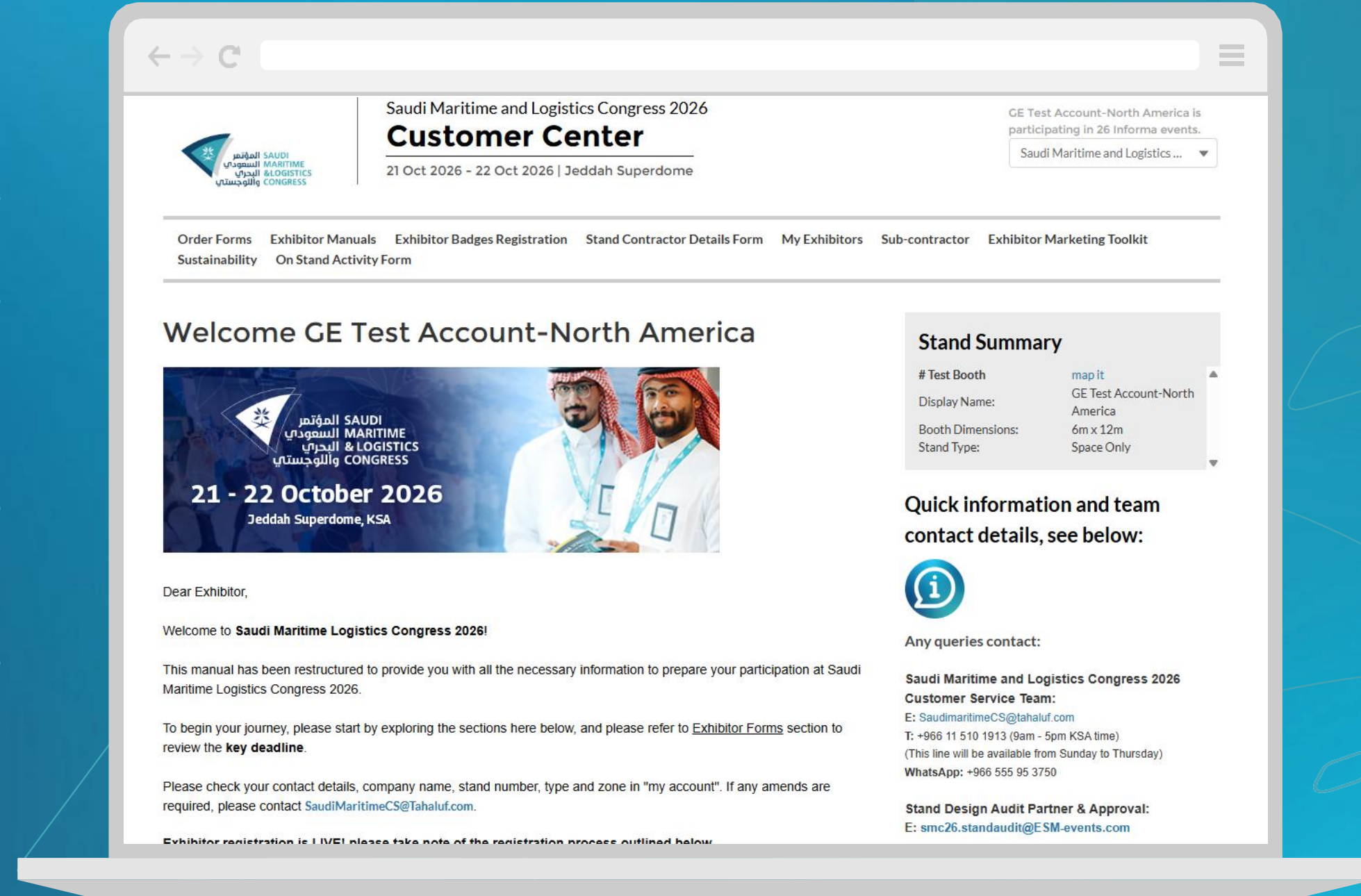
2. تسجيل فريقك

كيفية تسجيل أعضاء فريقك

بمجرد توقيع العقد، سيتم إرسال بريد إلكتروني تلقائي إليك يحتوي على تفاصيل الدخول للوصول إلى مركز العملاء.



- يوفر مركز العملاء جميع المعلومات والأدوات التي تحتاجها لإنجاح مشاركتك في المعرض.
- من خلال مركز العملاء، ستتمكن من طلب الخدمات والمرافق من جميع الموردين، وإضافة الشارات، وتسجيل شارات الموظفين، والعثور على قائمة التحقق، ومعلومات ونصائح مفيدة أخرى.
- من خلال تسجيل شارات العارضين، سيتمكن العارضون من تسجيل ممثليهم الحاضرين والمشاركين عبر الإنترنت.
- يرجى ملاحظة أن تسجيل الشارات متاح فقط من خلال "مركز العملاء"، والرابط خاص بشركتك. إذا كنت مستخدمًا جديدًا، فسيتعين عليك إنشاء حساب جديد بالبريد الإلكتروني المسجل في النظام. إذا احتجت إلى أي مساعدة بشأن تسجيل الدخول، يرجى التواصل عبر البريد الإلكتروني: saudimaritimecs@tahaluf.com



تسجيل فريقك

سجل الدخول إلى مركز العملاء وانقر على 'تسجيل شارات العارضين' في لوحة التنقل.



Saudi Maritime and Logistics Congress 2026
Customer Center
21 Oct 2026 - 22 Oct 2026 | Jeddah Superdome

GE Test Account-North America is participating in 26 Informa events.
Saudi Maritime and Logistics ...

[Order Forms](#)
[Exhibitor Manuals](#)
[Exhibitor Badges Registration](#)
[Stand Contractor Details Form](#)
[My Exhibitors](#)
[Sub-contractor](#)
[Exhibitor Marketing Toolkit](#)
[Sustainability](#)
[On Stand Activity Form](#)

Welcome GE Test Account-North America



Dear Exhibitor,

Welcome to **Saudi Maritime Logistics Congress 2026!**

This manual has been restructured to provide you with all the necessary information to prepare your participation at Saudi Maritime Logistics Congress 2026.

To begin your journey, please start by exploring the sections here below, and please refer to [Exhibitor Forms](#) section to review the **key deadline**.

Please check your contact details, company name, stand number, type and zone in "my account". If any amends are required, please contact SaudiMaritimeCS@Tahaluf.com.

For registration is LIVE! please take note of the registration process outlined below.

Stand Summary

# Test Booth	map it
Display Name:	GE Test Account-North America
Booth Dimensions:	6m x 12m
Stand Type:	Space Only

Quick information and team contact details, see below:



Any queries contact:

Saudi Maritime and Logistics Congress 2026 Customer Service Team:
E: SaudimaritimeCS@tahaluf.com
T: +966 11 510 1913 (9am - 5pm KSA time)
(This line will be available from Sunday to Thursday)
WhatsApp: +966 555 95 3750

Stand Design Audit Partner & Approval:
E: smc26.standaudit@ESM-events.com

انقر على زر 'تسجيل فرد واحد' لتسمية شخص واحد كموظف عرض في الجناح.

[Order Forms](#) [Exhibitor Manuals](#) [Exhibitor Badges Registration](#) [Stand Contractor Details Form](#) [My Exhibitors](#) [Sub-contractor](#) [Exhibitor Marketing Toolkit](#)
[Sustainability](#) [On Stand Activity Form](#)

Safety and Protocol Instructions.

1. Anyone, including temporary staff, that will be manning your stand at **Saudi Maritime Logistics Congress 2026** will require a digital exhibitor badge; the same digital exhibitor badge will be required from the build-up days of the event, show days and dismantling.
2. Please enter **individual e-mail addresses** for your stand staff to receive the QR code through their email.
3. We advise against using generic emails like info@, sales@ etc., and recommend using individual staff company email addresses instead.
4. Please check any vulnerability group restrictions prior to assigning staff to attend the event.

Kindly note, that ALL registrations need to take place online and there will be no onsite registration.

Age restriction: Anyone under the age of 18 is strictly prohibited. This includes during the stand build-up, open days and breakdown of the exhibition

General Booth Information

	BOOTH NUM	SIZE (SQM)	BADGE ALLOTMENTS	CREATED BADGES	REMAINING BADGES
Exhibitor	Test Booth	72	35	3	32
Total			35	3	32

Registered Badges

--Select booth--					Register Single Member		Register Multiple Members	Export Badges
					Request Extra badges			
BOOTH	REG. TYPE	FIRST NAME	LAST NAME	EMAIL	JOB TITLE	COUNTRY	REGISTRATION STATUS	ACTIONS
Test Booth	Exhibitor	Rawnaa	Aljohani		Digital Ops Exec	Saudi Arabia	Processing	
Test Booth	Exhibitor	Vlad	Ermakov		Marketing Manager	Bahrain	Processing	
Test Booth	Exhibitor	Rochelle	Hazebroek		Salesops	India	Processing	

دعوة عضو فريق واحد

Register Single Member

All the fields are mandatory. You can select only one booth.

Registration Type * :

Exhibitor

Booth Size * :

--Select booth--

First Name * :

Last Name * :

Job Title * :

Country * :

--Select--

Mobile Number

--Sele

Cancel

Send

Note: If you don't add their correct email address, they will have problems accessing event platforms, event statistics and ability to meet or message other participants.

اختر جناح شركتك من القائمة المنسدلة "حجم الجناح" وأدخل الاسم الأول، اسم العائلة، البريد الإلكتروني، ثم انقر على 'إرسال'.

اطلب من زميلك التحقق من بريده الإلكتروني

سيتلقي عضو الفريق المُسمّى بريدًا إلكترونيًا من 'SaudiMaritimeCS@Tahaluf.com' بعنوان
'مطلوب إجراء: أكمل تسجيلك كعارض'. يجب عليه النقر على "أكمل تسجيلك كعارض" وتعبئة نموذج
التسجيل الرئيسي لإتمام تسجيله.



Action Required: Complete Your Exhibitor Badge Registration

Hi [First Name],

Your exhibitor badge registration email has been sent to your nominated team member. Please ensure they complete their registration at the earliest opportunity to confirm their badge for [Event Name].

Badge details

First Name: [Team Member First Name]

Last Name: [Team Member Last Name]

Email Address: [Team Member Email]

[Complete your registration](#)

Please note:

If your team member has not received their registration email, please check their junk or spam folder. For further assistance, contact our customer service team.

This email is for reference and notification purposes only.

Need help?

Email our customer service team via SaudiMaritimeCS@Tahaluf.com.

Kind regards

[Event Name] Team

This email was sent to you by the Informa Markets Division of Informa PLC ([Privacy Policy](#)).

Informa PLC's registered office is 5 Howick Place, London SW1P 1WG.

Registered in England and Wales. Number 8860726.

تسجيل عدة أعضاء من الفريق

Order Forms Exhibitor Manuals Exhibitor Badges Registration Stand Contractor Details Form My Exhibitors Sub-contractor Exhibitor Marketing Toolkit
Sustainability On Stand Activity Form

Registered Badges

--Select booth--

Register Single Member

Register Multiple Members

Export Badges

Request Extra badges

BOOTH	REG. TYPE	FIRST NAME	LAST NAME	EMAIL	JOB TITLE	COUNTRY	REGISTRATION STATUS	ACTIONS
Test Booth	Exhibitor	Mudasir	Hamal		SDOE	Saudi Arabia	Processing	 
Test Booth	Exhibitor	Rawnaa	Aljohani		Digital Ops Exec	Saudi Arabia	Processing	 
Test Booth	Exhibitor	Vlad	Ermakov		Marketing Manager	Bahrain	Processing	 
Test Booth	Exhibitor	Rochelle	Hazebroek		Salesops	India	Processing	 

انقر على زر 'تسجيل عدة أعضاء' لتسمية أكثر من شخص كموظفين في جناح العرض.

تنزيل نموذج الشارات

انقر على زر 'تنزيل نموذج الشارات' للوصول إلى نموذج التحميل.

Order Forms
Exhibitor Manuals
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Stand Contractor Details Form
My Exhibitors
Sub-contractor
Exhibitor Marketing Toolkit
Sustainability
On Stand Ac

--Select booth--

BOOTH	REG. TYPE
Test Booth	Exhibitor
Test Booth	Exhibitor
Test Booth	Exhibitor
Test Booth	Exhibitor

If you face any problems in

Status meaning:

- Completed:** The invited team member accepted the invitation.

X

Register Multiple Members

Please ensure all yellow-marked mandatory fields are filled in when completing the registration template. These fields are required by government regulations. Registrations with incomplete mandatory fields will not be processed.

Download the badge template

Registration Type :
Exhibitor
Booth :
GE Test Account-North America Test Booth (72.00 m)

CSV File :

Choose File
No file chosen

Upload

Allowed File type: Excel/CSV (Comma Delimited)

[illegible]

انقر على 'اختيار ملف' وحدد النموذج المكتمل، ثم انقر على 'تحميل'

Register Multiple Members

X

Please ensure all yellow-marked mandatory fields are filled in when completing the registration template. These fields are required by government regulations. Registrations with incomplete mandatory fields will not be processed.

[Download the badge template](#)

Registration Type : Exhibitor

Booth : GE Test Account-North America Test Booth (72.00 m)

CSV File : Informa Badge Template.xlsx

Allowed File type: Excel/CSV (Comma Delimited)

انقر على 'تأكيد' لإتمام عملية التحميل. بمجرد تأكيد التحميل، يكتمل الترشيح.

اطلب من زملائك التحقق من بريدهم الإلكتروني

سيُتلقى أعضاء الفريق المُسمَّون بريداً إلكترونياً من 'SaudiMaritimeCS@Tahaluf.com' بعنوان
'مطلوب إجراء: أكمل تسجيلك كعارض'. يجب عليهم النقر على "أكمل تسجيلك كعارض" وتعبئة نموذج
التسجيل الرئيسي لإتمام تسجيلهم.



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تأكيد تسجيل الموظفين

بعد تسجيل موظفيك، يمكنك الاطلاع على حالة كل دعوة كما هو موضح في الصورة كما سيكون لديك خيار إلغاء الشارات وإعادة تخصيصها حسب الحاجة

If you face any problems in registering team members for the badges please contact us at SaudiMaritimeCS@Tahaluf.com

Status meaning:

- **Completed:** The invited team member accepted the invitation.
- **Failed:** The system failed to send the invitation; you may need to try again.
- **Invited:** The invitation was sent successfully, awaiting response.
- **Processing:** Invite request is in process, waiting to be sent.

شكرًا لكم

إذا احتجت إلى أي مساعدة، يمكنك التواصل مع فريق الدعم لدينا عبر SaudiMaritimeCS@Tahaluf.com