

19.–22. Juni 2018 | Messe München



### Information about order process for exhibitor passes

Dear Exhibitors,

**For the first time there will be a personalized registration for exhibitor passes at automatica 2018, named Print@home-Tickets. The benefits are flexibility and planning dependably, but surely as well a change of the usual and a process conversion. In total this system proved of value at all events of the Messe München.**

With this mailing we would like to explain this new process to you.

Exhibitor passes can be ordered with immediate effect at the online Exhibitor Shop.  
[http://ausstellershop.messe-muenchen.de/index.php/automatica\\_b2b\\_en/?\\_from\\_store=automatica\\_b2b\\_de](http://ausstellershop.messe-muenchen.de/index.php/automatica_b2b_en/?_from_store=automatica_b2b_de)

Print@home-Tickets are charged after the event in the final invoice, but only those which are actually used. The contingent of free tickets is of course first deducted.

First please login with your login details at the online Exhibitor Shop.

With this registration please edify yourself as purchaser / contact person (Image 1). You will be asked uniquely, if the representation of your company is correct. With a click on "Next" you will get to the overview.

**Recipient**

Please enter the colleague's contact data here

Salutation: \*  
 Mr  Ms

Title:  
Please select

First name: \*

Last name: \*

Your position within your company: \*

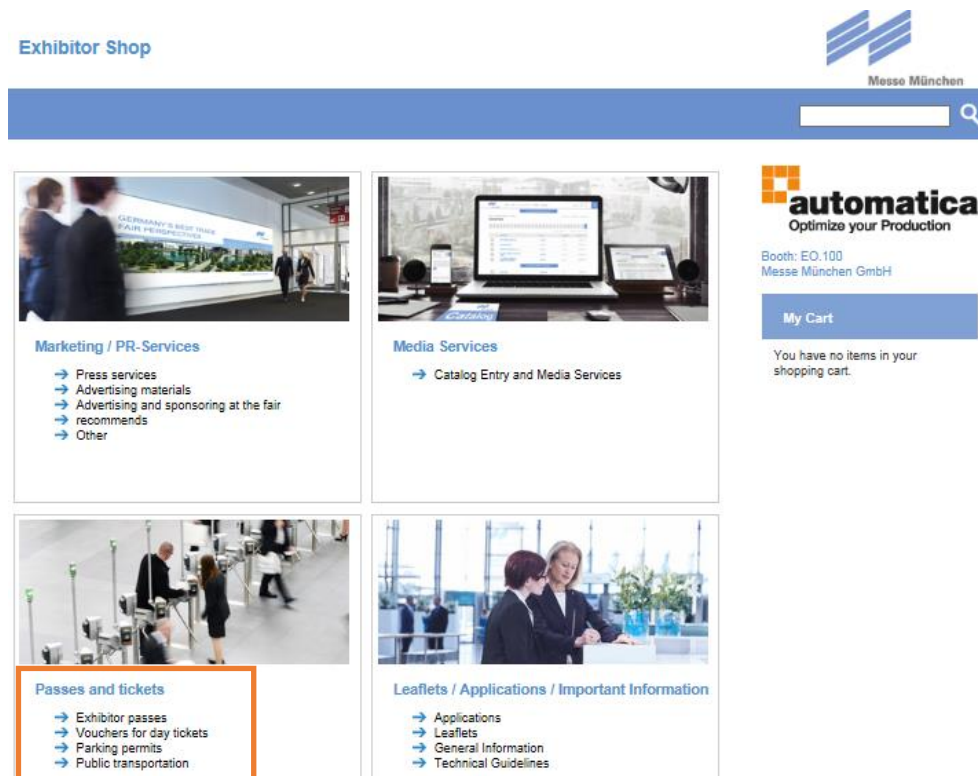
E-mail: \*

Confirm e-mail address: \*

Mobile:

Image 1

Now choose „Exhibitor passes“ listed under the point „Passes and tickets“ (Image 2).



**Exhibitor Shop**

Messe München

**Marketing / PR-Services**

- Press services
- Advertising materials
- Advertising and sponsoring at the fair
- recommends
- Other

**Media Services**

- Catalog Entry and Media Services

**Passes and tickets**

- Exhibitor passes
- Vouchers for day tickets
- Parking permits
- Public transportation

**Leaflets / Applications / Important Information**

- Applications
- Leaflets
- General Information
- Technical Guidelines

**automatica**  
Optimize your Production

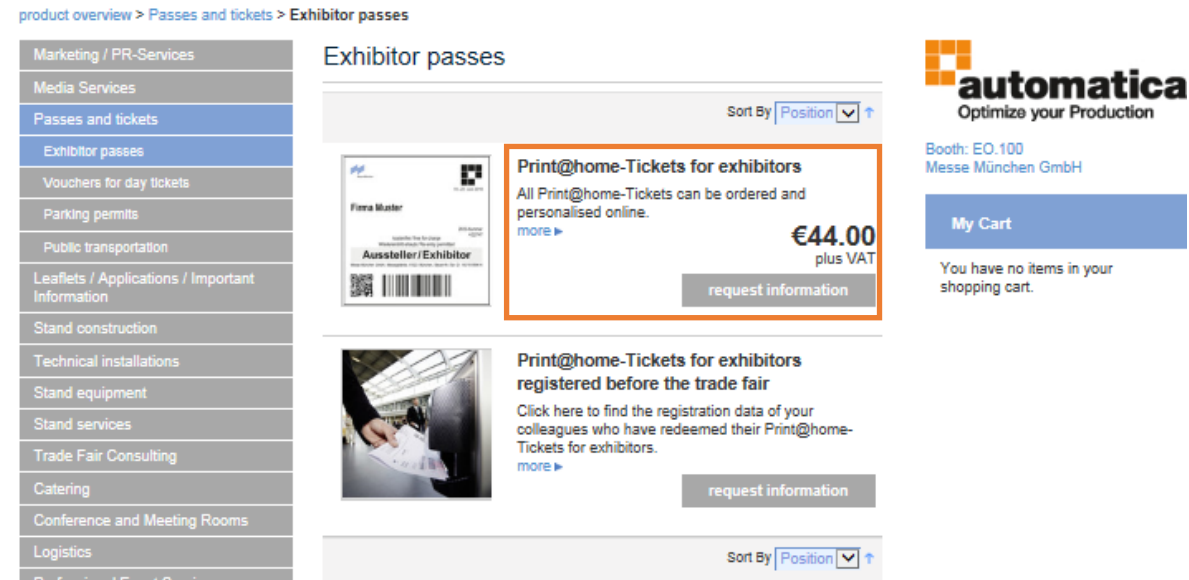
Booth: EO.100  
Messe München GmbH

**My Cart**

You have no items in your shopping cart.

Image 2

The point “request information” (Image 3) gets you subsequent to the possibility to order passes.



product overview > Passes and tickets > Exhibitor passes

**Exhibitor passes**

Sort By **Position** ↑

**Print@home-Tickets for exhibitors**

All Print@home-Tickets can be ordered and personalised online.  
[more ▶](#)

**€44.00**  
plus VAT

**request information**

**Print@home-Tickets for exhibitors registered before the trade fair**

Click here to find the registration data of your colleagues who have redeemed their Print@home-Tickets for exhibitors.  
[more ▶](#)

**request information**

Sort By **Position** ↑

**automatica**  
Optimize your Production

Booth: EO.100  
Messe München GmbH

**My Cart**


You have no items in your shopping cart.

Image 3

Choose option „next“ (Image 4) to get to the overview.

## Layout of the Print@home-Tickets

Does your company name fit onto the Print@home-Ticket?  
If your company name is too long, you can abbreviate it here.



**[!]** This change affects all Print@home-Tickets. As soon as the first Print@home-Ticket has been personalised, the company name can no longer be changed! You can use a maximum of 30 characters.

Company name: \*

[Refresh view of ticket](#)

[Cancel](#) [Next](#)

### Image 4

If you choose point 1 in the overview (Image 5), you can send a Print@home-Ticket. All the colleagues to whom you have delegated the job of personalizing and ordering a ticket will receive an e-mail with a link to where they can carry this out. After clicking on this link, the colleague will be guided through the stages of personalization and ordering his/her ticket. Only after the confirmation the order is terminated.

In this overview you can find the point 3 "status of orders and order management". Here under "delegated but not yet personalized Print@home-Tickets" you can see, which tickets you already ordered, but are not yet confirmed by your colleagues. Connected to that, you have got the possibility to remind your colleagues, by sending an E-Mail.

## Overview

On this page you get an overview of all functions of the ordering process.

1. Print@home-Tickets for other stand employees
2. Order Print@home-Ticket as company contact
3. Status of orders and order management

### Important information:

Please note that for reasons of dataprotection, in future, only one ticket - the personal Print@home-Ticket - can be ordered per registered ordering party. It is not permitted to order tickets for other people, which means that person related consents for colleagues and other persons are no longer permissible for reasons of data protection. Therefore, please delegate the ordering and personalisation of an additional ticket direct to your colleague(s). To simplify the process and help in delegation, the basic data about your colleagues from the last event are available for you as a selection. Of course you, as the ordering party, will as in the past have an overview of all ordered tickets and the opportunity to print out all the Print@home-Tickets.

### Delegate personalisation of a Print@home-Ticket to a colleague

1



Print@home-Tickets for other stand employees

Here you can designate a colleague to place his order for a Print@home-Ticket. The Print@home-Ticket will be sent directly.

### Order Print@home-Ticket as company contact

2



Ordering of a Print@home-Ticket

As an ordering person you can here order one ticket for yourself. Your personal Print@home-Ticket will be sent to you by e-mail.

### Status of orders and order management

3



Ordered and personalised Print@home-Tickets

Here you can edit Print@home-Ticket information and print out the Print@home-Ticket/s before the trade fair starts.



Delegated but not yet personalised Print@home-Tickets

Here you can remind colleagues to personalise Print@home-Tickets. View, delete or remind colleagues to personalise tickets.

## Image 5

**Please consider, that all exhibitor passes can only be downloaded after the payment of the admission invoice.**

In case of any questions our Customer Interaction Center is available for you.

Phone: +49 89 949-11538

E-Mail: [registrierung@messe-muenchen.de](mailto:registrierung@messe-muenchen.de)

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