

# Appointment at the stand

Digital services guide

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# How to access the reserved area



Appointment at the stand

# How to access the reserved area

To access the reserved area, log in via the Homepage of <https://www.salonemilano.it/>, by clicking on the red dot in the top right-hand corner.

Once you have entered your credentials, from your personal area, access the «reserved area» page.

The image shows two screenshots of the Salone del Mobile.Milano website. The top screenshot is the homepage, featuring a red header with the date '8-13 April 2025, Fiera Milano, Rho' and navigation links like 'Tickets', 'Fairs and Events', and 'Exhibitors'. A red dot in the top right corner is highlighted with a red circle and an arrow. Below the header is a large red banner for 'The trailer of the new "Thought for Humans." campaign' with a 'Watch the trailer' button. A row of exhibitor logos is visible at the bottom of the banner, including arper, porro, Minotti, kreon, visionnaire, VILLAMI, JEMBO COLLECTION, Rugiano, Poliform, NIKARI, Artemide, collision italia, roberto cavalli, Alf DaFre, and LIVING DIVA.

The bottom screenshot shows the login page. It has a red header with the website name and a language selector 'EN'. The main content area is titled 'Log in with your email and password' and contains a form with fields for 'Insert your email' and 'Enter your password'. Below the form are links for 'Forgot password? Recover it', a red 'Log in' button, a 'Fast login' section with the question 'Do you prefer to enter without the password?', and a link for 'Dont have an account? Register now'. On the right side of the login page is a large photograph of a crowded exhibition hall with a glass and steel structure.

How does this service  
work?



Appointment at the stand

# 1. How does this service work?

The «appointment at the stand» service provides a direct channel to trade visitors requesting a meeting.  
The exhibitor can create his own agenda to organize appointments and set up his sales team.  
The service is managed from the card under «Digital Services».  
From here it is possible to:

- Create your own team;
- Manage the agenda by creating slots;
- Check the status of appointments.

The screenshot shows a user interface for a service called "Appointment at the stand". At the top, there is a greeting "Hello [Name Lastname]" and a navigation menu with "Calendar of deadlines" and "Your offer". Below this, there is a section for "Digital Services" which is highlighted with a red underline. Under "Digital Services", there are three main cards: "Matchmaking", "Appointment at the stand", and "QR code". The "Appointment at the stand" card is highlighted with a red border and contains a sub-menu with "Your sales team", "Confirmed appointments", "Manage appointment requests", and "Gestisci le richieste di appuntamento". Below the "Appointment at the stand" card, there is a "Your pages" section showing a list of pages with their completion status and "Edit Page" links. The "Guides & tutorials" section is also visible at the bottom right.

Hello [Name Lastname]

This is your personal area "My Salone". From this area you can access the sections reserved for exhibitors and the services dedicated to you

name.lastnameexhibitor@gmail.com

Pick your brand  
BRAND

Calendar of deadlines

Your offer

Tickets and access Fairground Services **Digital Services** More Services

Matchmaking  
0/10 Create and manage users >  
Scans report >

Appointment at the stand  
0 Your sales team >  
Confirmed appointments >  
Manage appointment requests >  
Gestisci le richieste di appuntamento >

QR code  
Brands and products [Go to the QR Codes](#) >  
Wayfinding [Download QR Code](#) >

Your pages  
Here you can see the completion status of each of your pages.  
[How to reach 100%](#)

100%	BRAND Published	<a href="#">Edit Page</a>
20%	BRAND 02 Waiting for approval	<a href="#">Edit Page</a>
20%	BRAND 03 Revised to be modified	<a href="#">Edit Page</a>

Guides & tutorials

- Guide to digital services >
- Digital Services FAQ >
- Brand and Product pages >
- Brand and Product pages >
- Matchmaking >

Appointment at the stand

## 2. How does this service work?

The service is made available to professionals through an icon in the exhibitor catalogue, both on the Salonemilano.it website and in the app.

Even if the exhibitor has not created an agenda or if there are no free times slot in the agenda created, the operator can request an appointment.

If the exhibitor decides not to make himself available for appointments, the icon in the catalogue will be deactivated.

### Salone del Mobile.Milano 2025 Exhibitor List

All the exhibitors present at the next edition of the Salone del Mobile.Milano from 8 to 13 April 2025.  
List being updated, date of last update: DD-MM-YYYY

#### Filters

[RESET FILTERS](#)

Search by name

Search by initial letter

Pavilion where the stand is located

Exhibition

Country

	<b>Exhibitor Name</b> Country Exhibition - Hall stand	<a href="#">+ To be visited</a>  
	<b>Exhibitor Name</b> Country Exhibition - Hall stand	<a href="#">+ To be visited</a>  
	<b>Exhibitor Name</b> Country Exhibition - Hall stand	<a href="#">+ To be visited</a>  

[← See all the exhibitors 2025](#) [Contact](#) [Book an appointment](#) [+ To be visited](#)

## Exhibitor Name

Exhibition - hall stand

Address Tel: +00 0123456789  
City +000123456789  
Country www.website.com

### Categories

Product categories exhibited

### Products

Types of exhibited products

Salone del Mobile.Milano

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# How to create a sales team



## How to create a sales team

To better manage your appointments, we recommend that you set up your sales team by entering the profiles of those who will be meeting with you.

By clicking on the «Add» button, you can create profiles containing information about the people who will be attending your meetings.

Once the profiles have been created, they can be assigned to meeting requests.

### Sales team BRAND

Add your team's contacts for BRAND

Add

TC

Team's Contact 1

View

Edit

Delete

TC

Team's Contact 2

View

Edit

Delete

#### Add new contact



First Name\*

Last Name\*

Role\*

Language\*

Italian

English

French

Russian

Chinese

Deutsch

Cancel

Save

Stay up with  
subscribe to

Subscribe

# How to manage the agenda



# How to manage the agenda

From the agenda it is possible to create appointment slots, view the calendar with the slots created and see the requests received from trade operators.

To create a slot, click on the «create» button and select the date, start, end, slot duration and how many salespeople to assign. Once saved, the slot will be visible in a list divided by days.

The screenshot displays the 'Agenda' management interface. At the top, the title 'Agenda' is centered, followed by the subtitle 'Create and manage time slots for appointments and incoming requests.' Below this is a prominent red 'Create' button. A settings box contains the following information: 'Your settings:' followed by two bullet points: 'The appointment request functionality is [active].' and 'The e-mail to which appointment requests are sent is: [emailforappointment@gmail.com].' A link 'Change your settings' is provided below the settings. Below the settings is a table header with two columns: 'Slot' and 'Booking request'. A search bar is located at the bottom right of the table area. Below the table is a 'Create your visit' form. The form includes a 'Back' button, a subtitle 'Set days and hours dedicated to meetings with trade visitors at your stand', and the section 'Stand Visits timetable'. The form fields are: 'Select date' with the value '08/04/2025', 'Time of single slot' with the value '30 minutes', 'Start' with the value '09:30', 'End' with the value '18:30', and 'Number of commercials' with the value '1'.

Choose an alternative  
email address



Appointment at the stand

# Choose an alternative email address

Appointment settings can be changed from the agenda. Any exhibitor can decide whether to change the address for receiving requests. By default, requests are sent to the company's digital contact, but you can choose a dedicated address for this service.

NB: it is possible to deactivate this functionality by indicating this intention in the address change window.

The screenshot displays the 'Agenda' management interface. At the top, the title 'Agenda' is centered, with the subtitle 'Create and manage time slots for appointments and incoming requests.' Below this is a prominent red 'Create' button. A settings box titled 'Your settings:' contains two bullet points: 'The appointment request functionality is [active].' and 'The e-mail to which appointment requests are sent is: [emailforappointment@gmail.com].' A red link 'Change your settings' is positioned below the list. The main content area is divided into two sections: 'Slot' on the left and 'Booking request' on the right, separated by a red horizontal line. A search bar with the placeholder text 'Search' and a magnifying glass icon is located at the bottom right of the main area. A modal window titled 'Appointment request settings' is open in the foreground. It features a close button (X) in the top right corner. The modal is divided into two sections: 'Email notifications' and 'Richieste di appuntamento'. The 'Email notifications' section includes a text box with the message: 'At the moment, requests for appointments are sent to [emailappointment@gmail.com]. You can enter a dedicated email yourself:' followed by a text input field labeled 'New email address'. The 'Richieste di appuntamento' section contains the text: 'You can choose whether to enable or disable requests:' and two radio buttons: 'Enable requests' (which is selected) and 'Disable requests'. A red 'Save' button is located at the bottom of the modal.

Check the status  
of appointments



# Check the status of appointments

From the agenda, it is possible to check the status of appointment requests. You can view:

- Received requests;
- Confirmed appointments that, once completed, can be marked as «check in»;
- Appointments already completed (which are displayed as «checked-in»).

The screenshot displays the 'Agenda' management interface. At the top, there is a 'Create' button and a settings box. Below, a table lists booking requests and confirmed appointments for April 8, 2025. The table has columns for 'Slot', 'Booking request', and 'Status'. The 'Booking request' column includes the name and available slots, with a 'View' button. The 'Confirmed' section includes an 'Add referent' button and 'View', 'Delete', and 'Check in' buttons. The 'Checked-in' section includes a 'View' button.

Slot	Booking request	Status
<b>April 8, 2025</b>		
REQUEST (2)		
11:00-11:30	Name1 Lastname1 Available slots - 1	<a href="#">View</a>
12:30-13:00	Name2 Lastname2 Available slots - 1	<a href="#">View</a>
CONFIRMED (1)		
12:00-12:30	Name0 Lastname0 <a href="#">Add referent</a>	<a href="#">View</a> <a href="#">Delete</a> <a href="#">Check in</a>
CHECKED-IN (5)		
14:30-15:00	Name4 Lastname4	<a href="#">View</a>
09:30-10:00	Name5 Lastname5	<a href="#">View</a>

# Appointment request detail

Each appointment request contains information about the operator, the reason for the appointment and allows the exhibitor to assign a contact person and accept or decline the appointment. In both cases, the operator will receive an email confirming acceptance or rejection of the appointment.

## Booking request

← Back

First Name Name1	Last Name Lastname1
Email name1.lastname1@email.com	Phone 0123456789
Language Language required for appointment	Profile Operator type
Company/Studio name CompanyName	Role Role in the company

Status  
Waiting request

Stand AA00	Pavillion 00
Visit day DD-MM-YYYY	Visit time 00:00:00

Write the reason for your appointment  
Lorem ipsum dolor sit amet, consectetur adipiscing elit.

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Choose commercial referent

<p>TC</p> <p><b>Teams's Contact 1</b> Assigned role in the team</p>	<p>TC</p> <p><b>Teams's Contact 2</b> Assigned role in the team</p>
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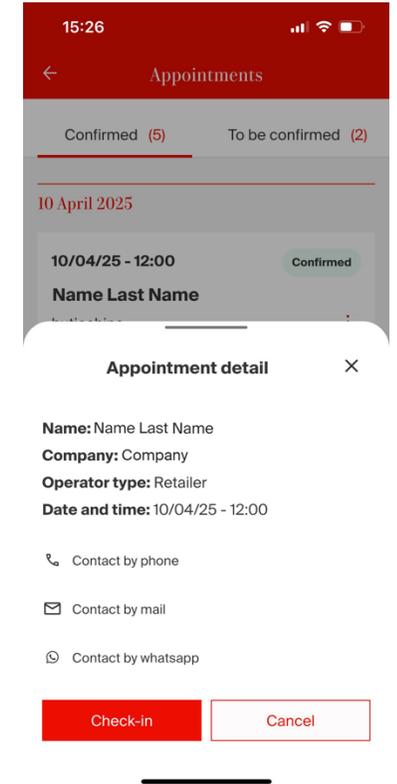
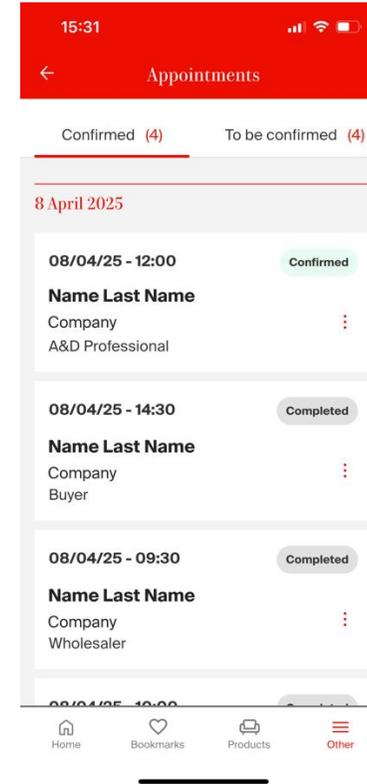
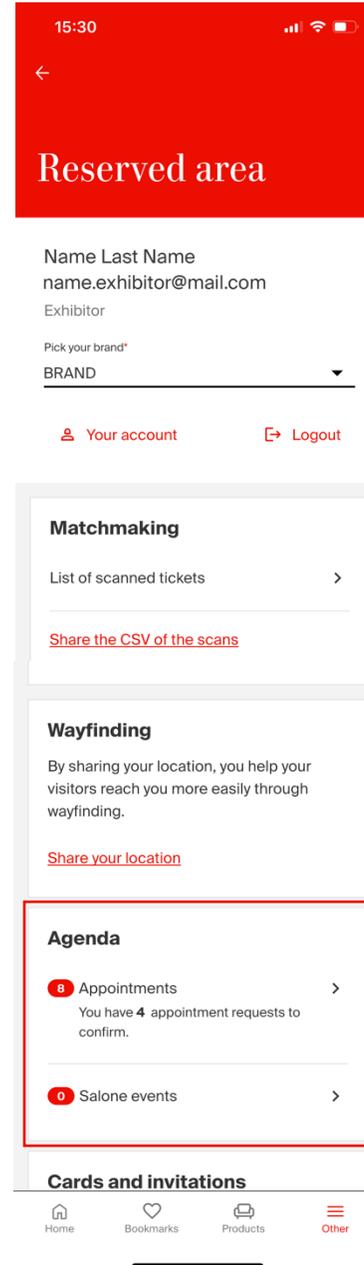
# App appointments



# Appointment Status

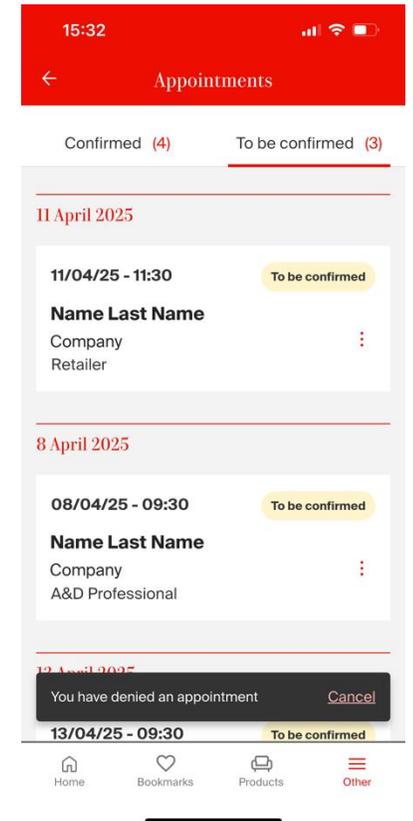
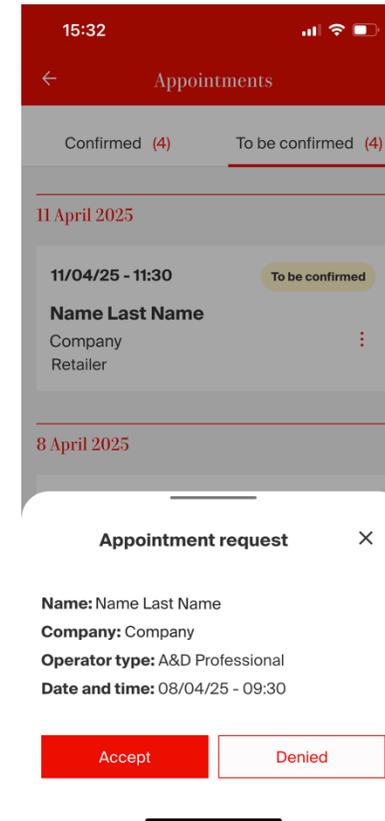
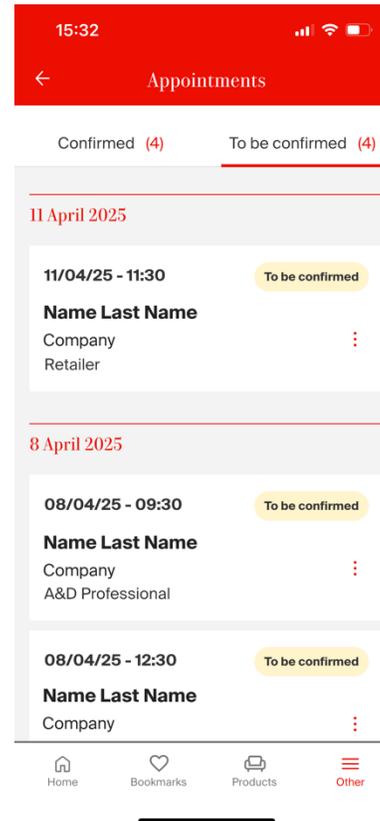
This year, to make the service more effective, it can also be entirely managed from the app. From the “Agenda” section, it is possible to view appointment requests.

The list of confirmed appointments is displayed, from which it is possible to view the details of the operator by clicking on the three dots, and to mark the appointment as “checked in”, once it has been completed.



# Appointment Status

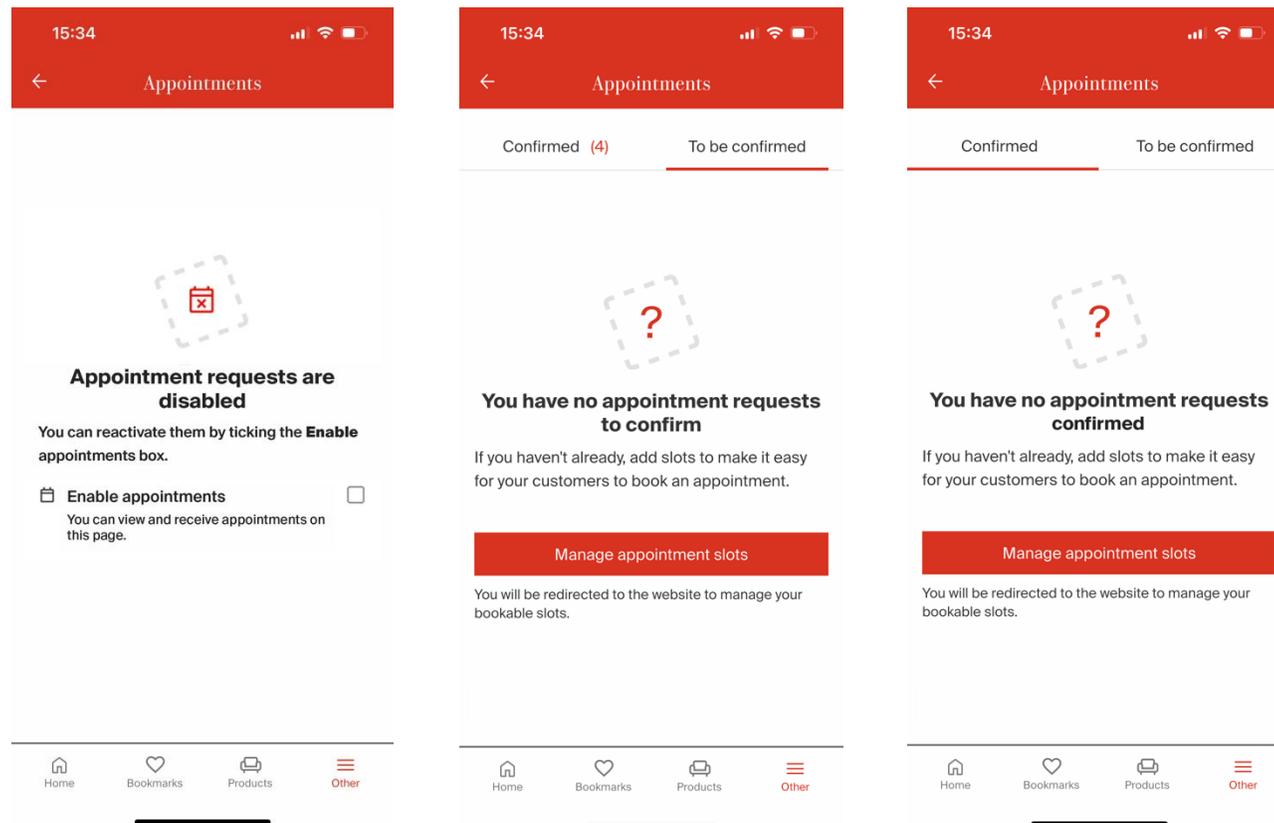
The list of appointments to confirm will show pending requests, use the three dots to view the operator's details and accept or decline the appointment request.



# Disabled appointments and empty status

To disable the function, you may remove the checkmark from «enable appointments».

To manage appointment slots, click on the appropriate button, and the exhibitor will be redirected to the Salonemilano.it website.



# Contacts

For any questions or information on the service, the digital team is available at *[digital@salonemilano.it](mailto:digital@salonemilano.it)*



Salone del Mobile.Milano