

**Would you like to manage allotments, record travellers and prepare room lists in a time-saving manner? – Then CHAP is exactly the right option for you!**

## What is CHAP?

It is a web-based tool that TRADEFAIRS.com offers free of charge. The allotment management system CHAP (Corporate Hotel Allocation Platform) makes it possible to book rooms from an existing allotment via the Web.

## What options do you have with CHAP?

You can manage room allotments in a time-saving and cost-efficient manner with the aid of CHAP. As of 10 rooms it already pays off to utilise CHAP in order to record travellers in a user-friendly manner instead of just using Excel files or other lists. Various web-based functions are available.

<b>Functions</b>	<ul style="list-style-type: none"> <li>- online booking of hotel rooms</li> <li>- management of bookings, changes and cancellations</li> <li>- division of your hotel allotments into individual partial allotments</li> <li>- granting of booking authorisations to defined user groups, such as employees or customers</li> <li>- display of booking lists, analyses and reports</li> <li>- online allotment enlargement through available purchasing portal</li> </ul>
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## What does CHAP offer you?

CHAP offers decisive advantages, particularly in the case of companies or parts of companies with decentralised operations:

<b>Advantages</b>	<ul style="list-style-type: none"> <li>- utilisation free of charge</li> <li>- access possible worldwide</li> <li>- efficiency improvement for capacity utilisation management</li> <li>- process optimisation with regard to time, and therefore cost optimisation</li> <li>- short communication channel</li> <li>- creation of uniform standards</li> </ul>
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## Would you like to take advantage of CHAP?

In order to be able to use CHAP to manage allotments and for other functions, you initially have to register with TRADEFAIRS.com. As soon as you have secured one or several room allotments and would like to manage them, we allocate those room allotments to your TRADEFAIRS.com account at your request and set up the corresponding management rights for you.

## How can you use CHAP?

As soon as we have allocated your room allotments, they automatically appear in the CHAP allotment management system. The following CHAP access options are possible:

<b>CHAP access</b>	<ul style="list-style-type: none"> <li>- via the public website <b>www.tradefairs.com</b> ⇨ „Customer login“ ⇨ „Your Account“ ⇨ „CHAP“</li> <li>- via <b>www.tradefairs.com/portal</b></li> </ul>
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## Just contact us!

You can reach us at **+49 69 9588-1912** or via **service@tradefairs.com**