

The background of the Biofach 2020 logo features a close-up of fresh green broccoli florets. A white, rounded rectangular text box is overlaid on the top left of the image.

Nuremberg, Germany

12-15.2.2020

BIOFACH2020

into organic

World's Leading Trade Fair for Organic Food

biofach.com

The background of the Vivanesse 2020 logo features a close-up of a light blue frosted glass pump bottle of natural beauty product, surrounded by vibrant pink and purple flowers. A white, rounded rectangular text box is overlaid on the center of the image.

Nuremberg, Germany

12-15.2.2020

VIVANESS2020

into natural beauty

International Trade Fair for Natural and Organic Personal Care

vivanesse.com

Your way to our TicketCenter!

Step 1: Please use our website www.biofach.de / www.vivaness.de for LogIn to our **Online ExhibitorShop**. You have already received your **LogInData** together with your stand space confirmation.

Navigation: Home | Exhibitors & Products | Congress | Review | **For Exhibitors** | For Visitors | For Journalists | Newsroom

- Reasons for exhibiting
 - > 5 reasons for BIOFACH
 - > Tips on exhibiting
- Facts & figures
- Participation
 - > Application
 - > Application for special shows
 - > Price calculator
 - > Deadlines for exhibiting
 - > Floor plan
 - > Legal information and warning notices
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 - > Exclusive marketing
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 - > Tips on online entry
 - > International market prospects
- Exhibition presentation & services
 - > Stand construction
 - > Technical facilities
 - > Logistics, catering etc.
 - > Assembly & dismantling
 - > Information & regulations
 - > ServicePartners
- ExhibitorShop

Order everything you need for a successful BIOFACH in the ExhibitorShop

Use our [ExhibitorShop](#) to place your orders the easy and convenient way on the Internet. Order everything you need for exhibiting at BIOFACH online.

You can also use the [ExhibitorShop](#) to see the details for the online entry you have already given with your stand application. Please send your change requests by e-mail to our online editorial team:

[send enquiry](#)

The login data can be found on your written stand space confirmation. Please contact the event team if you do not have the login data.

Log in to the ExhibitorShop

[ExhibitorShop](#) [Log in now](#)



12 - 15 February 2020 Nuremberg // Germany

Login

Customer no:

Job no:

Password:

[Forgot password?](#)

Remember login data

[Login](#)

Your way to our TicketCenter!

Step 2: Choose **TicketCenter** of the range of options you have.
You can now start with the organization and the order of your passes and vouchers!



NEW! TicketCenter

In our new **TicketCenter** you will find the management of your exhibitor passes and assembly and dismantling passes, the voucher codes and the voucher monitoring.

Do you want to manage the staff at your stand? Invite your customers to visit your trade fair stand? See which customers have already accepted your invitation?

It's all possible in our new **TicketCenter**.

<p>Do you need help?</p> <p>Use our hotline +49 9 11 86 06-80 00</p> <p>messeservice@nuernbergmesse.de</p>	<p>Recommendations</p> <p>Accommodation Book now the special rates for exhibitors.</p> <p>Advertising Targeted and efficient. Book now.</p>
<p>My booth</p> <p>Job.-Nr.: 419627 Hall: Hall 1 Booth-Nr.: Stand service: Mietpreis für Standfläche (ermäßig) Space: 16 m²</p>	<p>Important Information</p> <p>General Conditions for Participation</p> <p>Special Conditions for Participation</p> <p>Technical regulations</p>

BIOFACH / VIVANESS 12.02. - 15.02.2020
Nürnberg/Messe GmbH | Hall: 3C Booth: ...

Start | Voucher monitoring | Exhibitors | Help & Data protection | Profile

Welcome to the TicketCenter of BIOFACH / VIVANESS 2020

Here you can invite your customers to the event, plan your booth personnel and see an overview of your ticket orders and customer invitations.

<p>Invitation management: print-vouchers, voucher codes, campaigns</p> <p>Professional invitation campaigns provide a high-level influx of visitors to your stand, boost acquisition of new customers and insure customer loyalty.</p> <ul style="list-style-type: none"> 2,204 TOTAL ORDERS 2 THE TOTAL OF ALL PERSONS YOU HAVE INVITED 1 REGISTERED CLIENTS 0 TOTAL OF ALL PERSONS WHO ATTENDED THE FAIR USING YOUR INVITATION 	<p>Organise your passes</p> <p>Organise your passes (exhibitor passes, assembly passes, dismantling passes)</p> <ul style="list-style-type: none"> 70 TOTAL ORDERS 7 EXHIBITORS INVITED 7 EXHIBITORS REGISTERED 0 TOTAL OF ALL PERSONS WHO ATTENDED THE FAIR USING YOUR INVITATION
<p>Order vouchers</p> <p>Purchase vouchers to invite your customers</p> <p>Search / Clearing</p> <p>Search for clients, tickets and vouchers</p>	<p>Invite clients</p> <p>Invite you customers to the Fair/stand</p> <p>Voucher contingents</p> <p>View details about your voucher contingents</p>
<p>Voucher code monitoring</p> <p>Visitor statistics, monitorings</p> <p>Visitors</p> <p>Information about your invited visitors</p>	<p>Organise your passes for your booth personnel</p> <p>Register your personnel and send ID-cards</p> <p>Ticket contingents</p> <p>View details about your ticket contingents</p>

Additional features

With additional features you can improve your appearance at the fair.

Mailtext templates

Overview of all mailtext templates with customization options as well as a test mail feature



Welcome to the Online ExhibitorShop of BIOFACH 2020

<p>Travel and accommodation</p> <p>Still looking for an attractive accommodation or important information? Choose from our extensive range of rooms in our online booking tool or find here the necessary information.</p> <p>next →</p>	<p>NEW! TicketCenter</p> <p>In our new TicketCenter you will find the management of your exhibitor passes and assembly and dismantling passes, the voucher codes and the voucher monitoring.</p> <p>next →</p>	<p>Online-entry</p> <p>Please check the details for your entry and complete as necessary!</p> <p>next →</p>
<p>Exhibition marketing and advertising</p> <p>Stand out from the rest! Our successful marketing measures make sure your stand gets the attention it deserves.</p> <p>next →</p>	<p>Stand service</p> <p>Complete rental stand, hire furniture and floral decoration - find everything for your stand construction and design.</p> <p>next →</p>	<p>Technical services and logistics</p> <p>You only want the best for your stand? Our range of technical services and logistics will make your presentation a complete success.</p> <p>next →</p>

Guideline TicketCenter

1. Organization of your free amount of exhibitor passes
2. Possibility to order additional exhibitor passes (Exhibitor passes and Assembly / Dismantling passes)
3. Personalization of a number of people with the same e-mail-address
4. Possibility to order print-vouchers and voucher codes
5. Download of Registration Codes for vouchers and passes
6. Invitation management
7. Voucher code monitoring
8. Contact for further questions

The screenshot displays the TicketCenter interface for BIOFACH / VIVANESS 2020. The header includes the event name, dates (12.02. - 15.02.2020), and navigation options like 'Start', 'Voucher monitoring', and 'Exhibitors'. The main content area is divided into several sections:

- Welcome to the TicketCenter of BIOFACH / VIVANESS 2020:** A brief introduction stating that users can invite customers, plan booth personnel, and view ticket orders.
- Invitation management: print-vouchers, voucher codes, campaigns:** A section with four key metrics:
 - 2,204 TOTAL ORDERS (shopping cart icon)
 - 2 THE TOTAL OF ALL PERSONS YOU HAVE INVITED (envelope icon)
 - 1 REGISTERED CLIENTS (person icon)
 - 0 TOTAL OF ALL PERSONS WHO ATTENDED THE FAIR USING YOUR INVITATION (building icon)
- Organise your passes:** A section with four key metrics:
 - 70 TOTAL ORDERS (shopping cart icon)
 - 7 EXHIBITORS INVITED (envelope icon)
 - 7 EXHIBITORS REGISTERED (person icon)
 - 0 TOTAL OF ALL PERSONS WHO ATTENDED THE FAIR USING YOUR INVITATION (building icon)
- Order vouchers:** Purchase vouchers to invite your customers.
- Invite clients:** Invite your customers to the Fairevent.
- Search / Clearing:** Search for clients, tickets and vouchers.
- Voucher contingents:** View details about your voucher contingents.
- Order additional passes:** Order exhibitor passes (free quota passes and additional passes subject to charge) as well as your free assembly and dismantling passes here.
- Organise your passes for your booth personnel:** Register your personnel and send ID-cards.
- Search / Clearing:** Search for personalised/sent passes.
- Ticket contingents:** View details about your ticket contingents.
- Voucher code monitoring:** Visitor statistics, monitorings.
 - Visitors:** Information about your invited visitors.
 - Monitoring:** Discover your voucher contingent, invite statistics and registration quota.
- Additional features:** With additional features you can improve your appearance at the fair.
 - Mailtext templates:** Overview of all mailtext templates with customizing-options as well as a test mail feature.

1. Organization of your free quota of exhibitor passes

Step 1: Click on "Order additional exhibitor passes" to start the generation and personalization process.

The exhibitor passes, which are **available free of charge due** to the size of the stand space, must **also** be generated via "**Order additional exhibitor passes**". In case you have already ordered some exhibitor passes you will find your remaining free quota of passes under "**Total orders**".

Organise your passes ?

Organise your passes (Exhibitor passes, assembly passes, dismantling passes)

 27 TOTAL ORDERS	 6 EXHIBITORS INVITED	 5 EXHIBITORS REGISTERED	 0 TOTAL OF ALL PERSONS WHO ATTENDED THE FAIR USING YOUR INVITATION
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-  **Order additional exhibitor-passes**
Order exhibitor passes (free quota passes and additional passes subject to charge) as well as your free assembly and dismantling passes here.
-  **Organise your passes for your booth personnel**
Register your personnel and send ID-cards
-  **Search / Clearing**
Search for personalised/sent passes
-  **Ticket contingents**
View details about your ticket contingents

1. Organization of your free quota of exhibitor passes

Step 2: You have **various options** for personalization. You can personalize your passes directly and transfer / print them. Furthermore you can send an invitation for registration to externals by e-mail. Alternatively, registration codes can also be downloaded (for further information see point 4).

 Organise your passes for your booth personnel

Start → Pass management → Organise your passes for your booth personnel

1. Campaign

Use the following options to generate passes for your booth personnel.

Registration process

- Invitation by e-mail (Exhibitor)**
You only enter the names and the e-mail addresses of your booth personnel. Booth personnel will receive their passes after completing registration themselves.
- Direct registration with email**
You provide complete registration information for your booth personnel. Your booth personnel receives an e-mail with their ticket directly thereafter.
- Registration only**
You provide complete registration information for your customer. The tickets are then available for you to download and distribute.
- Registration Code Download**
Choose an amount from your contingent and receive registration codes to redeem in the visitor portal. The list of codes will be provided as download on the documents overview page.

Next step 

1. Organization of your free quota of exhibitor passes

Step 3: Select a voucher contingent and click on "Next step".

Stand personnel planning

Start → Organise your passes → Stand personnel planning

- 1. Campaign ✓
- 2. Contingent / ID-card type ➔
- 3. Select e-mail template
- 4. Personal data
- 5. Verify
- 6. Summary

2. Contingent / ID-card type

In this step you may select voucher contingent for this campaign.

<input checked="" type="radio"/> Exhibitor pass subject to charge Number: BP0155637 Order date: 15.10.2019 Amount: 3 Available: 3 Reserved: 0	<input type="radio"/> Exhibitor pass subject to charge Number: BP0155645 Order date: 15.10.2019 Amount: 3 Available: 3 Reserved: 0	<input type="radio"/> Exhibitor pass subject to charge Number: BP0155574 Order date: 14.10.2019 Amount: 2 Available: 1 Reserved: 0	<input type="radio"/> Exhibitor pass subject to charge Number: BP0155594 Order date: 14.10.2019 Amount: 3 Available: 2 Reserved: 0
<input type="radio"/> Exhibitor pass subject to charge Number: BP0155595 Order date: 14.10.2019 Amount: 3 Available: 3 Reserved: 0	<input type="radio"/> Exhibitor pass subject to charge Number: BP0155596 Order date: 14.10.2019 Amount: 3 Available: 3 Reserved: 0	<input type="radio"/> Exhibitor pass subject to charge Number: BP0155597 Order date: 14.10.2019 Amount: 3 Available: 3 Reserved: 0	<input type="radio"/> Exhibitor pass subject to charge Number: BP0155265 Order date: 10.10.2019 Amount: 5 Available: 4 Reserved: 0
<input type="radio"/> Exhibitor pass subject to charge Number: BP0154237 Order date: 04.10.2019 Amount: 1 Available: 0 Reserved: 0	<input type="radio"/> Assembling / Dismantling pass free of charge Number: BP0155601 Order date: 14.10.2019 Amount: 2 Available: 0 Reserved: 0	<input type="radio"/> Assembling / Dismantling pass free of charge Number: BP0155602 Order date: 14.10.2019 Amount: 2 Available: 2 Reserved: 0	

Cancel
Back
Next step ➔

1. Organization of your free quota of exhibitor passes

Step 4: Select the German or English e-mail template and click on "Next step".

Stand personnel planning

Start → Organise your passes → Stand personnel planning

- 1. Campaign ✓
- 2. Contingent / ID-card type ✓
- 3. Select e-mail template →
- 4. Personal data
- 5. Verify
- 6. Summary

3. Select e-mail template

In this step you will choose an email template for your invitation campaign. The preview feature gives you a first look regarding the layout. Before you finish this assistant you will have the possibility to preview your final invitation mail layout with your invited persons data which you will define in the next step.

1. Registration request für exhibitor pass

HTML GERMAN

2. Registration request für exhibitor pass

HTML ENGLISH

Sehr geehrter Herr Mustermann

NürnbergMesse Testaussteller has generated a exhibitor pass for the upcoming **BIOFACH / VIVANESS 2020** for you.

Please personalise your exhibitor pass as soon as possible by clicking on the link below and following the step-by-step instructions.

Personalising your exhibitor pass
EXP20P

After you have successfully personalised your exhibitor pass it will be sent to your e-mail address which you entered during the personalisation process. Please do not forget to bring the pass with you to the exhibition. The pass is only valid for one person.

Should you not receive your personalised exhibitor pass, by e-mail, please contact NürnbergMesse Testaussteller directly. Already personalised exhibitor pass can be downloaded, printed and edited in the Monitoring.

Your Project Team BIOFACH / VIVANESS

NürnbergMesse GmbH
Messezentrum
D - 90471 Nürnberg

CEOs:
Dr. Roland Fleck, Peter Ottmann
Registration Number: HRB 761 Nürnberg
Chairman of the Supervisory Board:
Albert Füracker, MdL
Bavarian State Minister of Finance and Regional Identity

You will find information relevant to data protection, and especially your rights, at:
<https://www.nuernbergmesse.de/en/dataprotection>
<https://www.nuernbergmesse.de/en/legalnotices>

Cancel

Back

Next step

1. Organization of your free quota of exhibitor passes

Step 5: Please read the **General Terms and Conditions** and the **Privacy Policy** and confirm this by ticking the boxes.

Stand personnel planning

Start → Organise your passes → Stand personnel planning

- 1. Campaign ✓
- 2. Contingent / ID-card type ✓
- 3. Select e-mail template ✓
- 4. Personal data ➔
- 5. Verify
- 6. Summary

4. Personal data

Here you can provide the data for the staff you want to add to your chosen campaign. You can add as many data rows as you want, as long as your chosen contingent is not reached.

■ Total: 3
 ■ Still available: 3
 ■ Now: 0

Terms and conditions and privacy policies ⚠
Manual Input
Excel-Import

Terms and conditions and privacy policies
 Please read all documents linked below carefully. You agree to each term by checking the respective checkbox. Personal data can only be entered by accepting all terms and conditions listed below.

- Terms and conditions [\(open in new window\)](#)
- Data privacy [\(open in new window\)](#)

Cancel
Back
Next step ➔

1. Organization of your free quota of exhibitor passes

Step 6: You can choose to **enter the data manually** or import an **Excel template**. You can download a corresponding template here.

Please note when entering the data manually that **all fields marked with a red star are mandatory fields** and must be filled in.

Stand personnel planning

Start → Organise your passes → Stand personnel planning

- 1. Campaign ✓
- 2. Contingent / ID-card type ✓
- 3. Select e-mail template ✓
- 4. Personal data ➔
- 5. Verify
- 6. Summary

4. Personal data

Here you can provide the data for the staff you want to add to your chosen campaign. You can add as many data rows as you want, as long as your chosen contingent is not reached.

■ Total: 3 ■ Still available: 3 ■ Now: 0

Terms and conditions and privacy policies ✓
Manual Input
Excel-Import

Input your person data into the table using your keyboard.

#	Salutation *	Title	First name *	Last name *	Company	Street	House number	Postal code	City	Country	E-Mail *
1	Mr		Max	Mustermann	Exhibitor	Street	House number	Postal code	Nürnberg	Germany	max.musterma
2			First name	Last name	NürnbergMesse	Street	House number	Postal code	Nürnberg	Germany	E-Mail

Add entries
Delete entry

Cancel
Back
Next step

1. Organization of your free quota of exhibitor passes

Step 7: Under "Preview", you can see all data entered. Then click on "Next step".

Stand personnel planning

Start → Organise your passes → Stand personnel planning

- 1. Campaign ✓
- 2. Contingent / ID-card type ✓
- 3. Select e-mail template ✓
- 4. Personal data ➔
- 5. Verify
- 6. Summary

4. Personal data

Here you can provide the data for the staff you want to add to your chosen campaign. You can add as many data rows as you want, as long as your chosen contingent is not reached.

■ Total: 3
■ Still available: 2
■ Now: 1

📄 Terms and conditions and privacy policies ✓
⌨ Manual Input
📄 Excel-Import
☰ Preview 1

Search:

Show entries

	#	Salutation *	Title	First name *	Last name *	Company	Street	House number	Postal code	City	Country	E-Mail *
	1	Mr		Max	Mustermann	Exhibitor				Nürnberg	Germany	max.mustermann@exhibitor.com

Showing 1 to 1 of 1 entries

Previous 1 Next

Cancel
 Back
 Next step

1. Organization of your free quota of exhibitor passes

Step 8: Check your entries and click on "Begin the campaign".

Stand personnel planning

Start → Organise your passes → Stand personnel planning

- 1. Campaign ✓
- 2. Contingent / ID-card type ✓
- 3. Select e-mail template ✓
- 4. Personal data ✓
- 5. Verify ➔
- 6. Summary

5. Verify

Please check if all your inputs for the start of the campaign are entered correctly.

Campaign

Campaign name: *Will be created automatically*

Campaign type: Invitation via email

Person count: 1

Article: exhibitor pass

Personal data 1

	1	Max	Mustermann	max.mustermann@exhibitor.com
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Terms and conditions and privacy policies

- Terms and conditions
- Data privacy

Cancel

Back

Begin the campaign ✓

1. Organization of your free quota of exhibitor passes

Step 9: The registration process is now in progress.

Select one of the following **options** or exit the TicketCenter.

You can access the various options at any time from the main page and order and personalize **additional exhibitor passes, search for personalized/ sent ID-cards** or get an **overview of your ticket contingents**.

 Stand personnel planning

Start → Organise your passes → Stand personnel planning

-  1. Campaign ✓
-  2. Contingent / ID-card type ✓
-  3. Select e-mail template ✓
-  4. Personal data ✓
-  5. Verify ✓
-  6. Summary ➔

6. Summary

✓

Done! The registration is now in progress. Depending on the size of the campaign this can take several minutes.

Your next steps:



Organise your passes for your booth personnel
Register your personnel and send ID-cards



Search / Clearing
Search for personalised/sent passes



Order additional exhibitor-passes
Order exhibitor passes (free quota passes and additional passes subject to charge) as well as your free assembly and dismantling passes here.



Documents overview
Download documents and tickets

2. Order of additional exhibitor passes

Step 1: Select the **required number** of exhibitor passes and assembly / dismantling passes and add them to the **shopping cart**. Click on **“Complete order“**.

NEW in 2020:

Please consider that **exhibitor passes** will **also be valid** during the regulary **assembly and dismantling periods**. **Assembly / Dismantling passes** will only be needed for personal which will be **solely present during the assembly and dismantling periods**. The **order of assembly / dismantling passes** is similar to the process of ordering exhibitor passes.

Order - Selection of requested articles

Start → Organise your passes → Order

Article selection

If required, you can order additional exhibitor passes for your booth personnel and free assembly and dismantling passes for your stand builders here. Your free contingent is already stored for you under "Ticket contingents". After the event you will only be charged for the passes which were actually used, minus your pass quota.

Please press [HERE](#) to get an Summary-PDF how many free of charge exhibitor passes you will get depending on your booth size.

Article	Accounting	Price	Amount	Total price*
Exhibitor pass Also valid during the regulary assembling and dismantling periods	nach Nutzung	43,00 €* 43,00 €	- 3 +	129,00 €
Assembling / Dismantling pass free of charge Pass is only valid on days before and after the exhibition	--	0,00 €* 0,00 €	- 0 +	0,00 €
Total price*				129,00 €

* all prices before VAT

Add to cart

Article succesfully added to cart

Exhibitor pass x 3 129,00 €

BIOFACH / VIVANESS

Continue shopping

Go to cart

Complete order

Please note:

Only the exhibitor passes actually **used will be billed** to you after BIOFACH / VIVANESS 2020.

2. Order of additional exhibitor passes

Step 2: Enter a **contact person** for shipping and click on "**Next step**".

Checkout

[Start](#) → [Order](#) → [Checkout](#)

 1. Shopping cart ✓

 2. Manufacturing ✓

 3. Shipping info 

 4. Payment

 5. Summary

 6. Confirmation

Shipping info

E-mail address for possible enquiries



max.mustermann@exhibitor.com



Contact person



Max Mustermann



Cancel



Previous

Next step



2. Order of additional exhibitor passes

Step 3: Check all information and click on “Order with costs”.



Start → Order → Checkout

1. Shopping cart ✓ 2. Manufacturing ✓ 3. Shipping info ✓ 4. Payment ✓ 5. Summary 6. Confirmation ✓

Overview

SHIPPING INFO		Payment: Invoice	
E-mail address for possible enquiries:	max.mustermann@exhibitor.com	Exhibition: BIOFACH / VIVANESS	
Contact person:	Max Mustermann		

1. Exhibitor pass	Electronic	3 x 43,00 €	129,00 €
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Total price* : 129,00 €
* all prices before VAT

Cancel Previous **order with costs**

2. Order of additional exhibitor passes

Step 4: Now click on "Register booth personnel" to start **personalizing** the exhibitor passes.

Please note:

Your order is now saved in your profil. Thus, you can continue with personalization also at a later point in time.



Start → Order → Checkout

1. Shopping cart ✓

2. Manufacturing ✓

3. Shipping info ✓

4. Payment ✓

5. Summary ✓

6. Confirmation ✓

Order completed



15.10.2019 08:30:56 - Success! Your order was succesfully completed.

Your next steps:



Register booth personnel



Back to start page

3. Personalization of a number of people with the same e-mail-address

1. Organize your passes for your booth personnel
2. Select direct registration with e-mail -> next step
3. Select quota / badge type -> next step
4. Select e-mail language -> next step
5. Confirm terms and conditions as well as privacy policies
6. **Select manual input and personalize your badge - just enter one name and e-mail address here**
7. **Add data rows**
8. **Click on preview -> next step**
9. **Start begin the campaign**
10. **Continue with step 1 to register further people**

Important: Please use the name once only – accordingly, it is not possible to personalize 2 passes with the same name.

4. Order of print-vouchers and voucher codes

Step 1: Click on "Order vouchers" to start the invitation process.

Invitation management: print-vouchers, voucher codes, campaigns ?

Professional invitation campaigns provide a high-level influx of visitors to your stand, boosts acquisition of new customers and insures customer loyalty.



104
TOTAL ORDERS



6
THE TOTAL OF ALL PERSONS YOU HAVE INVITED



0
REGISTERED CLIENTS



0
TOTAL OF ALL PERSONS WHO ATTENDED THE FAIR USING YOUR INVITATION

 **Order vouchers**
Purchase vouchers to invite your customers

 **Invite clients**
Invite you customers to the Fairevent

 **Search / Clearing**
Search for clients, tickets and vouchers

 **Voucher contingents**
View details about your voucher contingents

4. Order of print-vouchers and voucher codes

Step 2: Select the **required number** of voucher codes and print vouchers and add them to your **shopping cart**. Once you have selected the appropriate quantities, click on **"Add to cart"**. Click on **"Complete order"**.

Order - Selection of requested articles

Start → Invitation management: print-vouchers, voucher codes, campaigns → Order

Article selection

With Print vouchers and electronic voucher codes you will be able to invite your clients to visit your booth.
The ticket which your client receives is a one-day ticket. We charge you 22 EUR for each ticket which has been scanned onsite.

Article	Accounting	Price	Amount	Total price*/**
eCode voucher eCode for a permanent ticket	nach Nutzung	0,00 €* 0,00 €	- 5 +	0,00 €
Print voucher with imprint Print voucher for a 1-day ticket	nach Nutzung	0,00 €* 0,00 €	- 10 +	0,00 €
Total price*/**				0,00 €

* all prices before VAT

Add to cart

Article successfully added to cart

eCode voucher x 5 0 €

BIOFACH / VIVANESS

Print voucher with imprint x 10 0 €

BIOFACH / VIVANESS

Continue shopping

Go to cart

Complete order

4. Order of print-vouchers and voucher codes

Step 3: Specify your **shipping address** and a **contact person**. Then click on "**Next step**".



Start → Order → Checkout

1. Shopping cart ✓

2. Manufacturing ✓

3. Shipping info

4. Payment

5. Summary

6. Confirmation

Shipping info

Shipping address



DE 12345 Any City, Any Street 12



E-mail address for possible enquiries



max.mustermann@exhibitor.com



Shipping language



English



Contact person



Max Mustermann



Cancel



Previous

Next step



4. Order of print-vouchers and voucher codes

Step 4: Check the information and click on "Order with costs".

Please note:

Voucher codes are immediately available for you in the TicketCenter.
You will receive print-vouchers by post.



Start → Order → Checkout

1. Shopping cart ✓
2. Manufacturing ✓
3. Shipping info ✓
4. Payment ✓
5. Summary 📍
6. Confirmation ✓

Overview

SHIPPING INFO

Shipping address: DE 12345 Any City, Any Street 12

E-mail address for possible enquiries: max.mustermann@exhibitor.com

Shipping language: English

Contact person: Max Mustermann

Payment: Invoice

Exhibition: BIOFACH / VIVANESS

1. eCode voucher	Electronic	5 x 0,00 €	0,00 €
2. Print voucher with imprint	Print shop	10 x 0,00 €	0,00 €

Total price* : 0,00 €
* all prices before VAT

Cancel
 Previous
order with costs

5. Download of Registration Codes

Step 1: To download the **excel-sheet** with the codes, choose „**Registration Code Download**“ and proceed by clicking on „**Next Step**“. The process is **identical** for vouchers and passes.

 Organise your passes for your booth personnel

Start → Pass management → Organise your passes for your booth personnel

1. Campaign →

@ 2. Quota / badge type

📄 3. Select e-mail template

👤 4. Personal data

🔍 5. Verify

📄 6. Summary

1. Campaign

Use the following options to generate passes for your booth personnel.

Registration process

Invitation by e-mail (Exhibitor)
You only enter the names and the e-mail addresses of your booth personnel. Booth personnel will receive their passes after completing registration themselves.

Direct registration with email
You provide complete registration information for your booth personnel. Your booth personnel receives an e-mail with their ticket directly thereafter.

Registration only
You provide complete registration information for your customer. The tickets are then available for you to download and distribute.

Registration Code Download
Choose an amount from your contingent and receive registration codes to redeem in the visitor portal. The list of codes will be provided as download on the documents overview page.

Next step 

5. Download of Registration Codes

Step 2: Select the **contingent** from which you would like to use the **e-codes**.

Stand personnel planning

Start → Organise your passes → Stand personnel planning

- 1. Campaign ✓
- 2. Contingent / ID-card type** →
- 3. Select e-mail template
- 4. Personal data
- 5. Verify
- 6. Summary

2. Contingent / ID-card type

In this step you may select voucher contingent for this campaign.

<input checked="" type="radio"/> Exhibitor pass subject to charge Number: BP0155637 Order date: 15.10.2019 Amount: 3 Available: 3 Reserved: 0	<input type="radio"/> Exhibitor pass subject to charge Number: BP0155645 Order date: 15.10.2019 Amount: 3 Available: 3 Reserved: 0	<input type="radio"/> Exhibitor pass subject to charge Number: BP0155574 Order date: 14.10.2019 Amount: 2 Available: 1 Reserved: 0	<input type="radio"/> Exhibitor pass subject to charge Number: BP0155594 Order date: 14.10.2019 Amount: 3 Available: 2 Reserved: 0
<input type="radio"/> Exhibitor pass subject to charge Number: BP0155595 Order date: 14.10.2019 Amount: 3 Available: 3 Reserved: 0	<input type="radio"/> Exhibitor pass subject to charge Number: BP0155596 Order date: 14.10.2019 Amount: 3 Available: 3 Reserved: 0	<input type="radio"/> Exhibitor pass subject to charge Number: BP0155597 Order date: 14.10.2019 Amount: 3 Available: 3 Reserved: 0	<input type="radio"/> Exhibitor pass subject to charge Number: BP0155265 Order date: 10.10.2019 Amount: 5 Available: 4 Reserved: 0
<input type="radio"/> Exhibitor pass subject to charge Number: BP0154237 Order date: 04.10.2019 Amount: 1 Available: 0 Reserved: 0	<input type="radio"/> Assembling / Dismantling pass free of charge Number: BP0155601 Order date: 14.10.2019 Amount: 2 Available: 0 Reserved: 0	<input type="radio"/> Assembling / Dismantling pass free of charge Number: BP0155602 Order date: 14.10.2019 Amount: 2 Available: 2 Reserved: 0	

Cancel Back Next step

5. Download of Registration Codes

Step 3: You can now use the **slider bar** and **numerical input** to decide **how many codes** should be generated in the **Excel Sheet**. Proceed again by clicking on "**Next step**".

 Organise your passes for your booth personnel

Start → Pass management → Organise your passes for your booth personnel

- 1. Campaign ✓
- 2. Quota / badge type ✓
- 3. Select e-mail template
- 4. Amount** →
- 5. Verify
- 6. Summary

4. Amount

You may choose an amount of tickets. Your free and selected contingent is displayed and refreshed after changing your selection below.

■ Total: 3 ■ Still available: 1
■ Now: 2

Amount 

5. Download of Registration Codes

Step 4: Now you can **check your entries** and „begin the campaign“.

 Organise your passes for your booth personnel

Start → Pass management → Organise your passes for your booth personnel

-  1. Campaign ✓
-  2. Quota / badge type ✓
-  3. Select e-mail template ⊘
-  4. Amount ✓
-  5. Verify ➔
-  6. Summary

5. Verify

Please check that all data has been entered correctly before starting the campaign.

Campaign

Campaign name: *Will be created automatically*

Campaign type: Registration Code Download

Ticket count: 2

Article: assembling and dismantling pass

 Cancel

 Back

Begin the campaign 

5. Download of Registration Codes

Step 5: The campaign is now **complete**. To view your documents, click on "**here**".

 Organise your passes for your booth personnel

Start → Pass management → Organise your passes for your booth personnel

-  1. Campaign ✓
-  2. Quota / badge type ✓
-  3. Select e-mail template ⊘
-  4. Amount ✓
-  5. Verify ✓
-  6. Summary ➔

6. Summary

 Done! The registration is now in progress. Depending on the size of the campaign this can take several minutes. Once your documents are ready, you can download them [here](#).

Your next steps:



Organise your passes for your booth personnel

Register your personnel and send passes



Pass monitoring

Here you can find an overview of all passes issued. You can download the passes as a PDF or mobile ticket or resend the passes



Order additional passes

Order additional exhibitor passes subject to charge as well as your free assembly and dismantling passes here

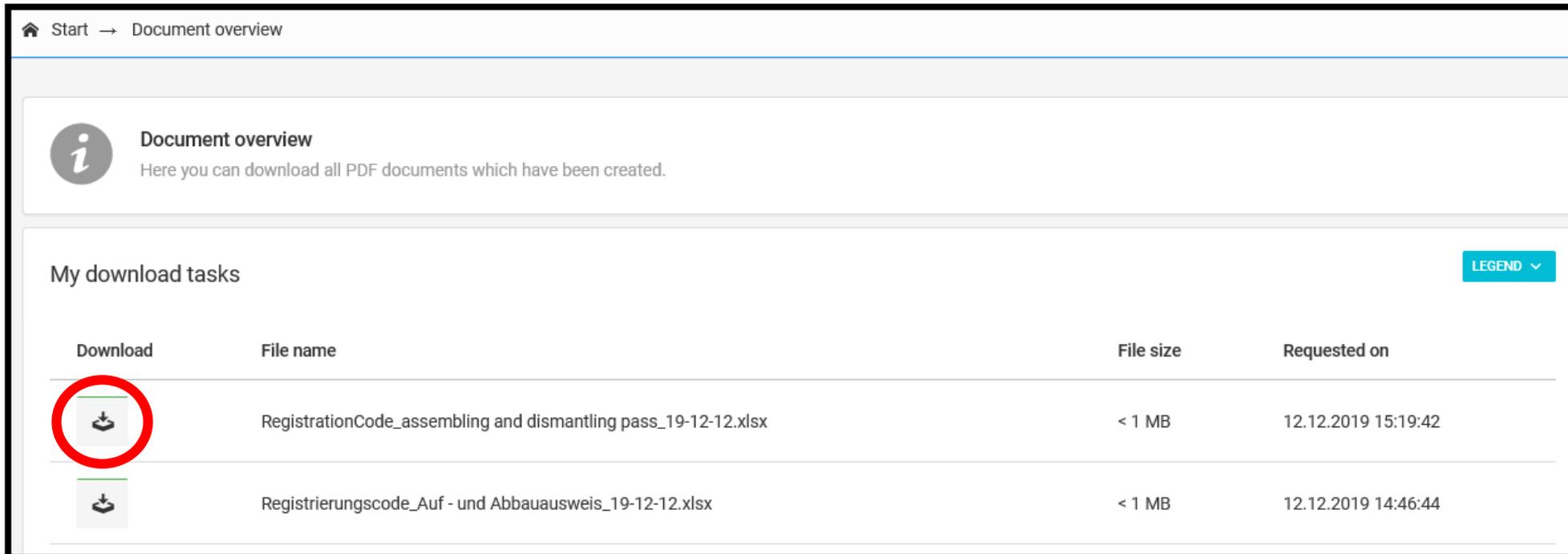
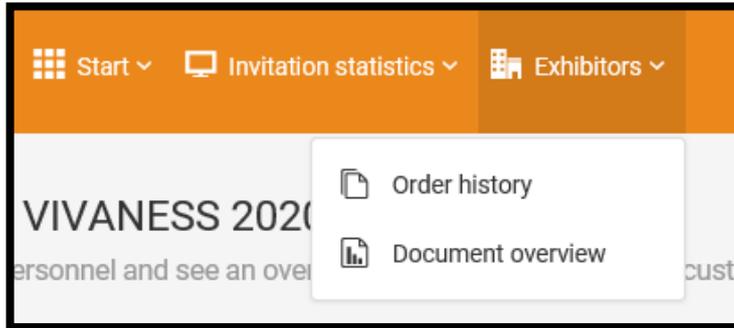


Document overview

Here you can download all PDF documents which have been created

5. Download of Registration Codes

Tip: You can find your **download-campaigns** anytime on the start page via "**Exhibitors**" -> "**Document overview**". To download the Excel list, click the **icon** on the left.



6. Invitation management

Step 1: Click on "**Register visitor**" to start sending the invitations.

Please note:

Your order is now saved in your profile. Thus, you can continue with registration of visitors also at a later point in time.

Checkout

[Start](#) → [Order](#) → [Checkout](#)

 1. Shopping cart ✓  2. Manufacturing ✓  3. Shipping info ✓  4. Payment ✓  5. Summary ✓  6. Confirmation ✓ 

Order completed

 15.10.2019 09:01:48 - Success! Your order was successfully completed.

Your next steps:

 Register visitor

 Back to start page

6. Invitation management

Step 2: Select the campaign name and type and click “Next step”. In order to download the vouchers, read point 4) „Download of Registration Codes“.

 Invite clients

Start → Invitation management → Invite clients

1. Campaign

Use a campaign to invite your clients. Campaigns provide you with an easy way to separate your client groups. From registration, through clearing and reminder e-mails, up until reporting and final visitor lists.

Campaign select

New Campaign
Create a new invitation campaign.

Select campaign
Use an existing invitation campaign.

Campaign name

Give this campaign a name. Use campaign names to separate your client groups.
If you do not provide a campaign name we will automatically set a name with this schema:
{Appearance_Number}_{OrderPosition_Number}_{Timestamp}

Campaign type

Invitation by e-mail (Visitors)
You only enter the name and an e-mail address. Your client completes the registration independently in the visitor portal. The client receives his ticket only after successful registration.

Direct registration with email
You enter the full registration data of your customer. Your customer will immediately receive an e-mail with the ticket.

Registration only
You enter the full registration data of your customer. You can download the tickets immediately and send them by e-mail.

Registration Code Download
Choose an amount from your contingent and receive registration codes to redeem in the visitor portal. The list of codes will be provided as download on the documents overview page.

Next step 

6. Invitation management

Step 3: Select a **contingent / ID-card type** and click on **"Next step"**.

 Invite clients

Start → Invitation management: print-vouchers, voucher codes, campaigns → Invite clients

- 1. Campaign ✓
- 2. Contingent / ID-card type ➔
- 3. Select e-mail template
- 4. Personal data
- 5. Verify
- 6. Summary

2. Contingent / ID-card type

In this step you may select voucher contingent for this campaign.

eCode voucher

Number: BP0155630
Order date: 15.10.2019
Amount: 5
Available: 3
Reserved: 0 



eCode voucher

Number: BP0155633
Order date: 15.10.2019
Amount: 5
Available: 5
Reserved: 0 



eCode voucher

Number: BP0155652
Order date: 15.10.2019
Amount: 5
Available: 5
Reserved: 0 



eCode voucher

Number: BP0155582
Order date: 14.10.2019
Amount: 10
Available: 8
Reserved: 0 



eCode voucher

Number: BP0154335
Order date: 08.10.2019
Amount: 20
Available: 19
Reserved: 0 



eCode voucher

Number: BP0154236
Order date: 04.10.2019
Amount: 1
Available: 0
Reserved: 0 



 Cancel

 Back

 Next step

6. Invitation management

Step 4: Select the **German or English e-mail template** and click on **"Next step"**.

Invite clients

Start → Invitation management: print-vouchers, voucher codes, campaigns → Invite clients

- 1. Campaign ✓
- 2. Contingent / ID-card type ✓
- 3. Select e-mail template ➔
- 4. Personal data
- 5. Verify
- 6. Summary

3. Select e-mail template

In this step you will choose an email template for your invitation campaign. The preview feature gives you a first look regarding the layout. Before you finish this assistant you will have the possibility to preview your final invitation mail layout with your invited persons data which you will define in the next step.

1. Registration invitation for your customer

HTML GERMAN

2. Registration invitation for your customer

HTML ENGLISH

BIOFACH2020

into organic

VIVANESS2020

into natural beauty

Sehr geehrter Herr Mustermann

We will be taking part in BIOFACH / VIVANESS 2020 and are inviting you to a free visit!
Therefore we reserved a ticket for you which you only need to activate by registering it online. Please use the link below:
EXP20P

Please note that BIOFACH / VIVANESS is a trade fair and only trade visitors are admitted.

After successful registration, you will receive your ticket as a PDF and as a Wallet-Ticket for your smartphone,
with which you will have direct access to BIOFACH / VIVANESS 2020. Upon entering a personalised name badge will be printed for you.

We look forward to your visit at our booth -.

With kind regards
NürnbergMesse Testaussteller

For questions regarding the ticket registration please contact the visitorService of NürnbergMesse GmbH
visitorservice@nuernbergmesse.de

NürnbergMesse GmbH

Cancel

Back

Next step

6. Invitation management

Step 5: Please read the **General Terms and Conditions** and **Privacy Policy** and confirm this by ticking the boxes.

You can choose to **enter data manually** or import an **Excel template** to invite customers. You can download a corresponding template here.



Start → Invitation management: print-vouchers, voucher codes, campaigns → Invite clients

- 1. Campaign ✓
- 2. Contingent / ID-card type ✓
- 3. Select e-mail template ✓
- 4. Personal data ➔
- 5. Verify
- 6. Summary

4. Personal data

Here you can provide the data for the visitors you want to invite in your chosen campaign. You can add as many data rows as you want, as long as your chosen contingent is not reached.

■ Total: 5 ■ Still available: 5 ■ Now: 0

Terms and conditions and privacy policies ⚠
Manual Input
Excel-Import

Terms and conditions and privacy policies
Please read all documents linked below carefully. You agree to each term by checking the respective checkbox. Personal data can only be entered by accepting all terms and conditions listed below.

- Terms and conditions ([open in new window](#))
- Data privacy ([open in new window](#))

Cancel
← Back
Next step →

6. Invitation management

Step 6: Enter the **personal data of all customers** you would like to invite and click on "**Add entries**".

Please note when **entering the data manually** that all fields **marked with a red star** are **mandatory fields** and must be filled in.



Start → Invitation management: print-vouchers, voucher codes, campaigns → Invite clients

- 1. Campaign ✓
- 2. Contingent / ID-card type ✓
- 3. Select e-mail template ✓
- 4. Personal data ➔
- 5. Verify
- 6. Summary

4. Personal data

Here you can provide the data for the visitors you want to invite in your chosen campaign. You can add as many data rows as you want, as long as your chosen contingent is not reached.

■ Total: 5
 ■ Still available: 5
 ■ Now: 0

Terms and conditions and privacy policies ✓
Manual Input
Excel-Import

Input your person data into the table using your keyboard.

#	Salutation *	Title	First name *	Last name *	Company	Street	House number	Postal code	City	Country	E-Mail *
1	Mr ▼	▼	Max	Mustermann	Client	Street	House number	Postal code	City	▼	max.musterma
2	▼	▼	First name	Last name	Company	Street	House number	Postal code	City	▼	E-Mail

Add entries
Delete entry

Cancel
Back
Next step

6. Invitation management

Step 7: Under "Preview", you can see all the data you have entered.

 Invite clients

Start → Invitation management: print-vouchers, voucher codes, campaigns → Invite clients

- 1. Campaign ✓
- 2. Contingent / ID-card type ✓
- 3. Select e-mail template ✓
- 4. Personal data ➔
- 5. Verify
- 6. Summary

4. Personal data

Here you can provide the data for the visitors you want to invite in your chosen campaign. You can add as many data rows as you want, as long as your chosen contingent is not reached. ■ Total: 5 ■ Still available: 4 ■ Now: 1

Terms and conditions and privacy policies ✓
Manual Input
Excel-Import
Preview 1

Search: Show entries

#	Salutation *	Title	First name *	Last name *	Company	Street	House number	Postal code	City	Country	E-Mail *
1	Mr		Max	Mustermann	Client						max.mustermann@client.com

Showing 1 to 1 of 1 entries Previous 1 Next

Cancel
 Back
 Next step

6. Invitation management

Step 8: Check all entered information and click on "Begin the campaign".

 Invite clients

Start → Invitation management: print-vouchers, voucher codes, campaigns → Invite clients

-  1. Campaign ✓
-  2. Contingent / ID-card type ✓
-  3. Select e-mail template ✓
-  4. Personal data ✓
-  5. Verify ➔
-  6. Summary

5. Verify

Please check if all your inputs for the start of the campaign are entered correctly.

Campaign

Campaign name: *Will be created automatically*

Campaign type: Invitation via email

Person count: 1

Article: Voucher-code for a 1-day ticket

Terms and conditions and privacy policies

Terms and conditions

Data privacy

Personal data 1

	1	Max Mustermann	max.mustermann@client.com
---	---	----------------	---------------------------

 Cancel

 Back

 Begin the campaign ✓

6. Invitation management

Step 9: The invitation process is now complete.

Select one of the following **options** or leave the TicketCenter.

You can access the various options at any time from the main page and **order additional vouchers, invite customers, search for specific customers** or get an **overview of your voucher quotas**.

 Invite clients

Start → Invitation management: print-vouchers, voucher codes, campaigns → Invite clients

-  1. Campaign ✓
-  2. Contingent / ID-card type ✓
-  3. Select e-mail template ✓
-  4. Personal data ✓
-  5. Verify ✓
-  6. Summary ➔

6. Summary

 Done! The registration is now in progress. Depending on the size of the campaign this can take several minutes.

Your next steps:



Invite clients
Invite you customers to the Fairevent



Search / Clearing
Search for clients, tickets and vouchers



Monitoring
Discover your voucher contingent, invite statistics and registration quota



Order vouchers
Purchase vouchers to invite your customers

6. Invitation management

Step 10: The “voucher quotas / contingents” show you **how many** voucher codes and print vouchers with imprints you have **already ordered** and to **which customer** the voucher has been assigned.

Voucher quotas

Start → Invitation management: print-vouchers, voucher codes, campaigns → Voucher quotas

Order positions

	Order position	Article	Created	State	Amount	Assigned [?]	Entered
	BP0154236	eCode voucher	04.10.2019 15:50	Released	1	1	0
	BP0154335	eCode voucher	08.10.2019 11:31	Released	20	1	0
	BP0154336	Print voucher with imprint	08.10.2019 11:31	Released	30	0	0
	BP0155582	eCode voucher	14.10.2019 14:12	Released	10	2	0
	BP0155583	Print voucher with imprint	14.10.2019 14:12	Released	10	0	0
	BP0155630	eCode voucher	15.10.2019 07:17	Released	5	2	0
	BP0155631	Print voucher with imprint	15.10.2019 07:17	Released	10	0	0
	BP0155633	eCode voucher	15.10.2019 07:45	Released	5	1	0
	BP0155634	Print voucher with imprint	15.10.2019 07:45	Released	10	0	0
	BP0155644	Print voucher with imprint	15.10.2019 08:18	Released	3	0	0
	BP0155652	eCode voucher	15.10.2019 09:01	Released	5	0	0
	BP0155653	Print voucher with imprint	15.10.2019 09:01	Released	10	0	0
					[?] 119	7	0

7. Voucher code monitoring

Step 1: Use the “voucher code monitoring” to view visitor statistics.

Voucher code monitoring

Visitor statistics, monitorings



Visitors

Information about your invited visitors

NEW!

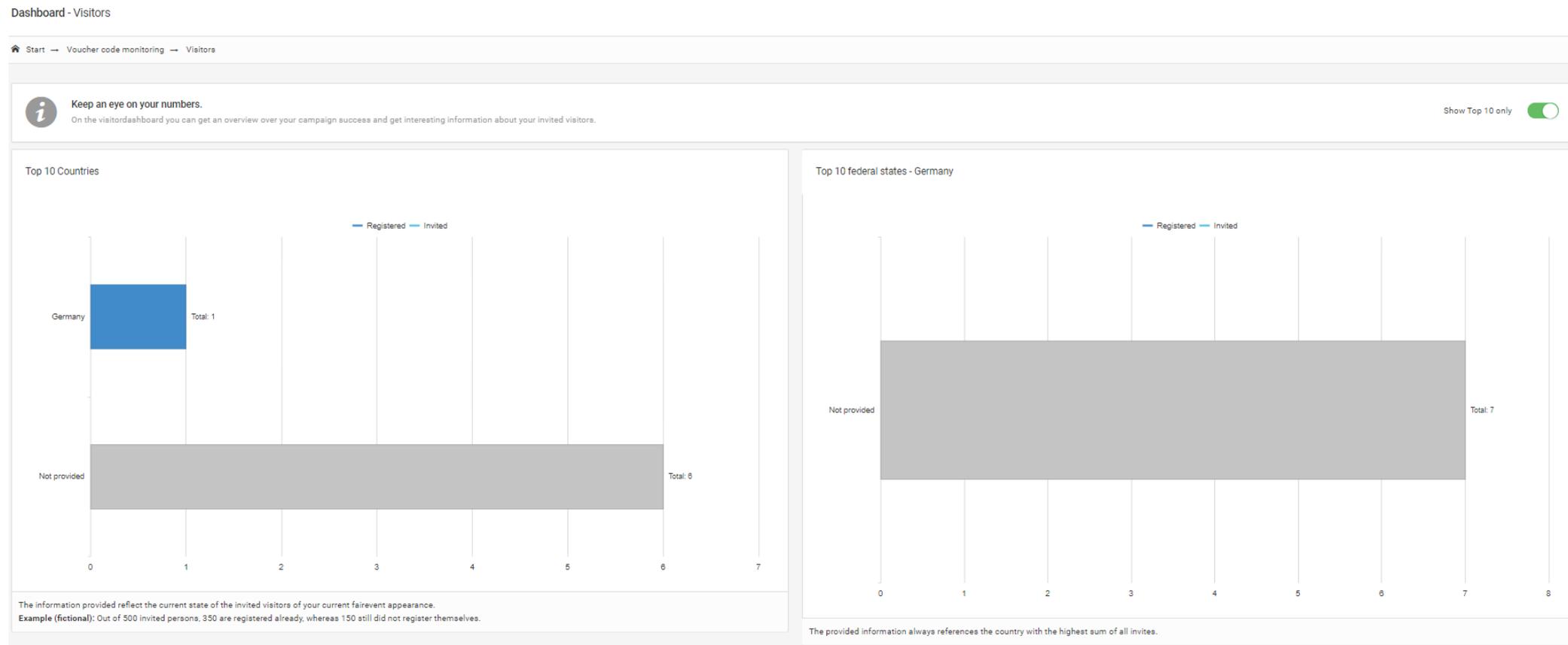


Monitoring

Discover your voucher contingent, invite statistics and registration quota

7. Voucher code monitoring

Step 2: Under **"Visitors"**, you will find the **number of registrations and invitations** in the form of a bar chart with differentiation according to country of origin.



7. Voucher code monitoring

Step 3: Under “**Monitoring**”, you can see **how many of your customers are registered and entered** the exhibition.

Dashboard - Voucher quotas

Start → Voucher code monitoring → Voucher quotas

Voucher quotas

Q Search

eCode voucher One-time use	Print voucher with imprint One-time use
Registered 0/46 	Registered 0/73
Entered 0/0 	Entered 0/0

8. Contact for further questions



In case of further questions please feel free to contact us:

Your event team BIOFACH/VIVANESS

Telefon +49 9 11 86 06-89 96
E-Mail: eventteam@biofach.de
 eventteam@vivaness.de