

Instruction

FOR PARTNERS & EXHIBITORS

BOOKING AND ALLOCATION OF EXHIBITOR PASSES

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Instruction Step by Step

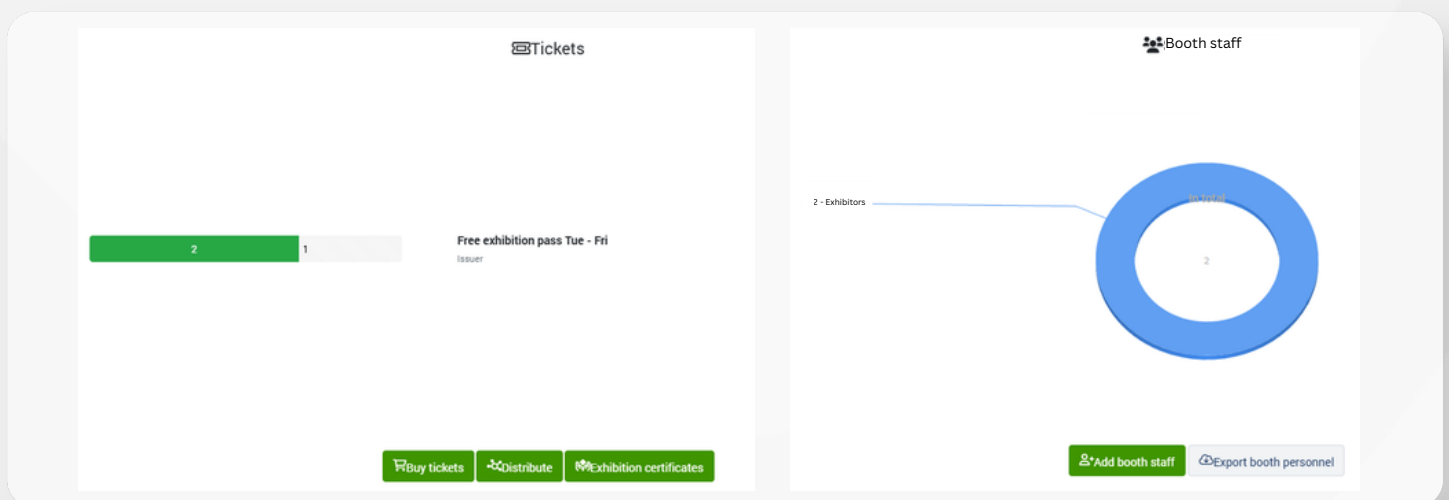
THIS INSTRUCTION COVERS:

- How to buy **additional tickets** or distribute the **included passes**
- How to add **stand staff** to your **group**
- Distributing **booked tickets** to your **stand staff** (personalisation)

LOG-IN-AREA

- **Open the website:** Use the link sent in a separate email
 - Enter your email address (the one to which these instructions were sent)
 - Click on 'Request password' – if this is your first time logging in
 - You will receive an email allowing you to create a password. If you have not received an email, please check your spam folder.
- **Click on 'Exhibition'**
 - Accept the Terms and Conditions
 - Read the introductory text and click on 'Continue'

In the overview, you will now see the already included passes on the left-hand side, with the option to purchase further passes. On the right-hand side is the overview showing the booth staff already added, with the option to add further booth staff.



Instruction Step by Step

1. BUY MORE TICKETS

- Click on 'Buy tickets'
- Select a ticket
 - Select the number of tickets
 - Click on 'Add to basket'
 - Click on 'Continue'
 - Enter your VAT number and, if required, your order number
 - Check the billing address
 - Select your payment method
 - Click on 'Continue'
- Click on 'Place order'

 Purchased tickets cannot be cancelled!

 Only buy additional tickets once you can distribute them directly to your booth staff.

2. ADD BOOTH STAFF TO YOUR GROUP

- Click on 'Add booth staff'
- Enter your company name under 'Company name' and click on 'Save'

Adding stand staff individually

- Click on 'New Booth Staff'
 - Enter the email address of the relevant person and click on 'Verify'
 - Fill in all fields marked with an asterisk
 - Click on 'Add'
 - Under 'Participant type', select the option 'Exhibitor' and click 'Next'
- Click 'Add more booth staff' to add another person
- or click 'Done' to complete the process

Adding booth staff using an Excel list

- Click on 'Import'
- Click on 'Download template'

Instructions Step by Step

- Enter the personal details into the relevant columns of the downloaded Excel spreadsheet, add 'Exhibitor' in the first column (Participant Type*), save the changes, and then save the spreadsheet
- Click on 'Upload' and select the saved Excel spreadsheet
- Click on 'Import'
- Click 'Back' to return to the updated overview

3. DISTRIBUTE THE TICKETS AMONGST YOUR BOOTH STAFF

- Click on 'Ticket distribution' in the menu at the very top

Adding booth staff

◀ BACK PURCHASE OF TICKETS ADDING BOOTH STAFF **TICKET DISTRIBUTION** RETRIEVAL OF EXHIBITION CERTIFICATES

- In the **table**, you can now see the available **tickets** and the number of **people**
 - The **petrol-coloured dots** indicate that a ticket can be allocated; a **green dot** indicates that the ticket has already been allocated. If the **dot is greyed out**, the allocation has been exhausted.
 - By clicking on the item, a **ticket** can be assigned to a person or removed from them.
- A list of stand staff can be downloaded by clicking the '**Export booth staff**' button.



Your exhibitor passes will now be sent directly by email to your booth staff no earlier than one week before the start of the conference. Your booth staff will present their personalised QR code at the entrance and will be granted access to the conference.