

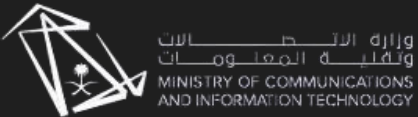
LEAP EAST

8-10 July 2026
HKCEC, HONG KONG

INTO NEW WORLDS

Exhibitor Registration Guide

CO-ORGANISED BY:

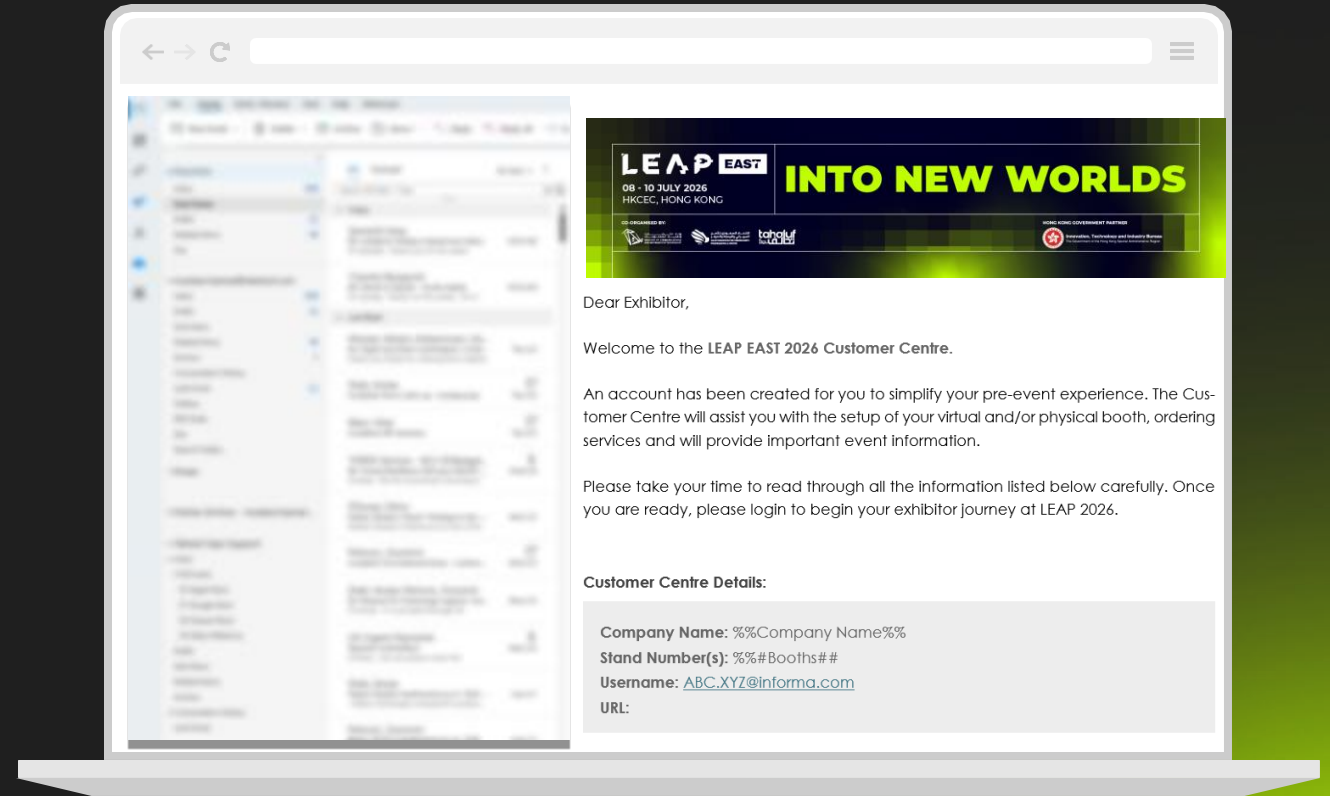


Agenda

- **Accessing the Customer Center**
- **Registering your Staff**

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 Center has all the information and tools you need for a successful show.
- Through the **Customer Center** 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**, Cityscape Global exhibitors will be able to register their live and online representatives and manage their leads.
- Please note that the badge registration is only accessible by the **"Customer Center"**. The link is unique to your company and 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: **LeapeastCS@tahaluf.com**

The screenshot displays the exhibitor portal for LEAP EAST 2026. At the top, the event title 'LEAP EAST' is prominently displayed in large, bold letters, followed by the dates '8-10 July 2026' and the location 'HKCEC, HONG KONG'. A navigation bar below the header contains links for 'Order Forms', 'Exhibitor Guidelines', 'Stand Contractor Details Form', 'International Freight & Local Deliveries', 'Show Ready Stand', 'Start Up Pod', and 'Event Timetable'. The main content area is titled 'Welcome Tahaluf Events Limited' and features a large banner with the event logo and the slogan 'LEAP EAST INTO NEW WORLDS'. Below the banner, a message states: 'This is your company's unique exhibitor portal, providing you the next steps to prepare and maximise your participation at LEAP EAST 2026'. A section titled 'Next Steps?' lists five essential steps: 1. Stand Preparation (Exhibitor stand forms, Exhibitor manuals, Supplier contact details), 2. Badge Registration (Exhibitor badges, Invite visitors & clients), and 3. Free Marketing Resources (Promotional banners). On the right side, a 'Stand Summary' table lists three stands: Stand No # H3.D19 (7m x 23.50m, Space Only), Stand No # H3.D10 (14.50m x 23.50m, Space Only), and Stand No # H3.N10 (8m x 15m, Space Only). A fourth stand, Stand No # H3.N20, is also listed. At the bottom right, contact information is provided: 'If you wish to contact one of our team, see below: Any queries contact: LeapeastCS@tahaluf.com'. Contact details include Tel: +966 11 510 1913 and WhatsApp: +966 55 595 3750 (Texts only, no calls). A note specifies that Customer Service team is available from 9AM to 5PM.

Registering your Staff

Step 1:

Once you have accessed Customer Center, click on **“Exhibitor Badges Registration”**

Step 2:

Navigate to the bottom of the page and click on **“Register Single Member”** to register yourself or **“Register Multiple Members”** to upload an excel of your full team (Excel template will be provided)

The screenshot displays the LEAP EAST 2026 Customer Center interface. At the top, the event logo and name are shown, along with the dates (11 Nov 2024 - 14 Nov 2024) and location (Riyadh Exhibition & Convention Centre, Mafham, Riyadh, Kingdom of Saudi Arabia). A navigation menu includes links for Order Forms, Exhibitor Guidelines, Exhibitor Badges Registration, Stand Contractor Details Form, International Freight & Local Deliveries, Event Timetable, Official Show Supplier Details, and Space Only Stand Regulations. A dropdown menu for 'Cityscape Global Saudi 2024' is also visible.

The 'General Booth Information' section contains a table with the following data:

	BOOTH NUM	SIZE (SQM)	BADGE ALLOTMENTS	CREATED BADGES	REMAINING BADGES
	Test booth	15	7	4	3
Total	1	15	7	4	3

Below the table, there is a dropdown menu for selecting a booth, and four buttons: 'Register Single Member', 'Register Multiple Members', 'Export Badges', and 'Request Extra badges'. A green arrow points from the 'Exhibitor Badges Registration' link in the navigation menu to the 'Register Single Member' button.

At the bottom, there is a table with the following data:

BOOTH	FIRST NAME	LAST NAME	EMAIL	REGISTRATION STATUS	ACTIONS
Test booth	hernan - test	ramos	hernando.ramos@tahaluf.com	Invited	[Edit] [Close] [Resend]

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

When a staff member is invited, they will **receive an email** as in the photo. They will be required to complete the form in the email.

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

LEAP EAST
08 - 10 JULY 2026
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CO-ORGANISED BY
Ministry of Education, Youth and Sports
HONG KONG GOVERNMENT PARTNER
Education, Technology and Industry Bureau

Dear Sawsan Emaaaaaam,

Your company's team admin has changed their details at the time of completing their registration.

Details updated by team member	
First Name	Sawsan
Last Name	Emaaaaaam
Registered Email Address	sawsan.emam@informa.com

The changes for this team member will reflect across all platforms and doesn't require any action from your side. This email is for reference and notification purposes only.

Need help? Email us at LeapeastCS@tahaluf.com



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THANK YOU

If needed, you can contact our support team
at LeapeastCS@tahaluf.com

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