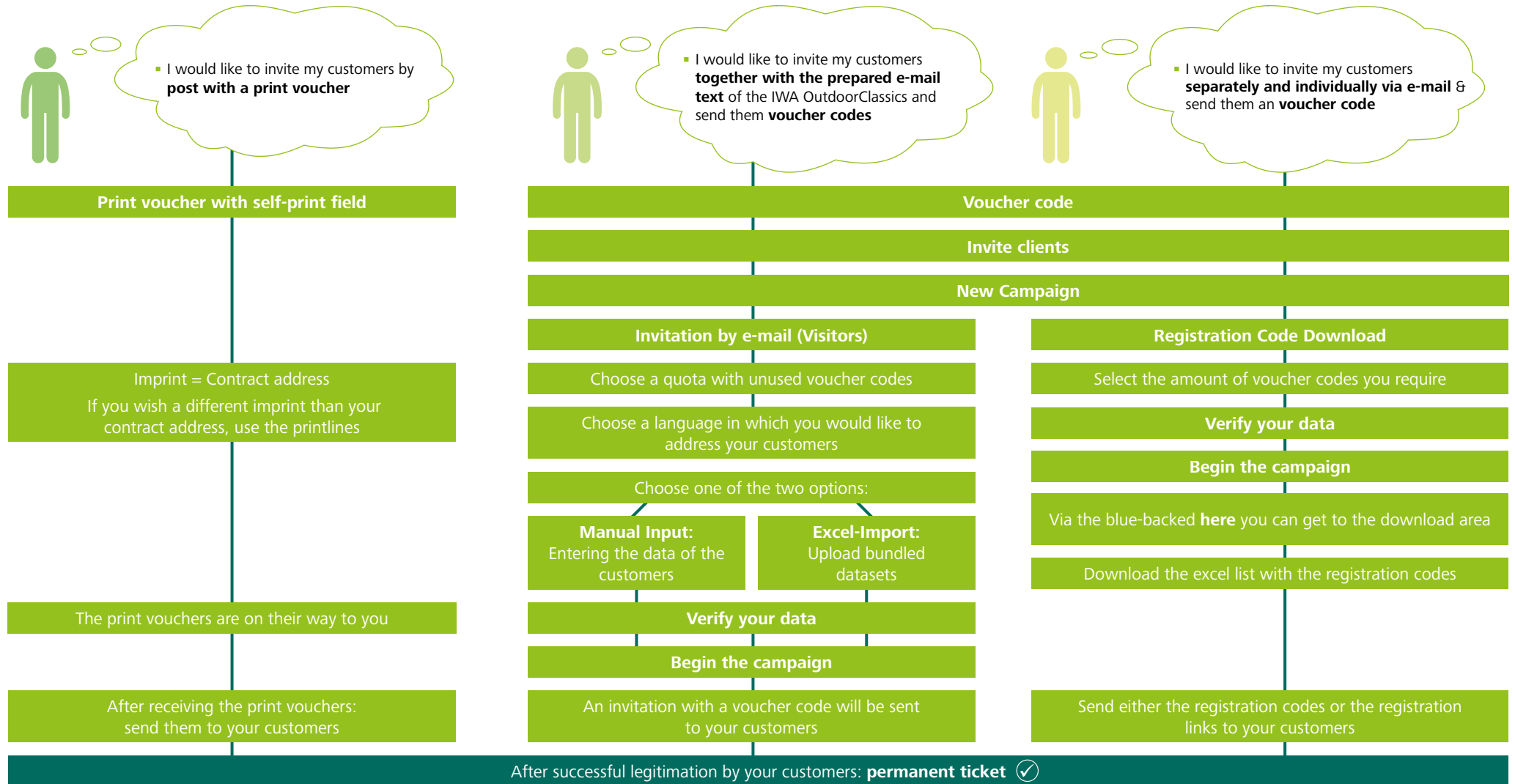


# INSTRUCTIONS FOR USE OF VOUCHERS

First order a generous quota of vouchers (voucher codes or print vouchers) in the invitation management under **order vouchers**.

## How would you like to invite your customers?



### Calculation of vouchers

You will be charged EUR 14 for each voucher redeemed. However, thanks to cost capping you will pay only for the maximum number of redeemed entry vouchers as determined by the size of your stand area (number per sqm), regardless of how many visitors follow your invitation. Every additional entry voucher redeemed is free of charge for you.



### Voucher monitoring

The status of the registration can be viewed under voucher monitoring.

# TICKETCENTER – TIPS & TRICKS



## Cancellations of exhibitor passes

Exhibitor passes that are not required do not have to be cancelled. Billing will be based on actual admission.

## Changes of exhibitor passes

Already personalised exhibitor passes cannot be changed, please generate a new exhibitor pass if you wish to change them.

## Charge

After the event, you will only be invoiced for the exhibitor passes, which were actually used minus your free contingent. The free contingent depends on the stand area you have booked.

## Collected download of all registered exhibitor passes

In pass monitoring, you have the option of downloading all registered passes in a collected PDF file. Please use the red „PDF-Download“ button for this action.

## Entry of personal data

For Manual Input or Excel-Import, the dataset should not exceed your open contingent of exhibitor passes.

## Excel-Import

In the Excel-template, you can either select your salutation via the drop-down menu (English only) or fill it in manually.

## New e-mail dispatch of registered exhibitor passes

Already sent e-mails with the exhibitor passes can be resent in the pass monitoring. To do this, click on the blue envelope.

## New e-mail dispatch of registration request

Registration requests that have already been sent can be resent in pass monitoring. To do this, click on the blue envelope.

## Registration links

Do not send a registration link twice.

## Order additional passes

If the free contingent of exhibitor passes is not sufficient, you are welcome to reorder a generous contingent. Only exhibitors who have joined the fair will be charged.

## Pass monitoring

The status of the registered passes can be viewed under pass monitoring. Badges can be resent and collectively downloaded.