



31 AUG- 03 SEP 2026

Malham, Riyadh, Saudi Arabia

EXHIBITOR REGISTRATION GUIDE

Co-organised by



وزارة الاتصالات
وتقنية المعلومات
MINISTRY OF COMMUNICATIONS
AND INFORMATION TECHNOLOGY



الاتحاد السعودي للأمن
السيبراني والبرمجة والدرونز
SAUDI FEDERATION FOR CYBERSECURITY,
PROGRAMMING & DRONES

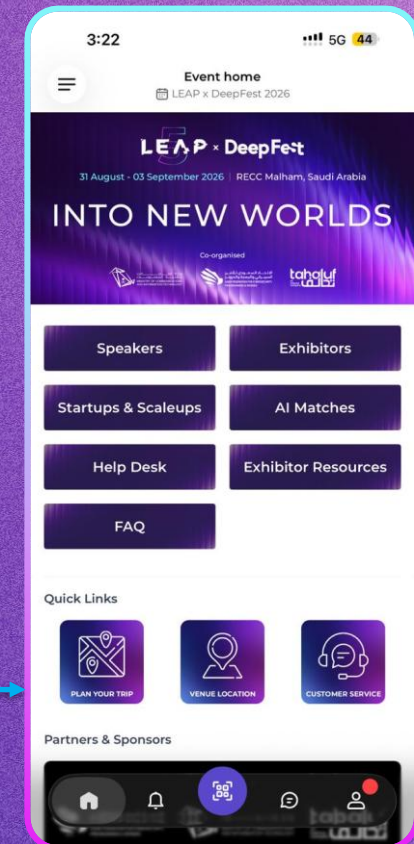
tahaguf
an
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تغاليف

Downloading the App

Download the **LEAP 2026** mobile app by scanning the QR code below.



You can also download the app directly from the App Store or Google Play.

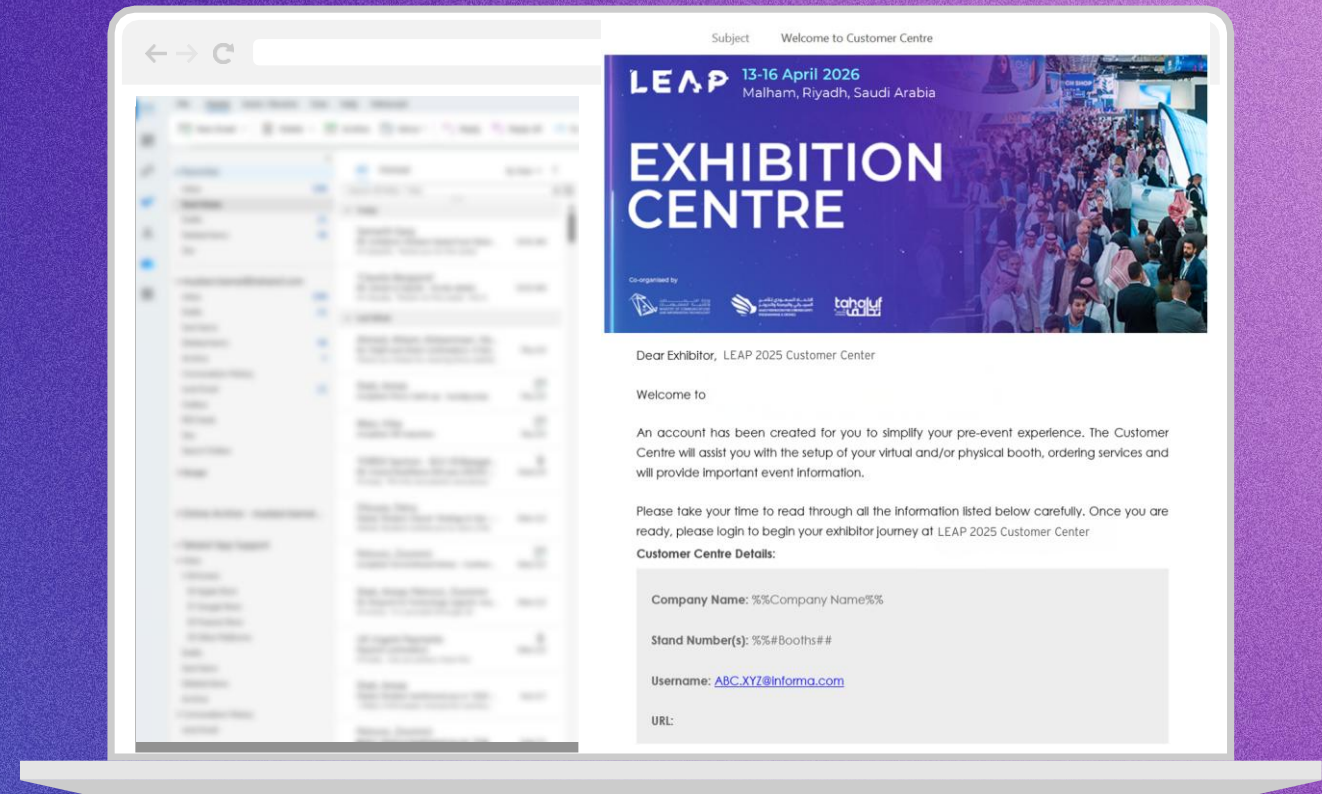


AGENDA

- Accessing the Customer Center
- Registering your Staff

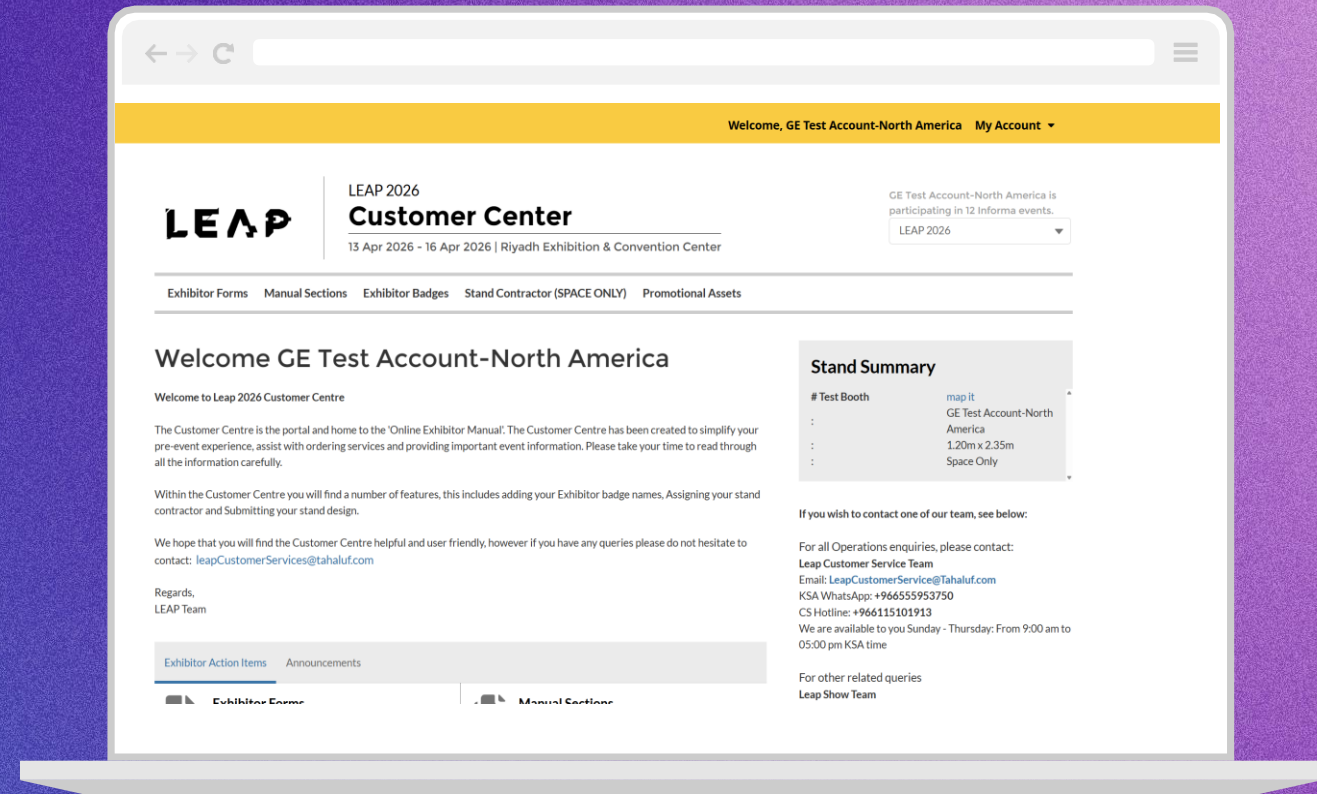
Welcome Email

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: LeapCustomerService@Tahaluf.com



Registering your Staff

There are **three ways to access** your Exhibitor Center

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)



LEAP 2026

Customer Center

13 Apr 2026 - 16 Apr 2026 | Riyadh Exhibition & Convention Center

GE Test Account-North America is participating in 12 Informa events.

LEAP 2026

Exhibitor Forms

Manual Sections

Exhibitor Badges

Stand Contractor (SPACE ONLY)

Promotional Assets

General Booth Information

	BOOTH NUM	SIZE (SQM)	BADGE ALLOTMENTS	CREATED BADGES	REMAINING BADGES
Exhibitor	Test Booth	2.82	57	1	56
Total			57	1	56

Registered Badges

--Select booth--

Register Single Member

Register Multiple Members

Export Badges

Request Extra badges

BOOTH	REG. TYPE	FIRST NAME	LAST NAME	EMAIL	COUNTRY	REGISTRATION STATUS	ACTIONS
Test Booth	Exhibitor	Zvonimir	Petrovic	zvonimir.petrovic@tahaluf.com	Saudi Arabia	Invited	Resend Invite

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 LeapCustomerService@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.





THANK YOU

If needed, you can contact our support team
LeapCustomerService@Tahaluf.com for any assistance

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