

**MONEY
20/20**

MIDDLE EAST
15-17 SEPTEMBER
RIYADH

EXHIBITOR REGISTRATION GUIDE



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1. Accessing the Customer Center
2. Registering your Staff

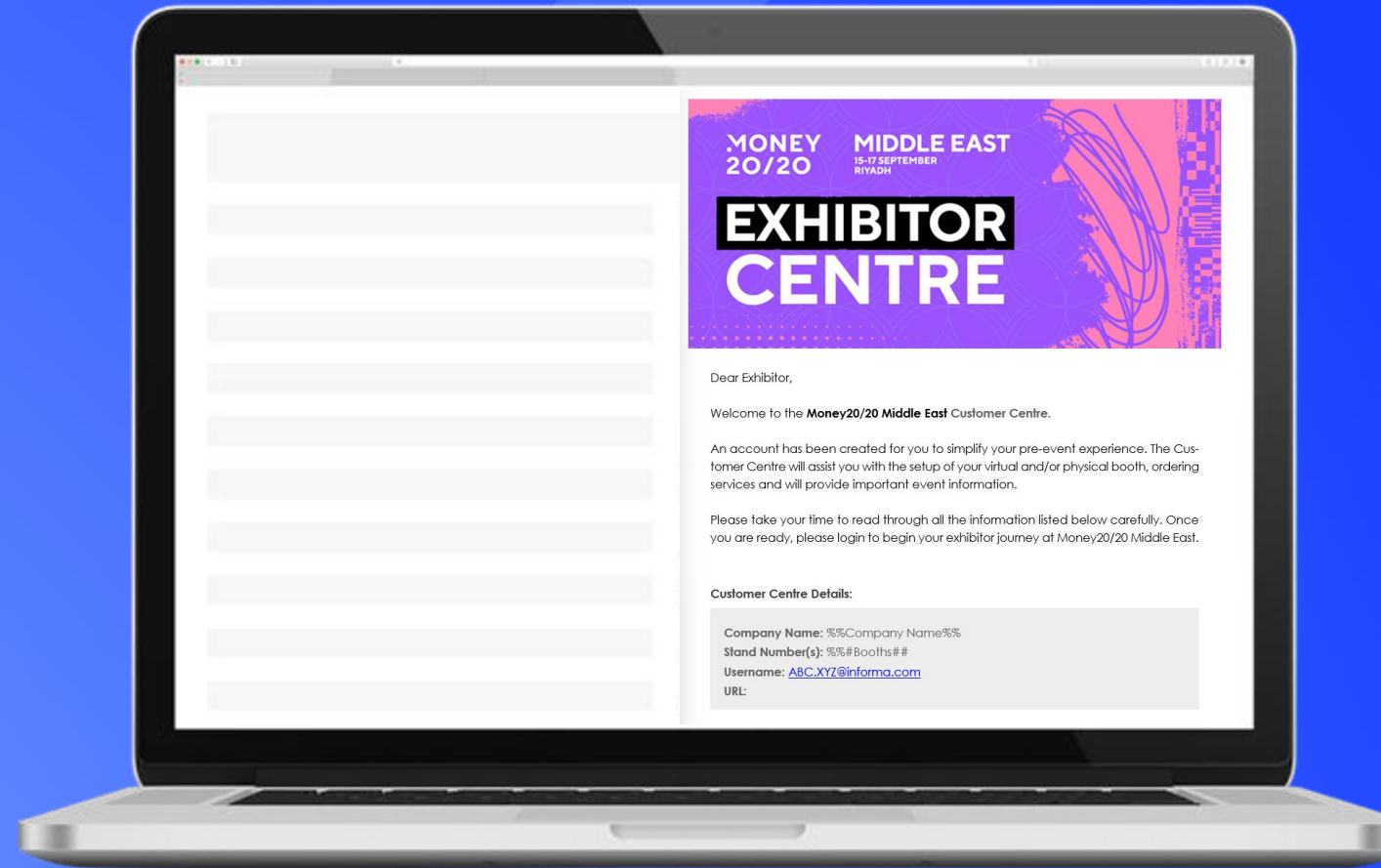


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WELCOME EMAIL

Once your contract is signed, an automated email will be sent to you with login details to access the **Customer Center**.

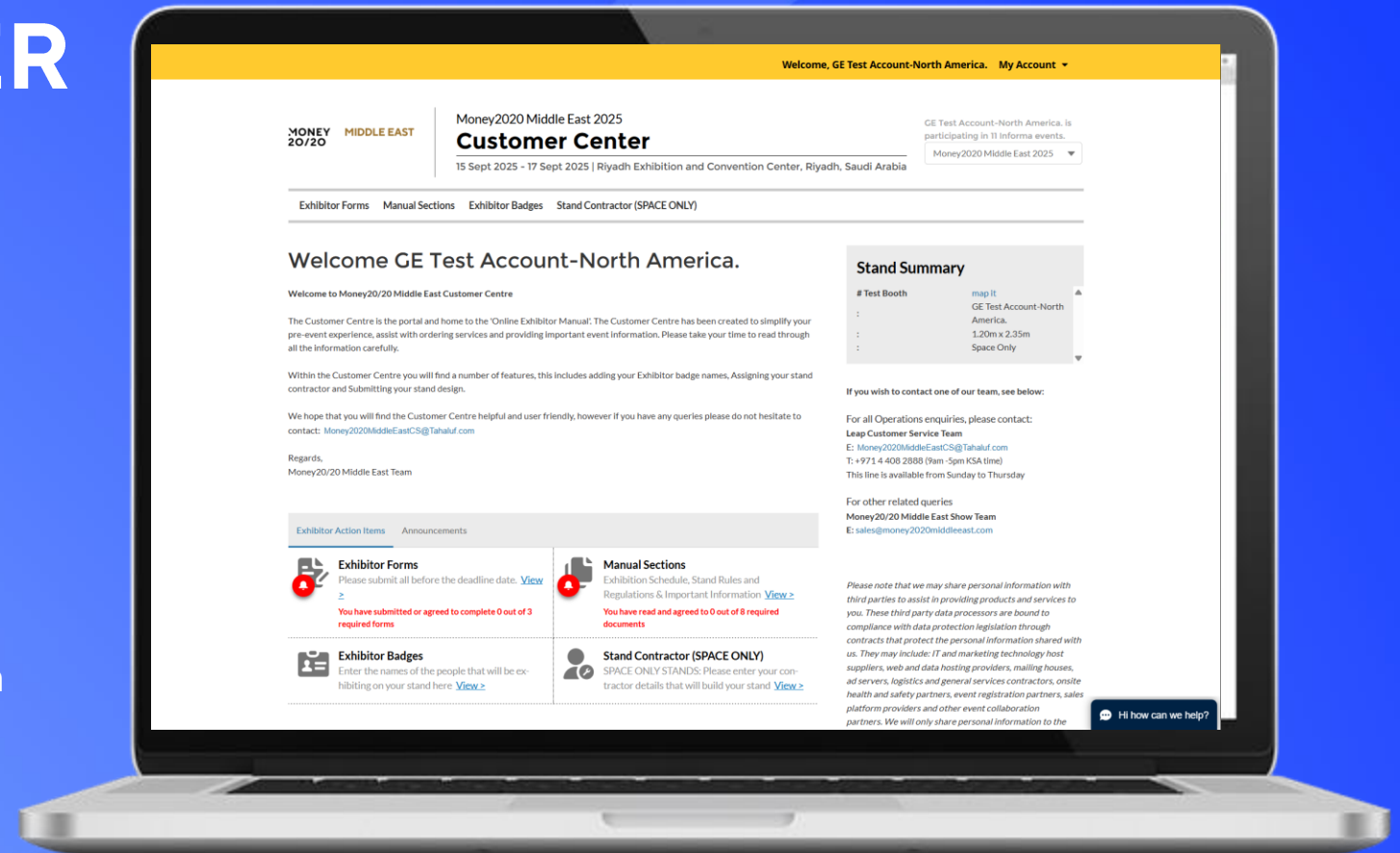


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CUSTOMER CENTER

- Through the **Customer Center** you will be able to order services & utilities from all vendors, **register staff badges**, find a checklist, and other helpful information.
- Through the **Exhibitor Badges Registration**, you will be able to register your live and online representatives and manage their leads.
- Please note that the **badge registration** is only accessible over the **“Customer Center”**.



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EXHIBITOR BADGES

Step 1:

Once you have accessed the Customer Center, click on **“Exhibitor Badges”** to register your staff members.

Step 2:

Navigate to the bottom of the page and click on **“Register Single Member”** to register yourself and your other colleagues 1 by 1 or **“Register Multiple Members”** to upload an excel of your full team (Excel template will be provided).

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Money2020 Middle East 2025
Customer Center
15 Sept 2025 - 17 Sept 2025 | Riyadh Exhibition and Convention Center, Riyadh, Saudi Arabia

GE Test Account-North America. is participating in 11 Informa events.
Money2020 Middle East 2025 ▼

Exhibitor Forms Manual Sections **Exhibitor Badges** Stand Contractor (SPACE ONLY)

General Booth Information

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

--Select booth-- ▼

Register Single Member

Register Multiple Members

Export Badges

Request Extra badges

BOOTH	FIRST NAME	LAST NAME	EMAIL	REGISTRATION STATUS	ACTIONS
Test booth	herman - test	ramos	hermandoramos@tahaluf.com	Invited	Resend

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CONFIRM STAFF REGISTRATIONS

Once you have **registered your staff**, you can look at the status of each invitation as in the picture.

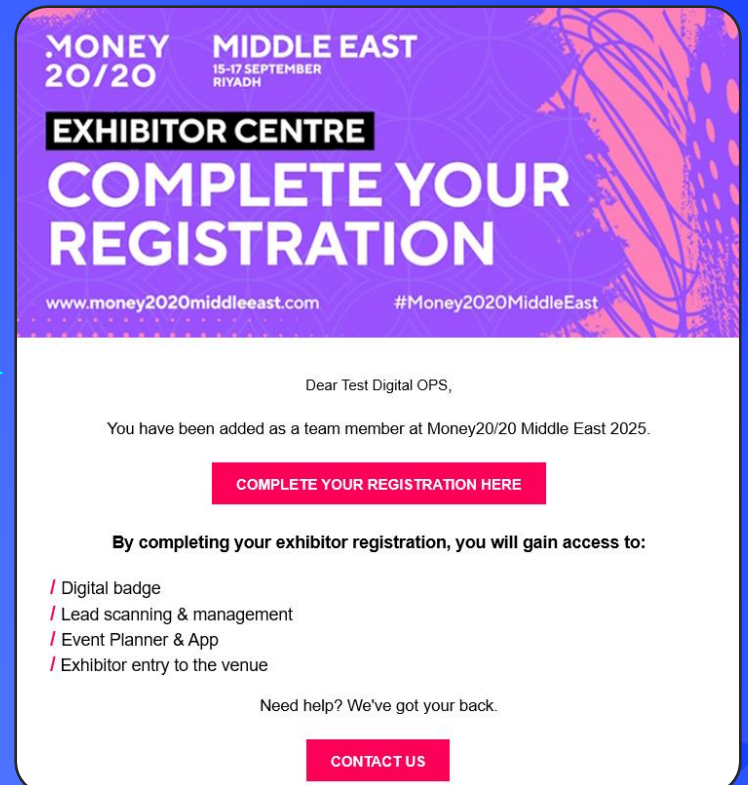
You will also have the option to **cancel and reallocate badges** as required.

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 before they get access to the app.

If you face any problems in registering team members for the badges please contact us at Money2020MiddleEastCS@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.



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THANK YOU

If needed, you can contact our support team

Money2020MiddleEastCS@tahaluf.com for any
assistance