

Expooya System Instructions at the Iran Oil Show 2018

- 1- The Expooya System team will send you the registration form by the email (The form is available in Expooya System website too)
- 2- Fill the registration form and after signing and stamping it, send an email to: expooyasystem@gmail.com with the subject: **Name of your company**, includes the **filled registration form**.
- 3- The Expooya System team will send you an email that includes the username & password (Please remember these as you will need them for the next steps)
- 4- Login with your username & password in the member login section & complete your information.
- 5- The Expooya System team will send you an email that includes the floor plan.
- 6- After choosing your space, reply to the email by signing & stamping the floor plan.
- 7- The Expooya System team will then send your pre-invoice with account information. Please make sure you pay on time, if you miss the payment deadline, your space will be automatically cancelled.
- 8- Send the payment document by email.
- 9- On receiving the money, The Expooya System team will send you a receipt and your space will be confirmed.

The Expooya System team will inform you of the next steps by email. The website is frequently updated so please check for any updates.

If you have any questions, please contact us on these numbers:

Mr.Ghadrdan (Cell Phone, **What's App**, Telegram): +98 912 945 7001

Mrs.Ghadrdan (Cell Phone, **What's App**, Telegram): +98 912 945 7002

www.expooyasystem.com

expooyasystem@gmail.com

<https://www.Linkedin.com/in/iranoilshow-expooyasystem>

We look forward to working with you.

Thank you for choosing us.