



# Exhibitor Services Manager

A member of the Technical Department, the Exhibitor Services Manager assists exhibitors with the technical aspects of their participation in the show

## Managing the Exhibitors:

- Advise exhibitors on fitting out and customizing their stand: respond to technical questions, give advice and estimates.
- Produce the documents meant for exhibitors: technical regulations, information about the service providers, creation and updating of the brochure about the stand and technical services.
- Follow-up exhibitors' files: estimates, invoices, respond to questions.

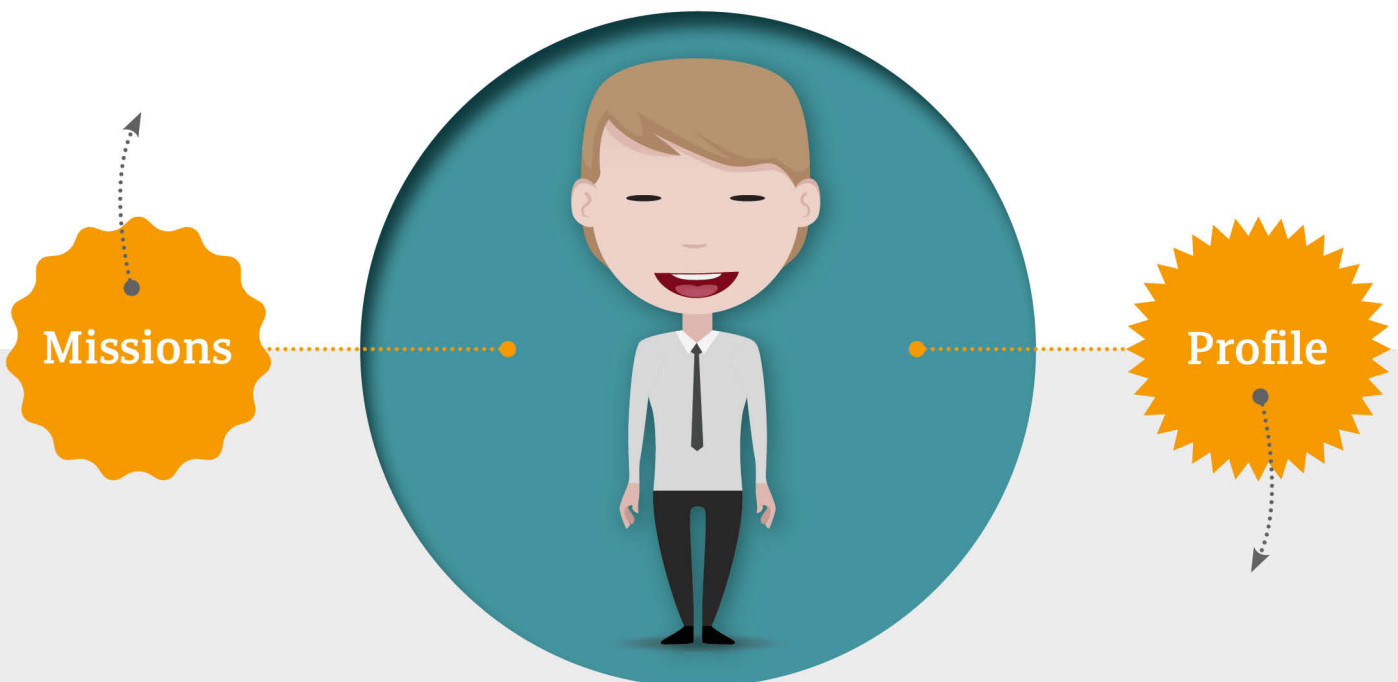
## Managing the Service Providers (building of stands)

## Managing the Show Floor Plan

- Work on the stand plans with 'Autocad' software: Single Point of Contact (SPOC) and provision of services
- Advise and assist the sales teams on the positioning of the stands
- Validate the position of the stands and verify any technical constraints

## Management on site (build-up/opening/breakdown)

- Control stand quality, manage the fitting out of the stands, coordination with the departments of the exhibition centre and the service providers, brief the technical teams on site



### WORK EXPERIENCE

Experience in event project management (logistical and commercial responsibilities, operational marketing)



### INTERPERSONAL SKILLS

Good interpersonal skills, sense of customer service resourcefulness, organisation and rigour



### LANGUAGE SKILLS

Operational English



### COMPUTER SKILLS

Competent in use of office automation applications, knowledge of 'Autocad' software is a plus