

PASS: GUIDE FOR EXHIBITORS

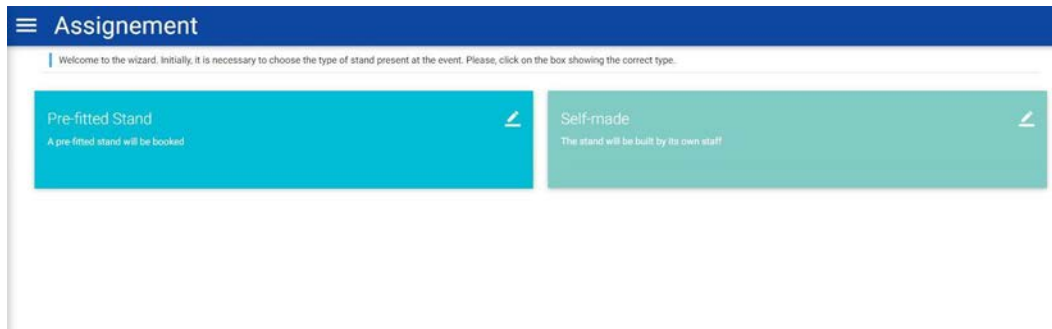
Please note that the badges printed on the PASS portal are valid only during stand assembly/disassembly periods

Access to the PASS PORTAL is from befair.eu.

To access PASS continue by clicking on the GO TO PASS button.

FIRST ACCESS - FILE OPENING

The first thing to do for the exhibitor is to select the type of set-up! Depending on the type of set-up indicated, an assignment file will be opened for the event you are attending; **without this step, the printing of passes will not be enabled.**



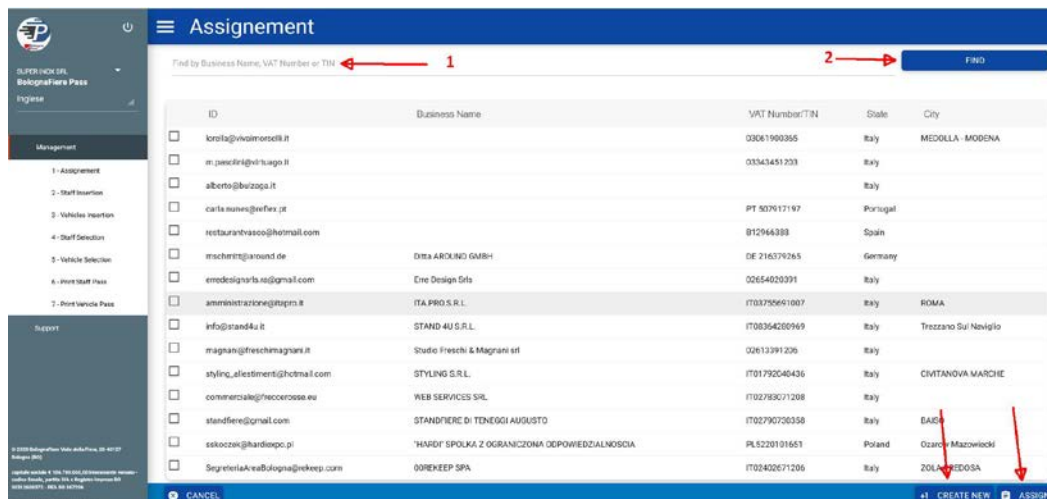
- **Pre-fitted stand:** THE INSTALLER IS SET UP BY THE SYSTEM, IT DOES NOT HAVE TO BE SELECTED AGAIN, you can enter your personnel/vehicles

- **Self made:** in this case you can enter your personnel/vehicles directly from the menu on the left of the page. **You can appoint a fitter if you have one**

2) PRACTICE APPROVAL

After choosing the type of set-up, to approve the file, take note of D.U.V.R.I., Privacy and Security Statements, ticking each required field. Continue by clicking **NEXT twice**

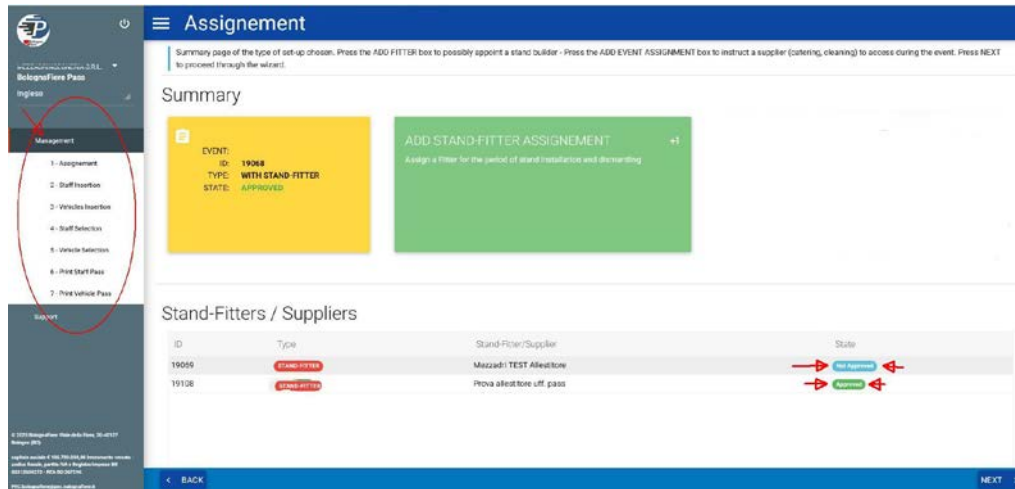
If you have a Fitter/Supplier click on the green button "Add standfitter assignment" , search for the company by entering company name or VAT number, if it is already present in the DB click on ASSIGN, if it is not present click on CREATE NEW and enter the required data.



The fitter will receive an email from pass@bolognafiere.it, informing him of the opening of the Exhibitor will receive an email from , informing him of the opening of the Exhibitor's set-up procedure from the Pass Portal and be autonomous in printing badges for his staff

Clicking on the event logo will open the Summary page.

If you need to assign an additional set-up company/supplier, click on ADD STAND FITTER ASSIGNMENT proceed as above

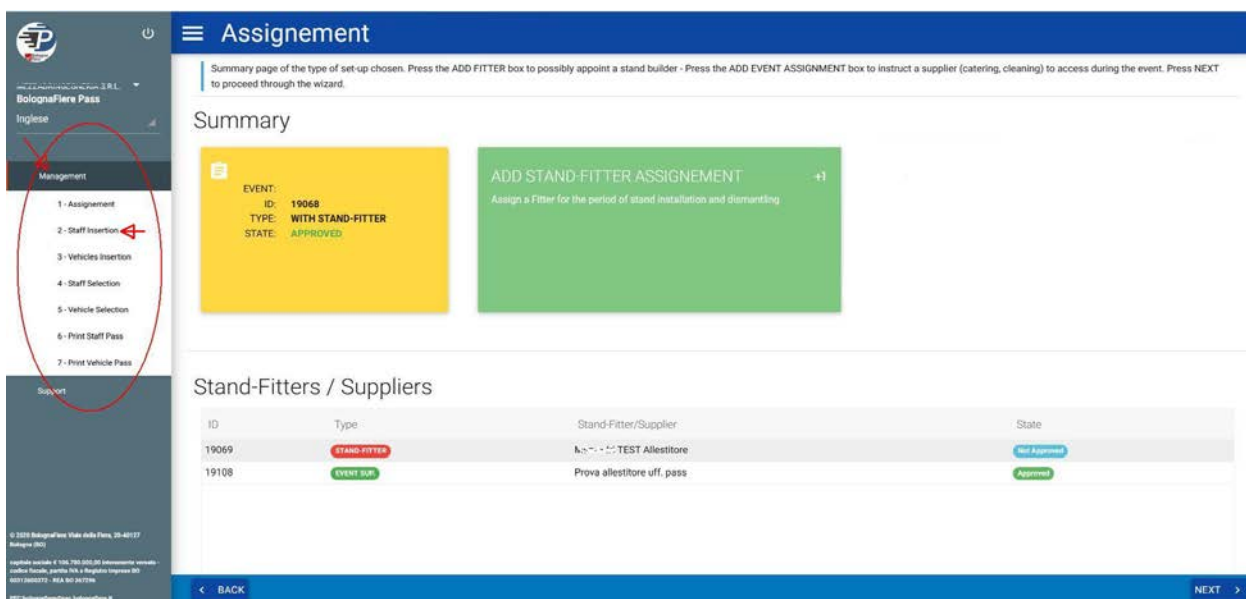


NB: On the Summary page (Step 1) the companies in charge will appear, if the file is found to be Unapproved, it means that the Supplier/Fitter Company, from their account, will still have to accept the Security Notices, once accepted, the Supplier/Fitter's file will also be found to be Approved

THE EXHIBITOR'S ACCOUNT IS STILL ABILITATED FOR PRINTING!

3) INSERTING, SELECTING AND PRINTING BADGES (Wizard)

To enter staff and vehicles follow the menu on the left highlighted in the image, starting from step 2 (or by clicking NEXT the blue button at the bottom right)



Step 2 and 3 - Staff entry, vehicle entry: same procedure

In this step, enter and update your staff list. Press on the pencil to modify the data or on the basket to delete the name. Press the CREATE button to add a new contact. Press NEXT to proceed through the wizard.

Name, Surname	Function	Address	Phone
al vig	dip	VIA	444555666
pio nono	bo	non so	123456789

to edit to delete

BACK 41 NEW NEXT

Step 4 and 5 - Select staff and vehicles to print

In this step, you select which vehicles enable for entry, by activating the relative selector. It is also possible, if necessary, to enable the vehicles for loading / unloading during the event, by activating the relative selector. Press NEXT to proceed through the wizard.

Field ACTIVATED: 2 001 & 0010000000 Unlimited

123456 - PROVA PROVA	Grant Access	<input checked="" type="checkbox"/>
345678 - IVECO TRANSIT	Grant Access	<input checked="" type="checkbox"/>
ER673PF - OPEL VIVARO	Grant Access	<input type="checkbox"/>
RENTGAR - RENT CAR	Grant Access	<input type="checkbox"/>

BACK NEXT

Step 6 and 7 - Print staff and vehicle badges

In this last step, you print the vehicle passes activated in the previous steps. You can print them individually by clicking on the printer on the row of vehicle, or all together by clicking on the PRINT ALL button. If TERMINAL is activated for the event, you can access TERMINAL by clicking on the TERMINAL item present for each row of vehicle, or on the TERMINAL button in the lower bar.

Plate	Brand	Model
123456	PROVA	PROVA
345678	IVECO	TRANSIT

BACK PRINT ALL

For information on Pass portal: pass@bolognafiere.it