



User Guide

Exhibitor Passes and
Ticket Vouchers for Visitors



User Guide

Exhibitor passes and tickets

Inviting customers to the trade show and assigning exhibitor passes to your stand staff: The ticketing system of Messe München enables you to manage this task effectively. And it helps you keep track of your tickets or exhibitor passes at all times. This user guide outlines the most important steps.



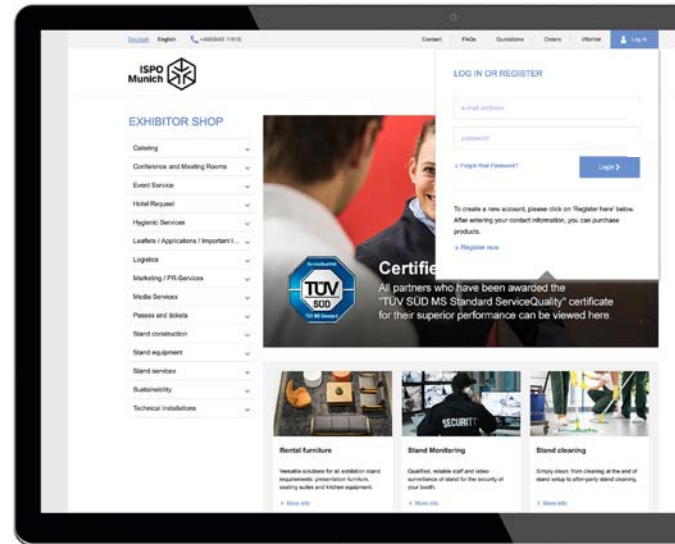
How to order exhibitor passes

Step 1: Signing in to the Exhibitor Shop

First, please sign in to the ISPO Munich 2022 Exhibitor Shop with your Messe München account. Under “Passes and Tickets” you will find the sections “Exhibitor passes” and “Vouchers.”

Tip:

You want to order exhibitor passes or visitor vouchers? Then please be sure to always select the respective stand number for your ticket order.

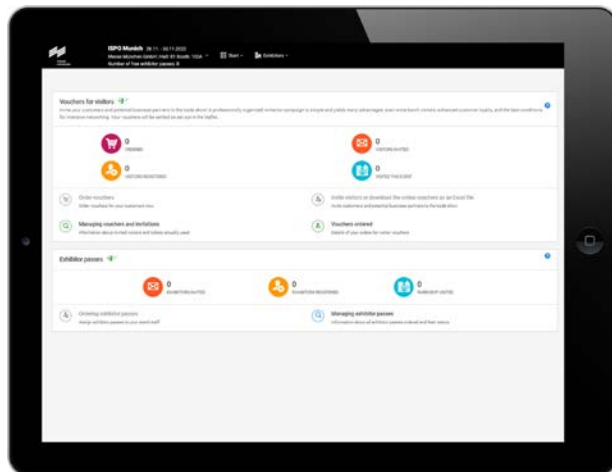


Step 2: Using the ticketing system

In the ticketing system you can, for example:

Order exhibitor passes, **enter** the required personal data of your staff members, or simply **upload** it via an Excel file, **view** all information about your exhibitor passes any time—for example.

An advantage for your employees: Once they have personalized their ticket, they can use the **mobile ticket** for smartphone and tablet or the Print@home-Ticket.



Exhibitor passes

In the **exhibitor passes** section, you can order passes for yourself and your colleagues and look up information on the status of your passes.

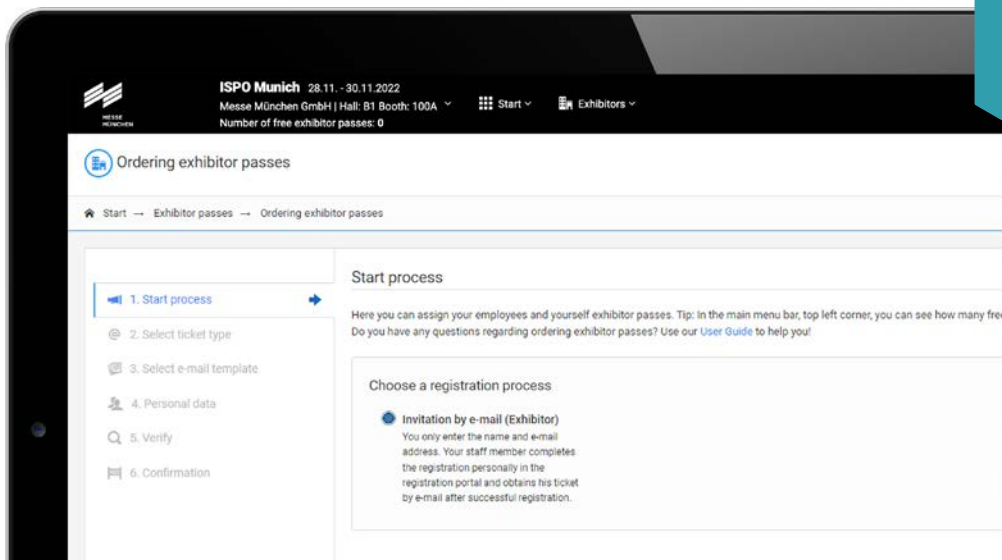
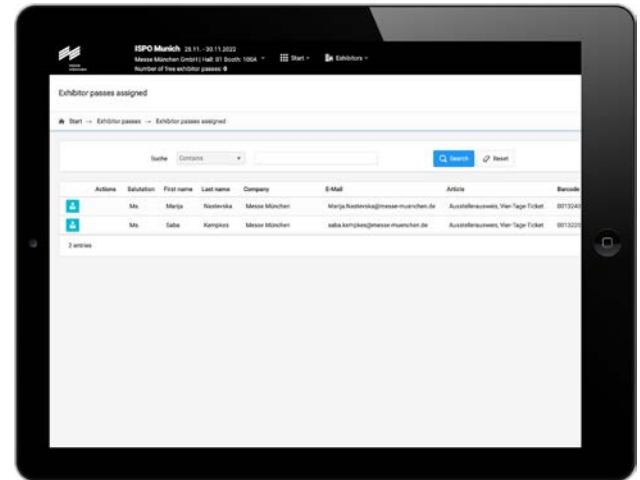
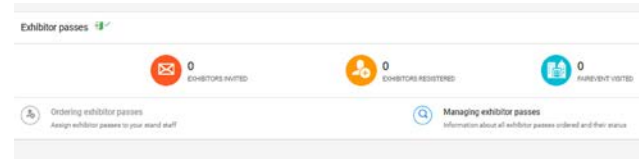
The following menu items are available for selection:

Order exhibitor passes: Here you can assign exhibitor passes to yourself and your stand staff.

Managing exhibitor passes: Here you will find information about the status of exhibitor passes of your team members. In addition, you can resend e-mails, download or disable registered passes.

Tip:

In the top left-hand corner of the black main menu bar, you can see how many free exhibitor passes are available to you for the stand you selected in the Exhibitor Shop. The menu on the left shows you which step you are currently working on.



How to order exhibitor passes

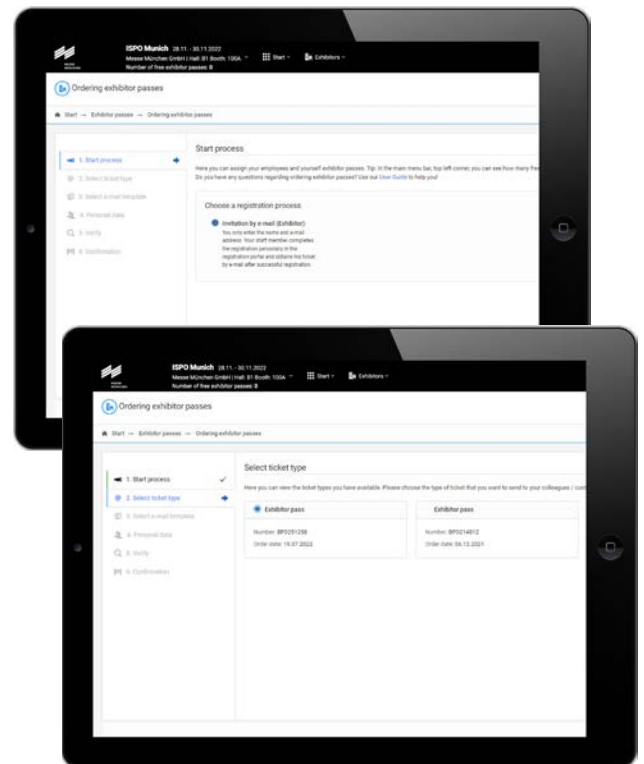
Open the menu item “Order exhibitor passes”.

- 1. Start process:** You will now be given information about the order process and be guided to e-mail template via **“Next step.”**
- 2. Select e-mail template:** Here you will find the e-mail template you can use to invite your staff: Be sure to also **select the language:** you can send the e-mail in German or English. In the context of your current order, **all** e-mails will be sent in the language you have selected.
- 3. Personal data:** In this menu, you enter data of your colleagues to whom you want to assign exhibitor passes. This can be done either manually or by uploading an Excel list.
- 4. Verify:** You can check all your input again, including the language settings for e-mail communications. If everything is correct, just click on “complete order.” Otherwise, please use the options at the bottom of the window to cancel the process or make corrections.
- 5. Confirmation:** In this view you can see that the e-mails have been sent to your team members.

Please note: Each employee requires his or her own exhibitor pass. You will have to personalize the passes as part of the registration process.

Important:

Please click on “Add entries” to accept the data you have entered.



Connect by ISPO – Visitors

With Connect by ISPO, you can invite all your business customers and prospects to ISPO Munich free of charge. The tool provides you with unlimited voucher codes that you can quickly and easily send to your contacts—either in bulk or as individual invitations.

At the same time, the tool helps you plan your appointments and meetings at ISPO Munich. You can use the tool to arrange appointments and meetings with sports retailers and buyers directly.

With Connect by ISPO you get the maximum out of your trade show planning.

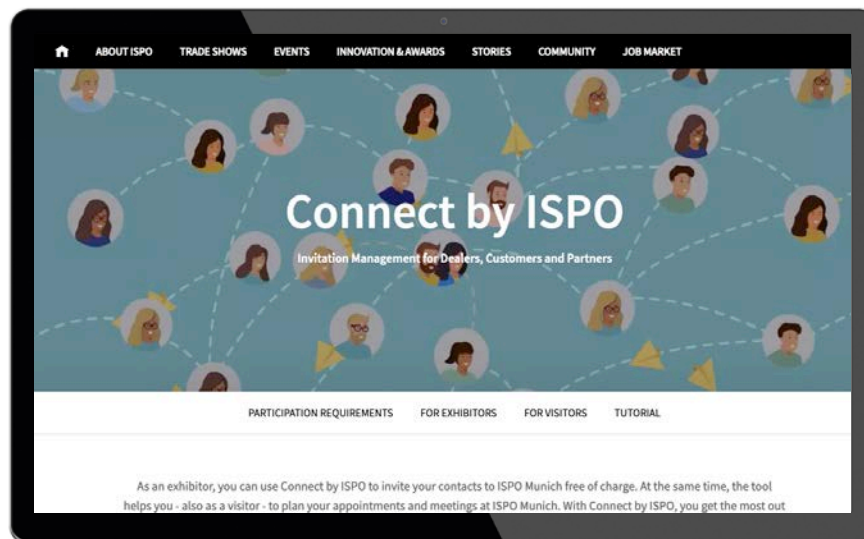
Connect by ISPO is included in all ISPO Munich 2022 participation packages and is therefore available to all exhibitors at no additional cost.

Each exhibitor will automatically receive an invitation to the tool from the beginning of September, if the placement proposal has already been confirmed. The email will be sent to the correspondence contact specified in the online registration. In this email you will receive the access data and all important information about the tool (how-to-use).

After logging in, please make sure that you:

- ✓ complete your personal profile
- ✓ search for the exhibitors and partners you want to meet with at ISPO Munich
- ✓ invite your distributors, customers and prospects
- ✓ send appointment suggestions to people

Further information at: ispo.com/en/connect





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