Exhibitor passes and invitations management

Exhibitor passes and invitations

The exhibitor and visitor pass are personal, non-transferable, and may only be used by its holder.

For this reason, it is essential that the holder is correctly identified with name, surname and job title, and it is not allowed to personalize passes anonymously or by using standard nomenclatures (commercial, hostess, waiter, staff...). It will be mandatory to have the accreditation / ticket always available. Fraudulent use of the exhibitor or visitor pass will result in its immediate withdrawal and the holder will be denied access to the venue.

The personalization of the passes starts from the exhibitor's area and for this purpose the following steps must be followed:

1º step – Get the passes

1. Access to the exhibitor area and log in.

2. Through the tab "*Participation*"- option no. 3 "*TASKS TO BE PERFORMED*"- "*EXHIBITOR PASSES AND INVITATIONS MANAGEMENT*" you will find the available number of passes and invitations.

3. By clicking on the "*Use*" button you will find two options that allows you to download the registration links in an Excel file or send them by mail with the "*Invitation Tool*".
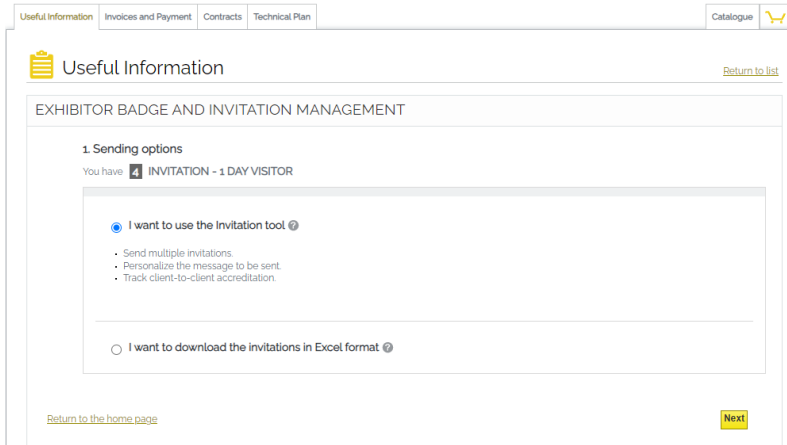
a. If you choose the <u>download option</u>, indicate the number of passes or invitations you wish to download and click "*Next*" to generate an Excel document with the registration links.
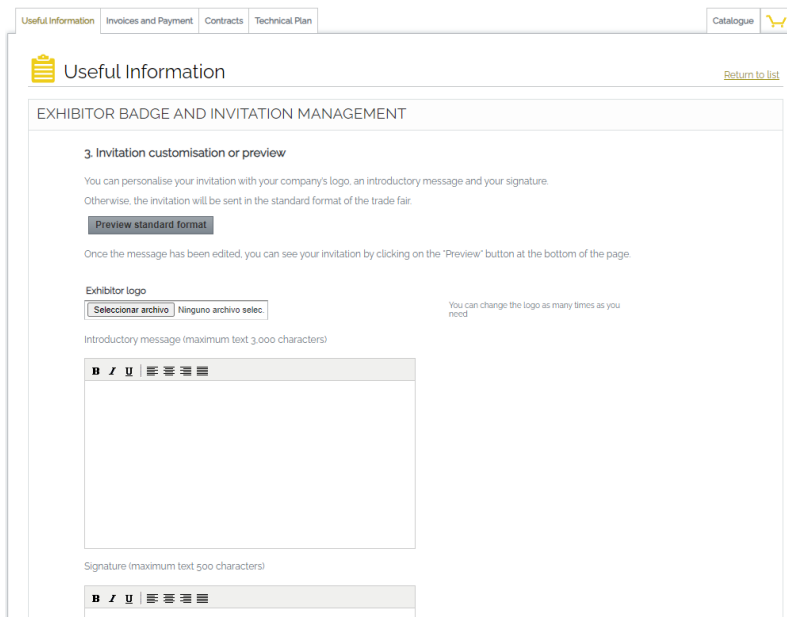
b. If you choose the "*Invitation Tool*" <u>option</u>, by clicking "*Next*" you must enter the email addresses of your colleagues or customers so they can receive a registration link.
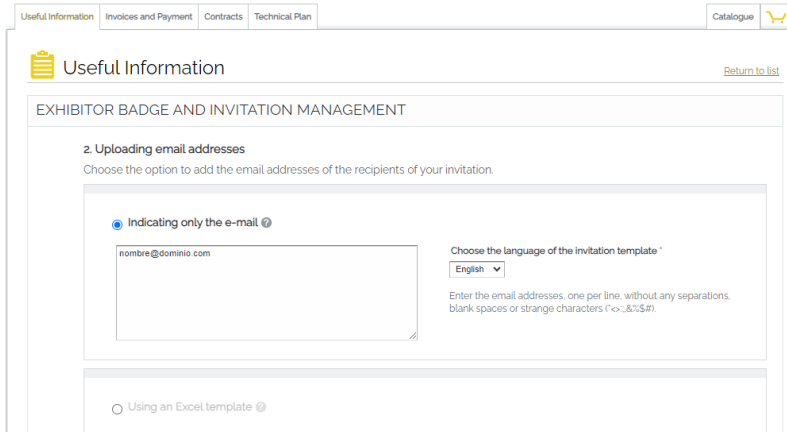
4. Once you have entered the e-mail addresses, you will be able to customize the email default template in the following screen.

5. With the "*Invitation Tool*" option, the registration link is received in this e-mail format:

2º step – Register the passes

6. Clicking on "*Get your pass*" will open a tab in your browser to the Fira Barcelona Accreditation System platform where you'll find the free pass.
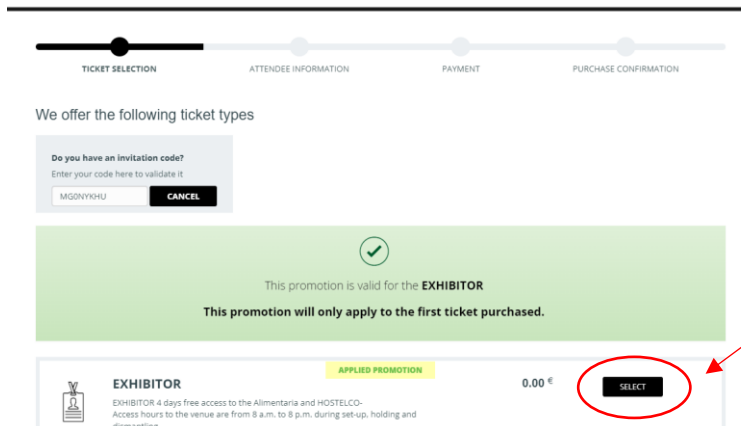
7. Since the promotion is applied by default, you only have to select the free pass and enter your personal email address.

8. After clicking *"Continue"*, the following cases may occur*:*
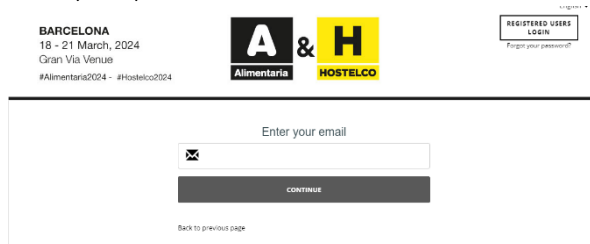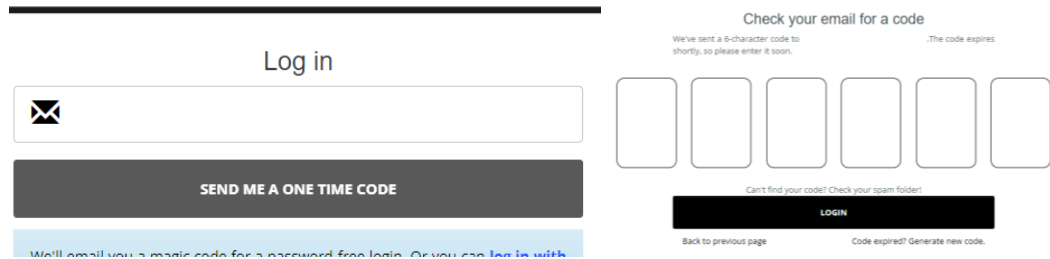   a. If, in any other edition, you were registered in our platform, the option "*Send me a single-use code*" will appear on the screen. This option will send you an e-mail with a code that you will have to enter in the following screen.

   b. If you have never been registered in our platform, when you enter your e-mail address and click "*Continue*" you will see the "*Create new user*" screen where you must enter your personal information.
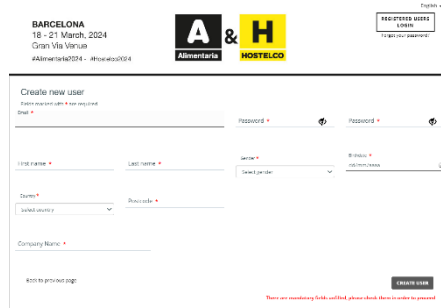
9. After entering the single-use code or creating a new user, you can fill up the rest of the information required by the system and continue.
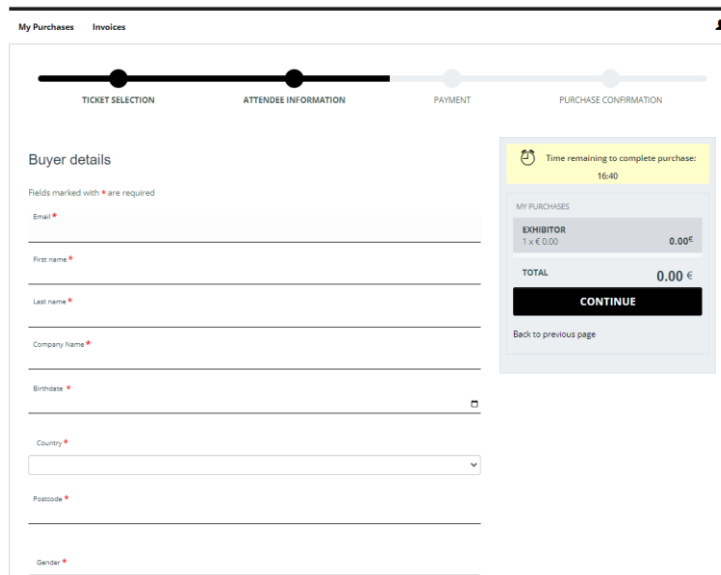

10. The platform will ask you to click "*Continue*" until you get the message "*Congratulations! You have successfully registered*". At the end of the registration process, a "*Print*" option will appear that allows you to generate a PDF file with instructions on how to download the App and access the digital badge. The QR that appears in this document is NOT the registered badge.

3º paso – Access to the Digital Badge

11. To install the **Alimentaria & HOSTELCO 2024** App and access the digital badge, you will need to access the "*Play Store*" or "*Apple Store*".

12. Once downloaded, by clicking on "*Digital Badge*" you will be able to log in with the same email and password you used to register your pass.
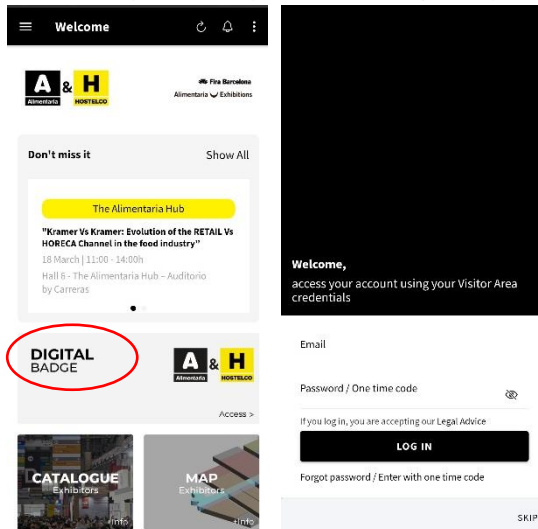
13. **In case you do not remember your password**, you can log in by requesting a one-time code by clicking on "*Forgot password/Enter with one-time code*", just below the "*Log in*" button.
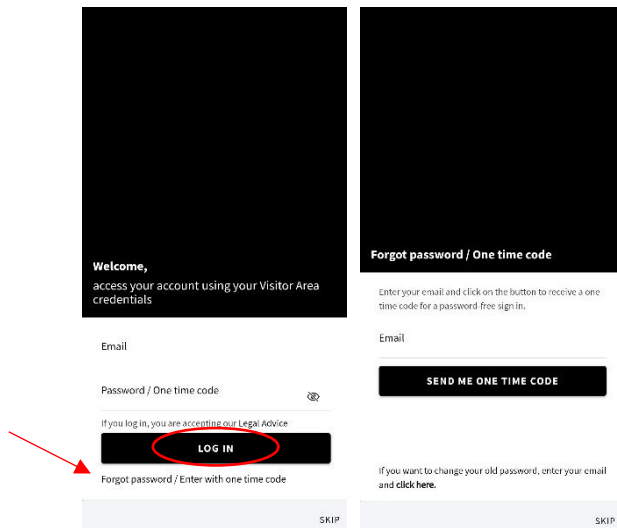
14. Once logged in, the application will take you to the main screen where you will find your digital pass by clicking on "*Digital Badge*".