

# Ticket Services for Exhibitors Portal

Generate and manage your exhibitor passes, visitor admission vouchers and set-up and dismantling passes digitally – it's easy

In order to assist you with your trade fair preparations, we would like to tell you about our Ticket Services for Exhibitors portal.

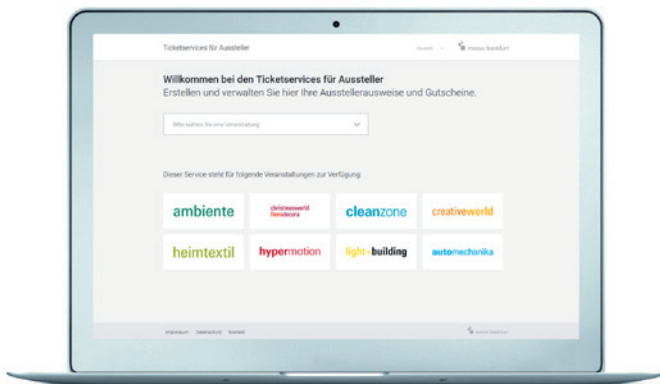
Now you can easily generate and manage your exhibitor passes, visitor admission vouchers and set-up and dismantling passes online at [www.exhibitortickets.messefrankfurt.com](http://www.exhibitortickets.messefrankfurt.com)

## Here's how the Ticket Services for Exhibitors portal works

As the main contact person for trade fair organisation, you – or someone you have designated as a representative – can use the new portal to generate the **desired number of personalised exhibitor passes and set-up and dismantling passes**. You will be sent the requested passes by email, and can print them yourself.

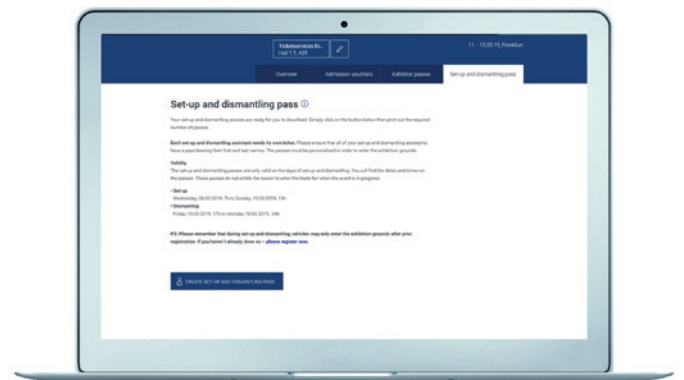
## This is what the new Ticket Services for Exhibitors portal looks like.

The image on the left shows the start page, where you can select the relevant event. Next to this you will find an overview of the exhibitor passes that have already been created. You can create new passes easily by clicking on the button.



## Things you should know

1. The exhibitor passes that used to be sent with the service folder have now been replaced by our new digital ticket service. Your allocation of free passes is automatically assigned to your stand, and is displayed for you in the portal.
2. Once you have used up your allocation of free passes, you will only pay for those passes actually used to enter the trade fair that exceed this allocation.
3. Your set-up and dismantling passes are ready for you to download in PDF form from the Ticket Services for Exhibitors portal. Simply go to the "Set-up and dismantling passes" tab. Here, you can print out the required number of passes. Please ensure that each one of your set-up and dismantling assistants has a pass bearing their first and last names. The passes must be completely filled out in order to enter the exhibition grounds.



### **Would you like to invite your customers to Prolight + Sound?**

If so, you can now use our new Ticket Services for Exhibitors portal to book your visitor admission vouchers. The following options are available:

1. You can use the portal to send your customer a voucher link. This voucher is sent in the form of an email in your name that contains a link to Messe Frankfurt's ticket shop. Here your guest can convert their voucher into a regular ticket.
2. You can download visitor admission vouchers in the form of voucher codes or PDF tickets, and send these to your customers.

### **Promotional materials in the Prolight + Sound look**

If you would prefer to use promotional materials in the event's look for Prolight +

Sound to invite your customers to your stand, we continue to offer you a wide range of print and digital advertising materials (printed vouchers, ticket envelopes, e-cards etc.) in our [Online Promotion Shop](#).

### **After the event**

You can use the portal to request the usage data for your exhibitor passes and visitor admission vouchers. This information will then be sent to you by email in the form of an Excel file.

### **Do you have any questions about our new Ticket Services for Exhibitors portal?**

We will be happy to assist you – simply give us a call on +49 69 75 75 – 51 51 or send us an email to [etickets@messefrankfurt.com](mailto:etickets@messefrankfurt.com).

**[www.exhibitortickets.messefrankfurt.com](http://www.exhibitortickets.messefrankfurt.com)**

