

Ordering Exhibitor Passes – It's Easy!

You can order exhibitor passes for your stand personnel as well as crew passes for contractors and service staff via the Exhibitor Ticket Shop.

Depending on the size of your booked stand, you are entitled to a complimentary allocation of exhibitor and crew passes. If additional passes are required, further passes can be ordered for a fee. The Exhibitor Ticket Shop allows you to view your available allocation and order additional passes if needed.

Accessing the Exhibitor Ticket Shop

Log in to the **Online Service Center (OSC)** using your personal login credentials and click **"Book your Services."**

Select **"My WindEnergy Hamburg Portal"** to access the Exhibitor Ticket Shop. There you will find the **"Exhibitor Passes"** section.

Step 1: Select Passes

In the Exhibitor Ticket Shop, select the **"Exhibitor Passes"** tab and then click **"Order Exhibitor Passes."**

Enter the required quantity in the corresponding selection fields.

The following pass types are available:

- Code for 4-Day Exhibitor Pass
- Code for 1-Day Exhibitor Pass
- 4-Day Crew Pass
- 1-Day Crew Pass

Important: Depending on your booked stand space, you are entitled to a specific number of complimentary exhibitor and crew passes.

The complimentary allocation is a **combined quota** for exhibitor passes and crew passes. It is not provided separately for each pass type.

Once your complimentary allocation has been used, additional passes can be ordered for a fee. The applicable prices are displayed directly in the Exhibitor Ticket Shop.

After selecting the desired quantities, click **"Next Step."**

Step 2: Enter Personal Details

For each ordered pass, enter the details of the person who will use the pass:

- Title
- First Name
- Last Name
- Company
- E-mail Address

Tick the box **"Send directly by e-mail?"** if the pass code should be sent directly to the respective person.

Then click **"Next Step."**

Step 3: Review Your Details

Carefully check the information you have entered:

- Name of the pass holder
- Company
- E-mail address
- Quantity and type of passes ordered

Please pay particular attention to the e-mail address, as the personal pass code will be sent to this address.

Then accept the General Terms and Conditions and complete the order.

Step 4: Redeem the Exhibitor Pass Code

Once the order has been successfully completed, the designated recipient will receive an e-mail containing a personal pass code.

The exhibitor pass is only valid after it has been personally activated.

The recipient must:

1. Open the link provided in the e-mail.
2. Enter the personal exhibitor pass code.
3. Complete the registration process.
4. Receive the digital exhibitor pass.

Important: Each pass code is personal and must be activated and used by the intended recipient only. A valid exhibitor pass is created only after successful registration.