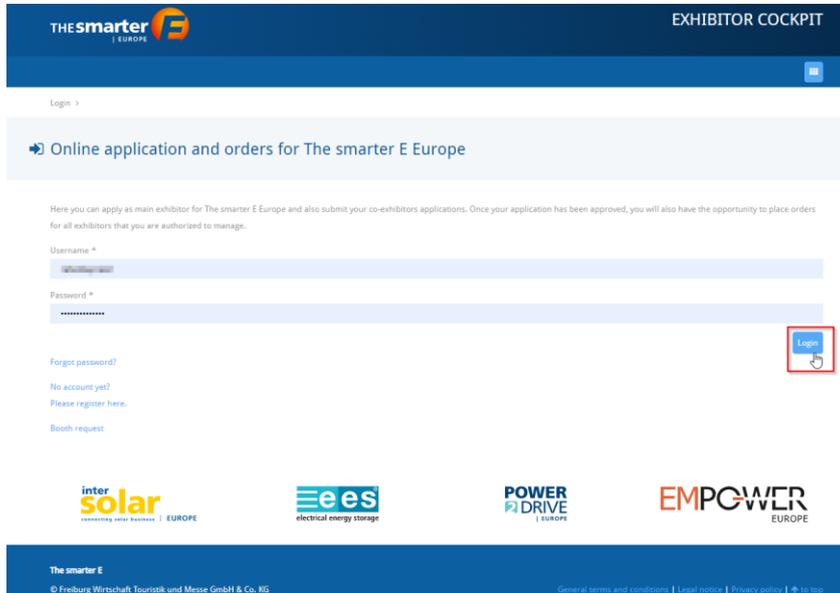


Workflow Order Exhibitor Tickets in Exhibitor Cockpit

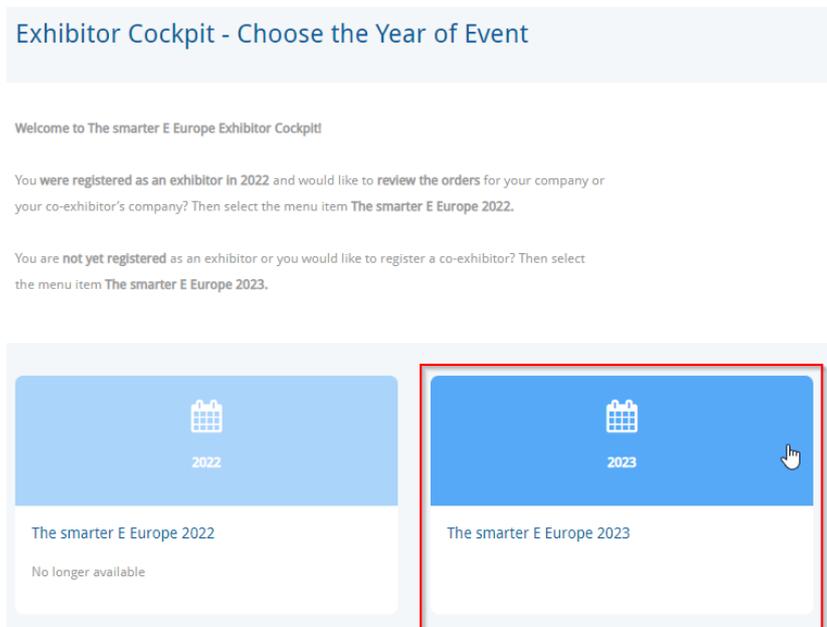
Please note, the order of Exhibitor Tickets is only possible after the payment of the invoice.

1. Log in to the [Exhibitor Cockpit](#)



The screenshot shows the 'EXHIBITOR COCKPIT' login interface. At the top left is the 'THEsmarter EUROPE' logo. The main heading is 'Online application and orders for The smarter E Europe'. Below this, a text block explains that users can apply as main exhibitors or submit co-exhibitor applications. The login form includes fields for 'Username *' and 'Password *', with a 'Login' button highlighted by a red box. There are also links for 'Forgot password?', 'No account yet? Please register here.', and 'Booth request'. At the bottom, logos for 'inter solar', 'ees', 'POWER DRIVE', and 'EMPOWER EUROPE' are displayed. The footer contains copyright information for 'The smarter E' and links to 'General terms and conditions', 'Legal notice', and 'Privacy policy'.

2. Choose the Year of Event



The screenshot shows the 'Exhibitor Cockpit - Choose the Year of Event' page. It features a heading and a welcome message: 'Welcome to The smarter E Europe Exhibitor Cockpit'. Below this, two paragraphs provide instructions: one for users registered in 2022 who want to review orders, and another for users not yet registered who want to register a co-exhibitor. At the bottom, two event selection cards are shown. The first card, for 'The smarter E Europe 2022', is marked 'No longer available'. The second card, for 'The smarter E Europe 2023', is highlighted with a red box and has a mouse cursor pointing at it, indicating it is the selected option.

3. Continue to the Order Center

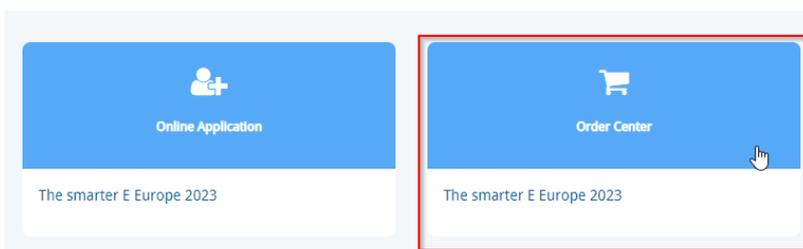
Exhibitor Cockpit - Online Application and Order Center

Welcome to The smarter E Europe Exhibitor Cockpit!

You are **already registered as an exhibitor** and would like to place orders for your company or your co-exhibitor's company? Then select the menu item **Order Center**.

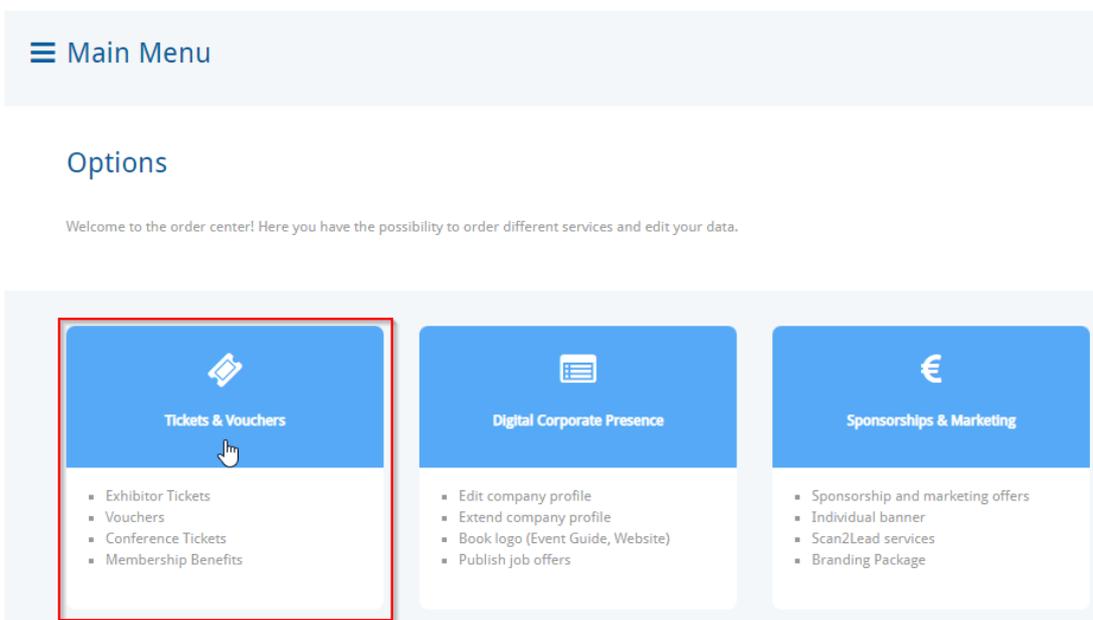
You are **not yet registered as an exhibitor** or you would like to register a co-exhibitor? Then select the menu item **Online Application**.

[Back](#)

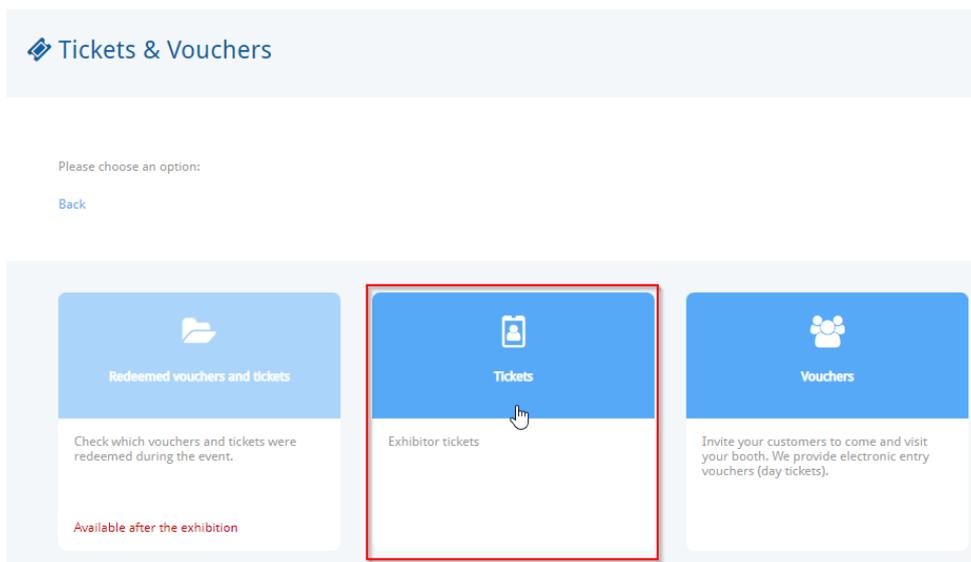


4. You will now see a list of all Exhibitors and Co-Exhibitors that you manage. Select the profile which you want to book the Exhibitor Tickets for by clicking on the respective name.

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.

Please note the following conditions and information:

- The order of Exhibitor Ticket is possible after booth allocation and the payment of the correspondent invoice.
- All tickets will be sent as PDF, they will not be sent by post.
- After the exhibition, the number of used Exhibitor Tickets will be checked. The number of Exhibitor Tickets that have been used over and above the free available quota will be charged with €45/each plus VAT.

Privacy Policy

All Tickets must be personalized. Please ensure compliance with the statutory provisions of the GDPR when entering staff data.

Please note that the Exhibitor Ticket can be scanned by another exhibitor during the exhibition. The personal data you have entered will then be passed on to that exhibitor, who is entitled to process the scanned data and use it for advertising purposes. (Further information can be found in our Privacy Policy.)

Free Exhibitor Tickets according to your booth space:

Please accept our Privacy Policy before you can access our Exhibitor Service Center to order tickets.

[Order Exhibitor Tickets](#)

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

The smarter E Europe 2023 - Exhibitor Service Center

Here you have the possibility to register your exhibitor tickets, to invite your customers via voucher, to access Membership Benefits, to view orders and to manage your Branding Package.

Voucher: If you have already ordered voucher codes and generated them via "Invite customers", you will find the download list via the header under "Exhibitors" - "Document overview".

Visitor Management and Membership Benefits
Vouchers, promo codes and visitor tracking; Membership benefits

- 9,255 VOUCHERS ORDERED
- 28 VOUCHERS SENT
- 23 VOUCHERS REGISTERED
- 0 SCANNED AT STAND
- 0 VOUCHERS ENTERED

Invite customers
Easily invite your customers to the exhibition

Orders
Overview of the ordered vouchers via Exhibitor Cockpit (electronic vouchers and branding package)

Redeemed Vouchers
Overview of redeemed vouchers

Membership Benefits (Promo Codes)
Overview of Membership Benefits (Promo Codes)

Exhibitor Tickets
Register and edit exhibitor tickets

- 15 TICKETS SENT
- 11 TICKETS REGISTERED
- 0 TICKETS USED

Register Exhibitor tickets
Register staff and send the tickets

Review Exhibitor tickets
Search and cancel 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.

Personal data

Enter the data of the staff members you want to register here. Please note that due to tracking, each staff member must be registered with their own e-mail address. After registration you can download all exhibitor passes in a bundle (Exhibitor Tickets -> Review Exhibitor Tickets).

Manual Input **Excel-Import**

#	Salutation *	Title	Firstname *	Last Name *	Home address	Company	Street	Postcode
1						FWTM Freiburg Wirtschaft ToU	Neuer Messplatz 3	79108

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.