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## The m-manager

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The m-manager enables you to order services, furniture and installations rapidly and conveniently online at any time; you can also modify the orders you have placed and configure your stand. You will similarly find an overview of your orders and the costs in m-manager.

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### Registration

You need a login to place orders in m-manager. If you still have login data from your participation in an earlier exhibition you can log in directly with this. If you are using m-manager for the first time, please register as a new user on [www.m-manager.com](http://www.m-manager.com) under the menu item "Order services / New registration". You will be sent an e-mail straightaway confirming your registration. A second e-mail will be sent to you within the space of one working day informing you that the user name and password that you have selected yourself have been activated. This data will then give you access to m-manager.

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### Ordering

Consult the ordering deadlines in the menu item "Order" / "Ordering deadlines" tab to make sure that you order the services you require in good time and thus actually receive them. Under the "Order" menu item you will find the individual articles in different tabs. You should enter the desired quantity in each case and confirm your order at the bottom of the page with the "Order ➔" button. To modify or cancel your order, click on it in the list of orders and edit it in the same way.

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### Stand configurer

To ensure that your stand is optimally planned, it is important for you to position the connections required (for water, electricity and communications) in the stand configurer ("My stand" menu, "Stand configurer" tab). This only applies to main exhibitors who do not have a system stand.

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### Insurance

Insurance cover is compulsory for all exhibitors. Please note that we will take out insurance at your expense if you do not explicitly waive it. The premium is charged on the basis of the general terms of insurance that we have concluded with our insurance partner. You will find detailed information on the insurance cover in the "Order" menu, "Organisation + Logistics" tab, "Insurance conditions".

If you have any questions, please do not hesitate to contact our m-manager hotline:  
+41 (0)848 846 848, [info@m-manager.com](mailto:info@m-manager.com)

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Info: m-manager online  
from January 2019  
[www.m-manager.com](http://www.m-manager.com)

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# ilmac24 – the online exhibitor directory

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The ilmac24 online exhibitor directory provides visitors with a key tool for planning their visit to the exhibition. It contains important and comprehensive information on the exhibitors, together with their products and brands, and visitors can readily get in touch with you directly. Innovations are also depicted prominently, and a planning tool is provided for visitors to configure their own individual tour of the exhibition.

ilmac24 will be switched live in April 2019 and will remain up-to-date until ILMAC 2021, since you have the opportunity to continually update your details. Your entry, in the form of a microsite, will be taken into consideration by the search engines, thus further enhancing your online presence. Be sure to make use of all the benefits that this valuable marketing tool offers!

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## Your benefits with ilmac24

- efficient marketing of your products and services
- the undivided attention of all online visitors
- more stand visitors
- more business contacts
- more potential sales

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## Your entries

Our ilmac24 editorial team will contact you in February/March 2019 in order to record your company and product data. It is not possible to enter your data via m-manager.

If you have any questions regarding ilmac24, please do not hesitate to contact our editorial team:  
+41 58 206 32 00, [redaktion@ilmac24.ch](mailto:redaktion@ilmac24.ch)

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## ILMAC exhibition planner

To make your exhibition preparations as easy as possible, the ILMAC exhibition planner provides you with useful tips and tricks associated with exhibition planning on a regular basis. You will also be reminded in good time of any ordering deadlines that are approaching. The exhibition planner is sent out by e-mail in the form of a Newsletter.

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## The following exhibition planners are scheduled

End of March 2019	Introduction: outline timetable for the exhibition / checklist / stand construction offers / hotel reservation / presentation of the exhibition team / m-manager Vorstellung Messteam
End of April 2019	Service offers / information on important orders / stand offers
End of May 2019	Advertising options / media relations / visitor marketing / personnel planning
End of July 2019	Logistics / customs regulations
End of August 2019	Getting there / assembly and dismantling / final information before the exhibition
End of September 2019	Exhibition follow-up

The ILMAC Team will be pleased to assist you with any further questions regarding exhibition preparations.