

EXHIBITOR REGISTRATION GUIDE



Inside the Guide

1. Access The Customer Center

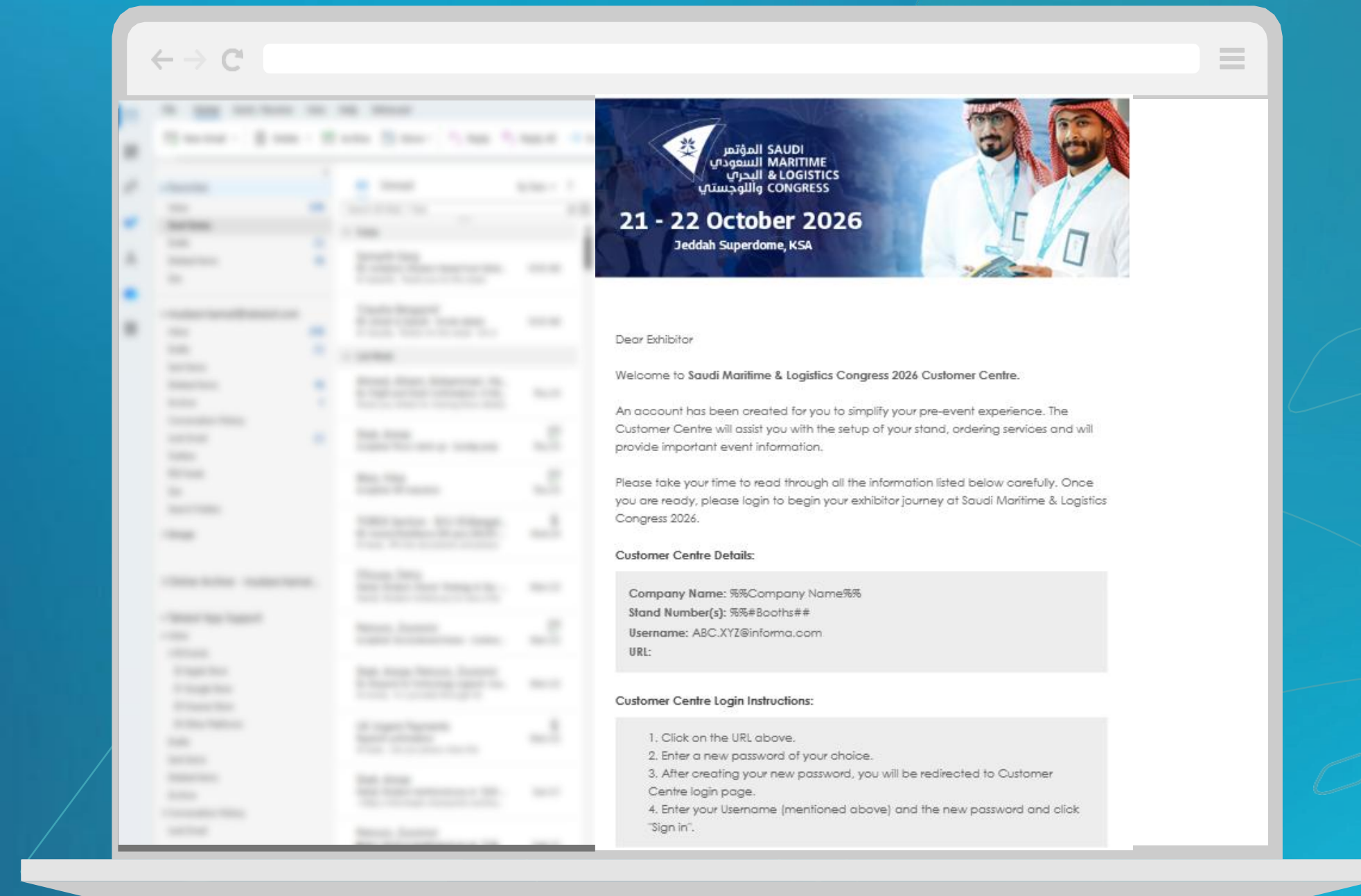
How to access the Customer Center

2. Register Your Team

How to registering your team members

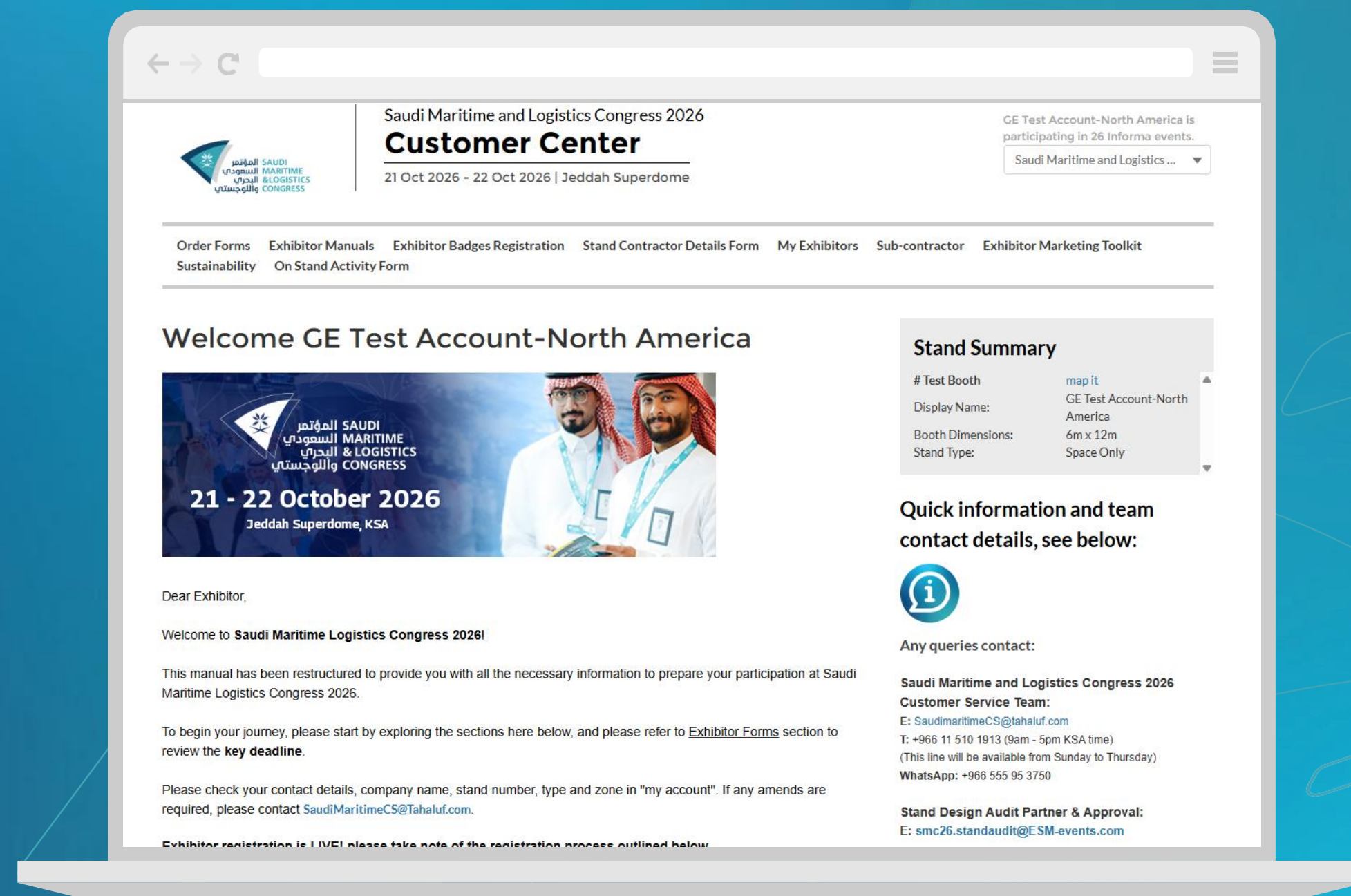
Welcome Email

Once your contract is signed, an automated email will be sent to you with login details to [access the Customer Center](#).



Customer Center - Platform Features

- The Customer Centre has all the information and tools you need for a successful show.
- Through the Customer Centre, you will be able to order services & utilities from all vendors, add badges, register for staff badges, find a checklist, and other helpful information and hints.
- Through the Exhibitor Badges Registration, exhibitors will be able to register their live and online representatives.
- Please note that the badge registration is only accessible through the "Customer Centre". The link is unique to your company. If you are a new user, you will have to create a new account with the email that's registered in the system. If you need any assistance regarding your login, please email: saudimaritimecs@tahaluf.com



Registering Your Team

Exhibitor Badge Registration

Log in to Customer Centre and click on ‘**Exhibitor Badge Registration**’ in the navigation panel’.



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](#)
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[On Stand Activity Form](#)

Welcome GE Test Account-North America



21 - 22 October 2026
 Jeddah Superdome, KSA

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

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.

Register Single Member

Click the 'Register Single Member' button to nominate one person as exhibiting stand staff.

Order FormsExhibitor ManualsExhibitor Badges RegistrationStand Contractor Details FormMy ExhibitorsSub-contractorExhibitor Marketing ToolkitSustainabilityOn 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	 

Invite Single Team Member

Select your company's booth in the drop-down for "Booth Size" and enter their 'First Name', 'Last Name', 'Email', then click on 'Send'.

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.

Ask your Colleague to Check their Email

The nominated team member will get an email from 'SaudiMaritimeCS@Tahaluf.com' with the subject 'Action required: Complete your exhibitor registration'. They need to click on “**COMPLETE YOUR EXHIBITOR REGISTRATION**” and fill out the main registration form to complete their registration.



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.

Register Multiple Team Members

Click the 'Register Multiple Members' button to nominate more than one person as exhibiting stand staff.

[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	✎ ✕

Download the Badge Template

Click the 'Download the badge template' button to access the upload template.

Order Forms
Exhibitor Manuals
Exhibitor Badges Registration
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)

Export Badges

N STATUS	ACTIONS

Complete the Badge Template

Fill in these fields and save the template.

[illegible]

Upload the Badge Template

Click 'Choose file', select the completed template and click on 'Upload'

Register Multiple Members

X

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[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)

Confirm Upload

Click 'Confirm' to finalise the upload. Once the upload is confirmed, the nomination is complete.

Register Multiple Members

Messages

Duplicate Email Address. Please ensure that the email address sunil.dalal@informa.com is used for only one record
Duplicate Email Address. Please ensure that the email address amiranafeea@informa.com is used for only one record

#	COMPANY NAME ON BADGE	FIRST NAME	LAST NAME	EMAIL	MOBILE NUMBER	COUNTRY	STATE	CITY	ADDRESS	JOB TITLE	NATIONALITY	AGE BRACKET
1	Taharuf	Sunil	Dalal		9661234567	Algeria						
2	Taharuf	Amira	Nafea		9667654321	Belgium						
3	Taharuf	Abdul	Razzaq		9661122554	Haiti						

Confirm

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Confirming Staff Registration

Once you have registered your staff, you can look at the status of each invitation as in the picture
You will also have the option to cancel and reallocate badges as required

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.

THANK YOU

If needed, you can contact our support team SaudiMaritimeCS@Tahaluf.com