

CityscapeGlobal

16-19 NOVEMBER 2026

Malham, Riyadh, Saudi Arabia

Exhibitor Registration Guide

THE CAPITAL OF
REAL ESTATE



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وزارة البلديات والإسكان
Ministry of Municipalities and Housing



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REGA
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2030
المملكة العربية السعودية
KINGDOM OF SAUDI ARABIA

برنامج الإسكان
HOUSING PROGRAM



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تالفا

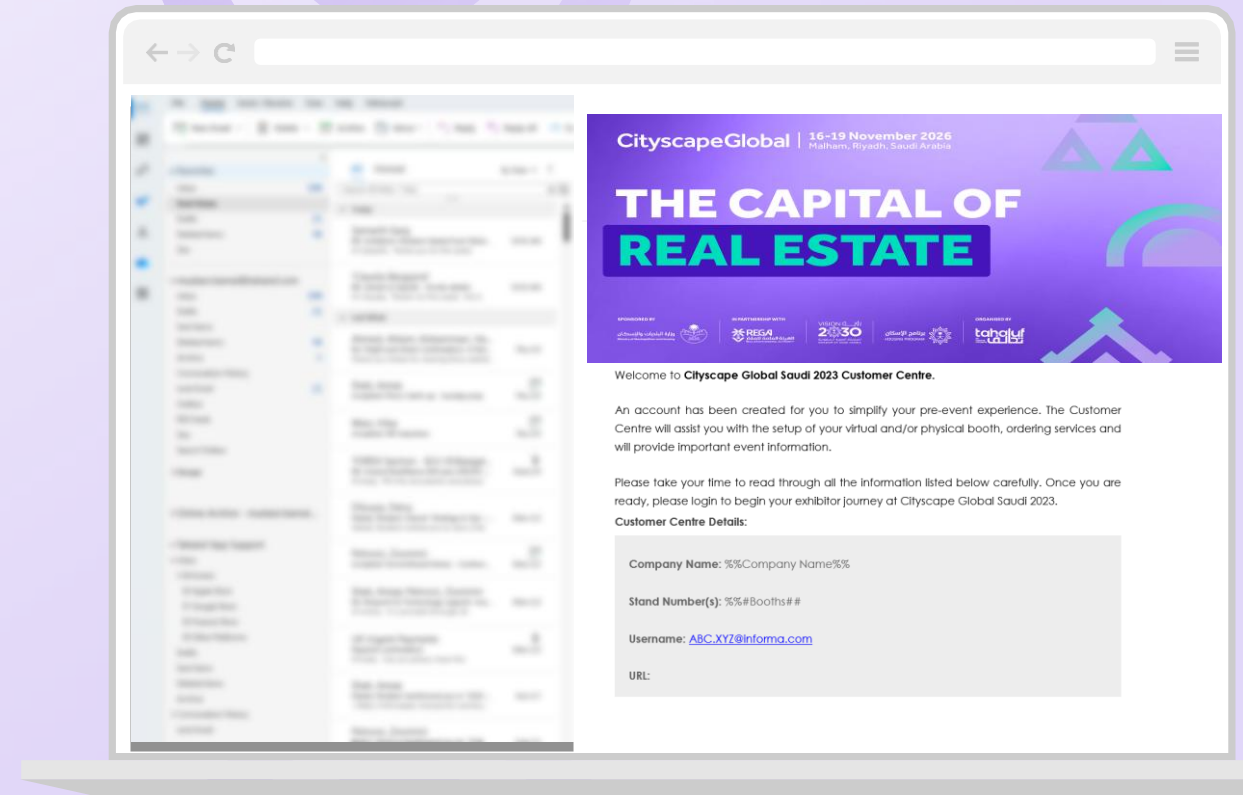
Agenda

- **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: cityscapeglobalcs@tahaluf.com

The screenshot displays the Cityscape Global 2026 Customer Center website. The header includes the CityscapeGlobal logo, the event title 'Cityscape Global 2026 Customer Center', and the dates '17 Nov 2025 - 20 Nov 2025 | Riyadh Exhibition & Convention Centre, Malham'. A navigation menu lists various options: Order Forms, Exhibitor Guidelines, Stand Contractor Details Form, International Freight & Local Deliveries, Show Ready Stand, Start Up Pod, and Event Timetable. The main content area features a welcome message for Tahaluf Events Limited and a banner for 'THE CAPITAL OF REAL ESTATE' on 16-19 November 2026. A 'Stand Summary' table lists details for four stands, and a 'Next Steps' section provides a checklist of essential tasks for exhibitors.

Cityscape Global 2026 Customer Center
17 Nov 2025 - 20 Nov 2025 | Riyadh Exhibition & Convention Centre, Malham

Tahaluf Events Limited is participating in 1 Informa events.
Cityscape Global Saudi 2025

Order Forms Exhibitor Guidelines Stand Contractor Details Form International Freight & Local Deliveries Show Ready Stand Start Up Pod Event Timetable

Welcome Tahaluf Events Limited

CityscapeGlobal | 16-19 November 2026
Malham, Riyadh, Saudi Arabia

THE CAPITAL OF REAL ESTATE

SPONSORED BY: [Logos: Saudi Vision 2030, REGSA, Vision 2030, and Tahaluf]

This is your company's unique exhibitor portal, providing you the next steps to prepare and maximise your participation at Cityscape Global 2025.

Next Steps?
Mentioned below are the 5 essential steps to ensure a smooth experience at Cityscape Global 2025:

- Stand Preparation**
 - Exhibitor stand forms
 - Exhibitor manuals
 - Supplier contact details
- Badge Registration**
 - Exhibitor badges
 - Invite visitors & clients
- Free Marketing Resources**
 - Promotional banners

Stand Summary

Stand No # H3.D19	map it
Display Name:	Tahaluf Events Limited
Stand Size:	7m x 23.50m
Stand Type:	Space Only
Stand No # H3.D10	map it
Display Name:	Tahaluf Events Limited
Stand Size:	14.50m x 23.50m
Stand Type:	Space Only
Stand No # H3.N10	map it
Display Name:	Tahaluf Events Limited
Stand Size:	8m x 15m
Stand Type:	Space Only
Stand No # H3.N20	map it

If you wish to contact one of our team, see below:

Any queries contact:

Cityscape Global Saudi Customer Service Team
Email: CityscapeGlobalCS@Tahaluf.com
Tel: +966 11 510 1913
WhatsApp: +966 55 595 3750 (Texts only, no calls)
(Customer Service team is available from 9AM to 5PM)

Registering your Staff

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)

The screenshot shows the top navigation area of the Cityscape Global 2026 Customer Center. It includes the CityscapeGlobal logo, the event title 'Cityscape Global 2026 Customer Center', and the dates '11 Nov 2024 - 14 Nov 2024 | Riyadh Exhibition & Convention Centre, Malham, Riyadh, Kingdom of Saudi Arabia'. A dropdown menu is set to 'Cityscape Global Saudi 2024'. A dark navigation bar contains links for 'Order Forms', 'Exhibitor Guidelines', 'Exhibitor Badges Registration', 'Stand Contractor Details Form', 'International Freight & Local Deliveries', 'Event Timetable', 'Official Show Supplier Details', and 'Space Only Stand Regulations'. A red arrow points from the 'Exhibitor Badges Registration' link to the next screenshot.

The screenshot displays the 'General Booth Information' registration interface. It features a table with booth details and a registration control panel. A red arrow from the previous screenshot points to the 'Register Single Member' button.

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

Registration controls include a dropdown menu for booth selection, buttons for 'Register Single Member', 'Register Multiple Members', 'Export Badges', and 'Request Extra badges'.

BOOTH	FIRST NAME	LAST NAME	EMAIL	REGISTRATION STATUS	ACTIONS
Test booth	hernan - test	ramos	hernando.ramos@tahaluf.com	Invited	[Edit] [X] [Resend]

Confirming Staff Registration

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

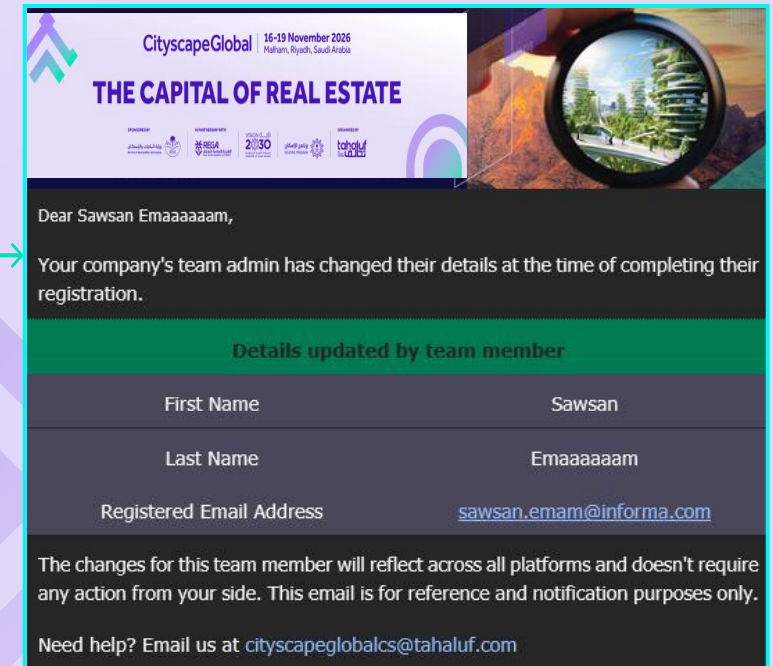
You will also have the option to **cancel and reallocate badges** as required

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.



The screenshot shows an email header with the CityscapeGlobal logo, date (16-19 November 2026), and location (Muhaim, Riyadh, Saudi Arabia). The main heading is 'THE CAPITAL OF REAL ESTATE'. The email body addresses 'Dear Sawsan Emaaaaaam,' and states that the team admin has changed their details. A table titled 'Details updated by team member' lists the following information:

First Name	Sawsan
Last Name	Emaaaaaam
Registered Email Address	sawsan.emam@informa.com

The email concludes with a note that changes will reflect across all platforms and does not require action from the recipient, and provides contact information for help: cityscapeglobalcs@tahaluf.com.



Thank you

If needed, you can contact our support team
at cityscapeglobalcs@tahaluf.com



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