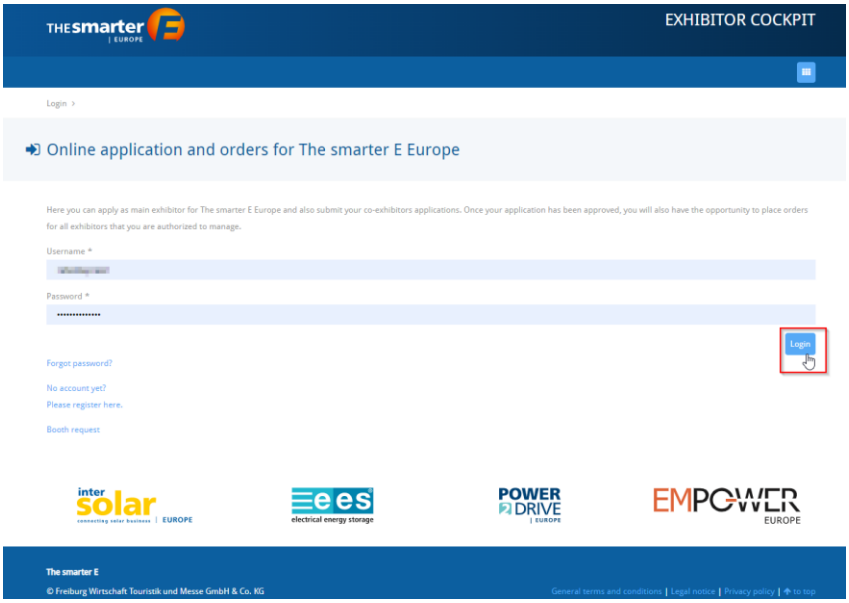
Workflow Order Exhibitor Tickets in Exhibitor Cockpit

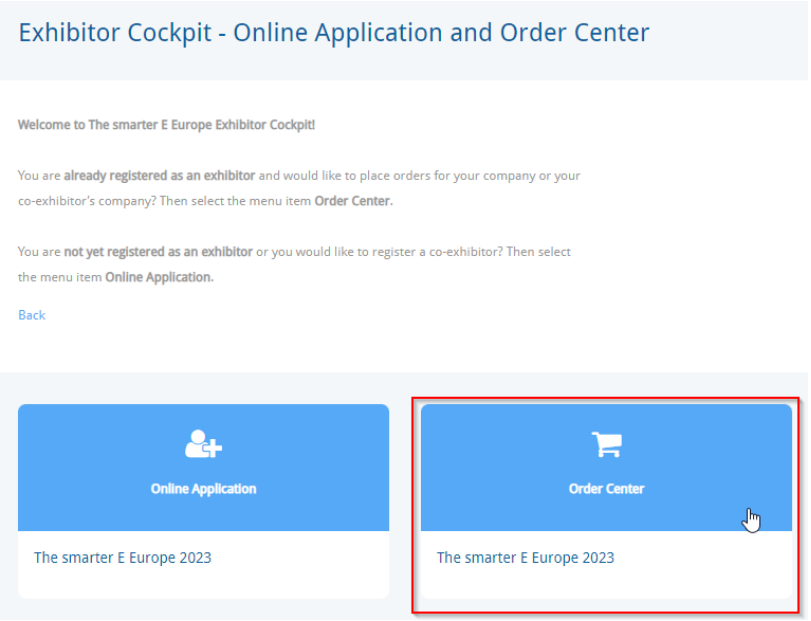
Please note, the order of Exhibitor Tickets is only possible after the payment of the invoice.

1. Log in to the Exhibitor Cockpit



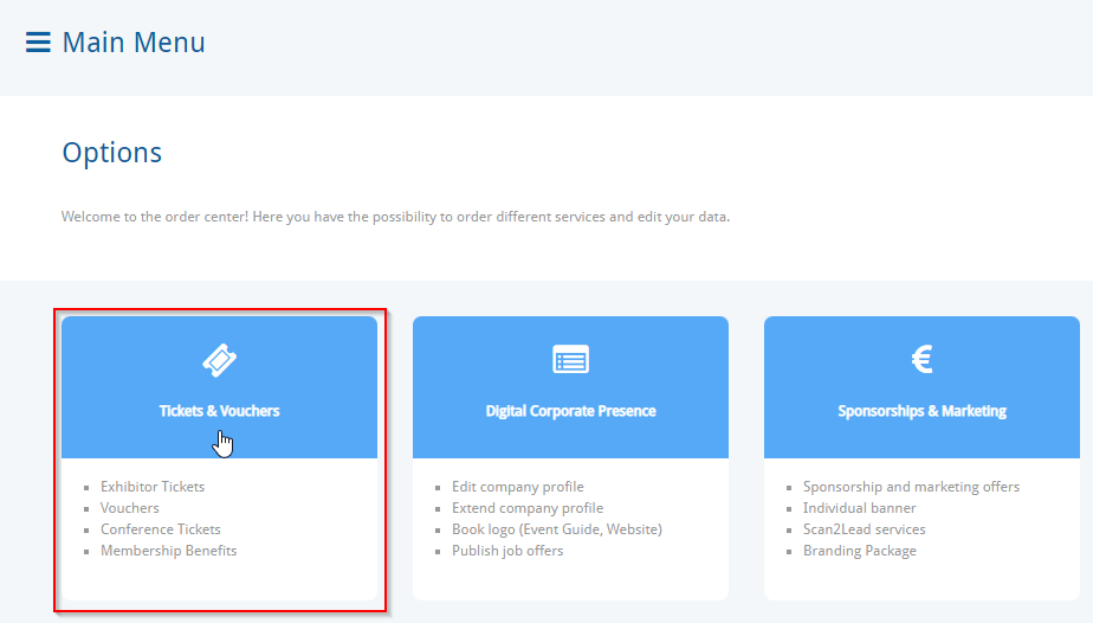
2. Choose the Year of Event

3. Continue to the Order Center

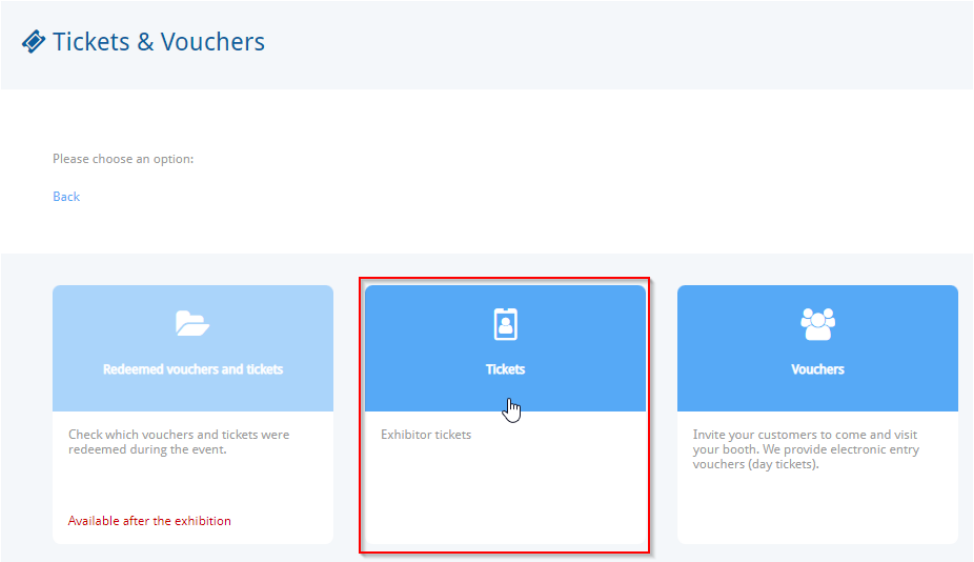


4. You will now see a list of all Exhibitors and Co-Exhibitors that you manage. Select the profile which you want to book the Exhibitor Tickets for by clicking on the respective name.

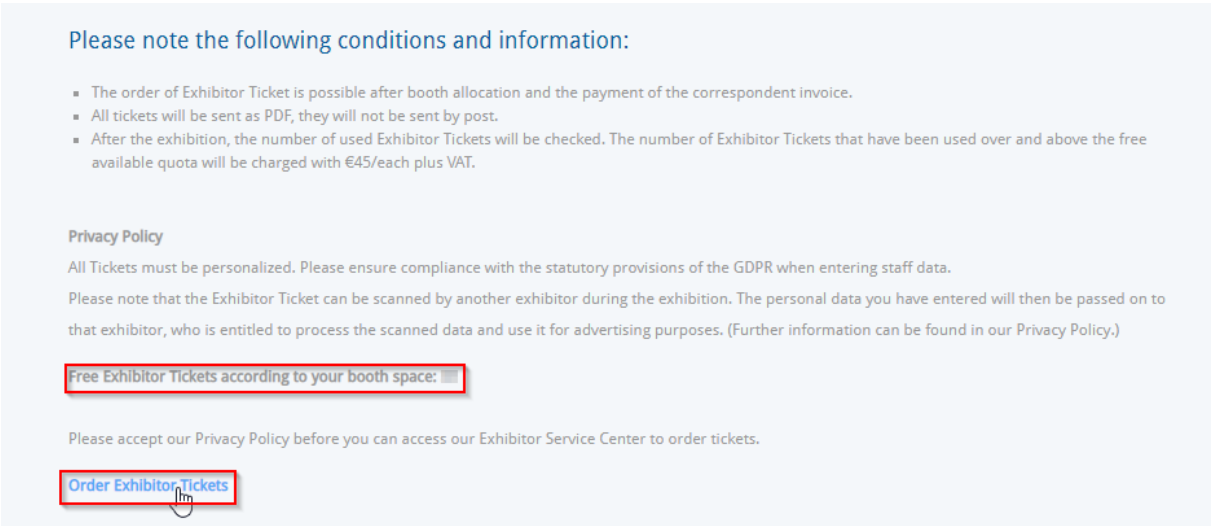
5. Choose the option “Tickets & Vouchers”



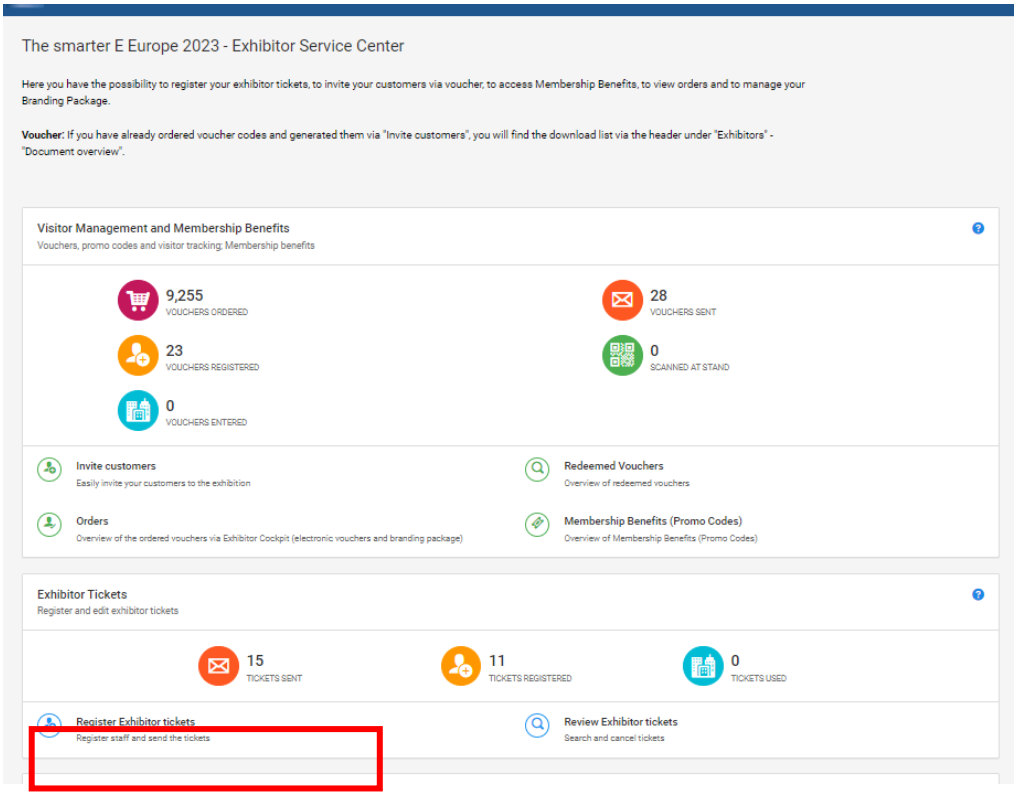
6. Now, proceed to “Tickets“



7. You will now see a table showing the amount of free Exhibitor Tickets according to the booth size. Below that, you will see the number of free Exhibitor Tickets for your company.
Click “Order Exhibitor Tickets”. You will be forwarded to another website.

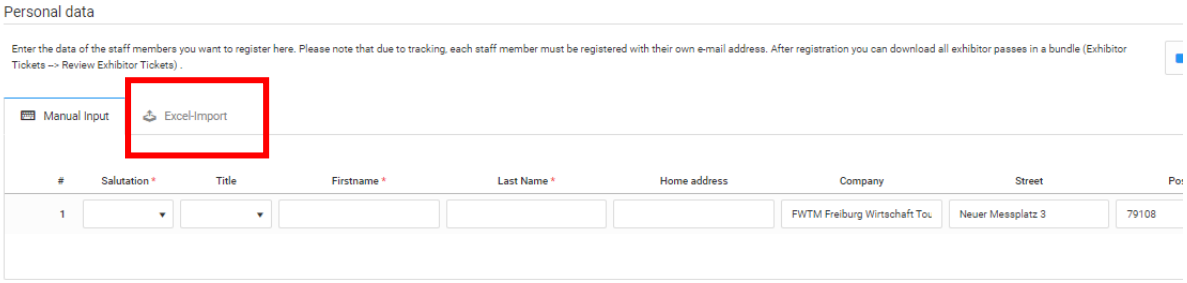


8. You will now see the following overview
   To register your staff, click “Register Exhibitor Tickets”.



9. If desired, you now have the possibility to customize the email template.

10. Add the personal data of the recipients. You can either do this manually or use the Excel-Import.
    To use the Excel-Import, please click the tab “Excel-Import”. You can then download the Excel Template, fill it with all information and then upload the list.



Please note, you can only register **one** ticket per e-mail address. The address will then be linked to the corresponding name. Therefore, please use your staff’s personal email addresses, if possible.

11. At the end, verify the data you entered and send the invitations to your booth staff.

12. By clicking the button “Review Exhibitor tickets”, you can check the status of your Exhibitor Tickets. For example, you can see, who has already registered their ticket.