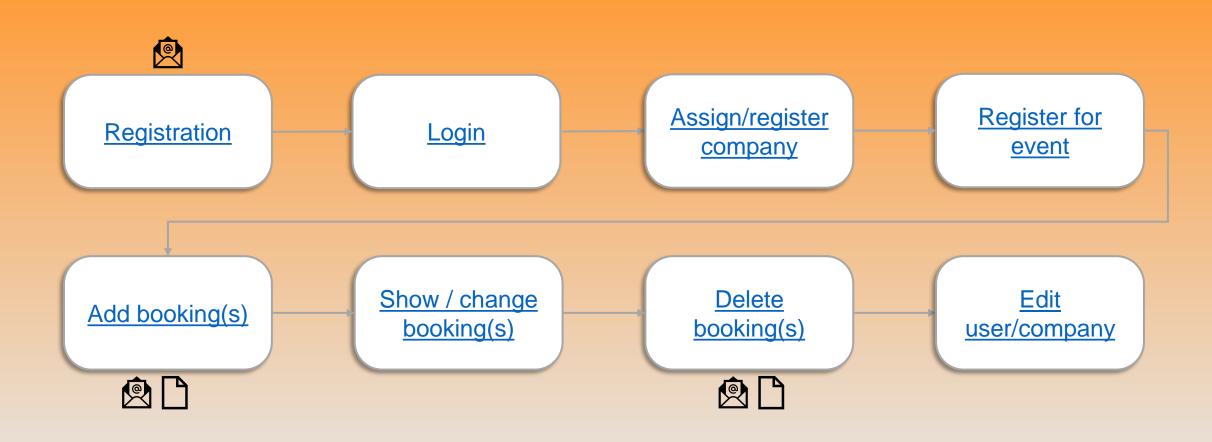
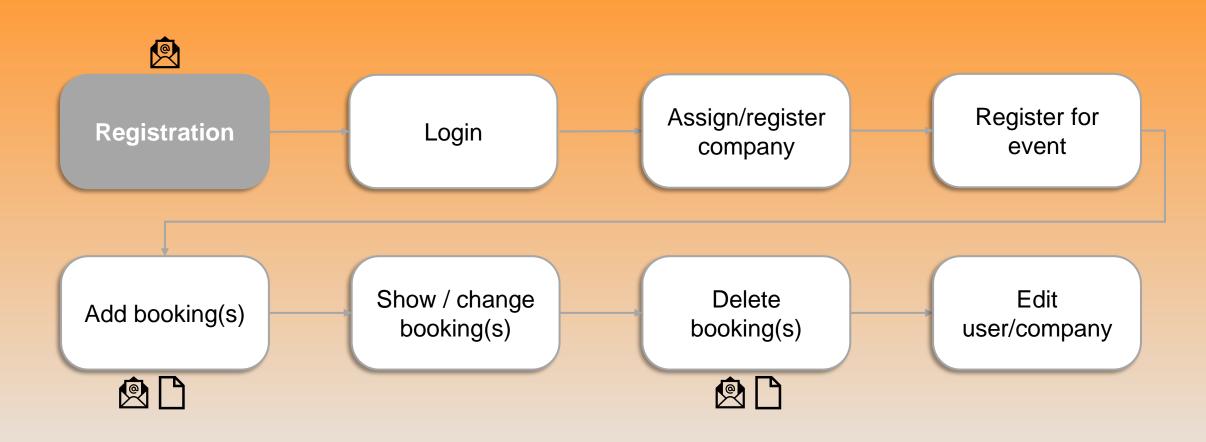
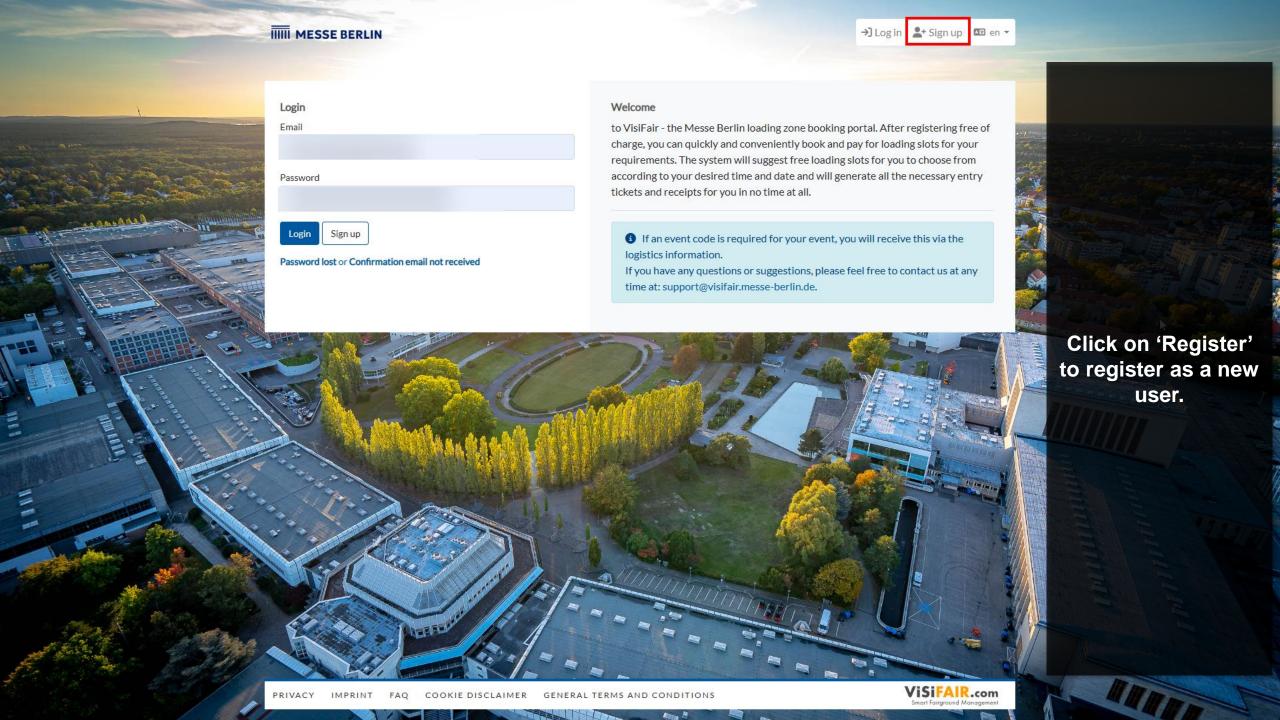
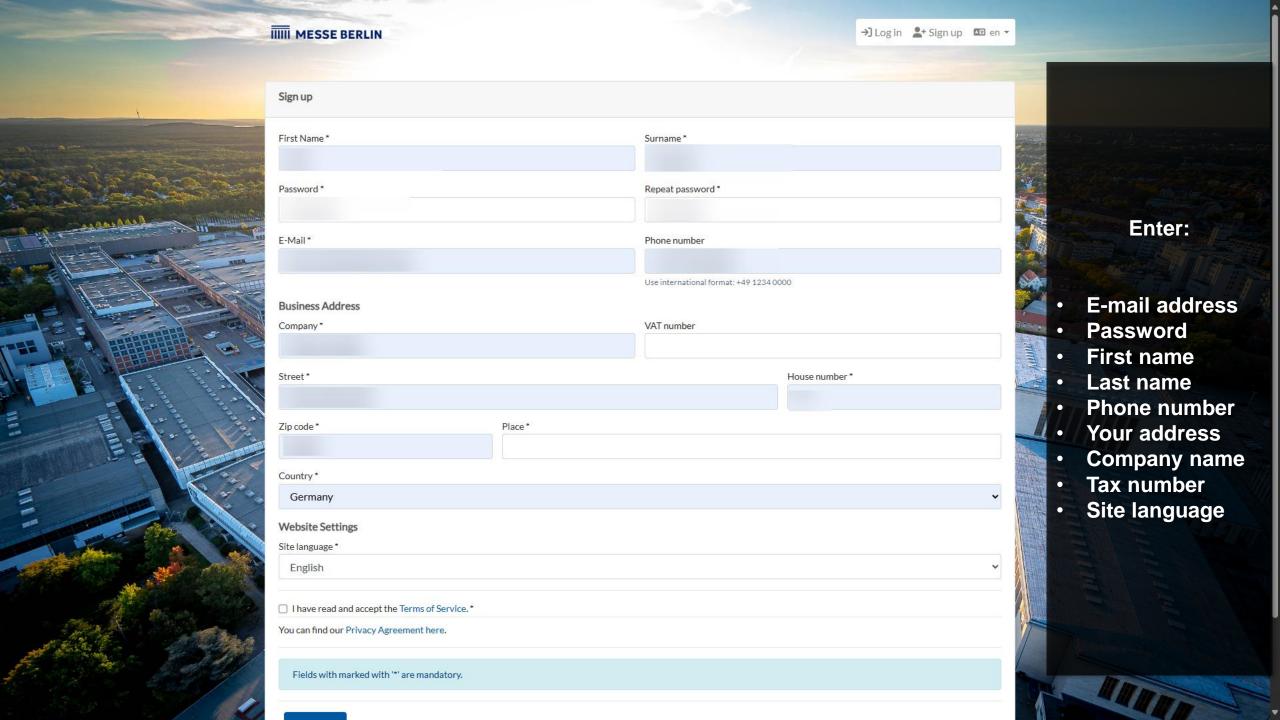
ViSiFAR Smart Fairgrounds

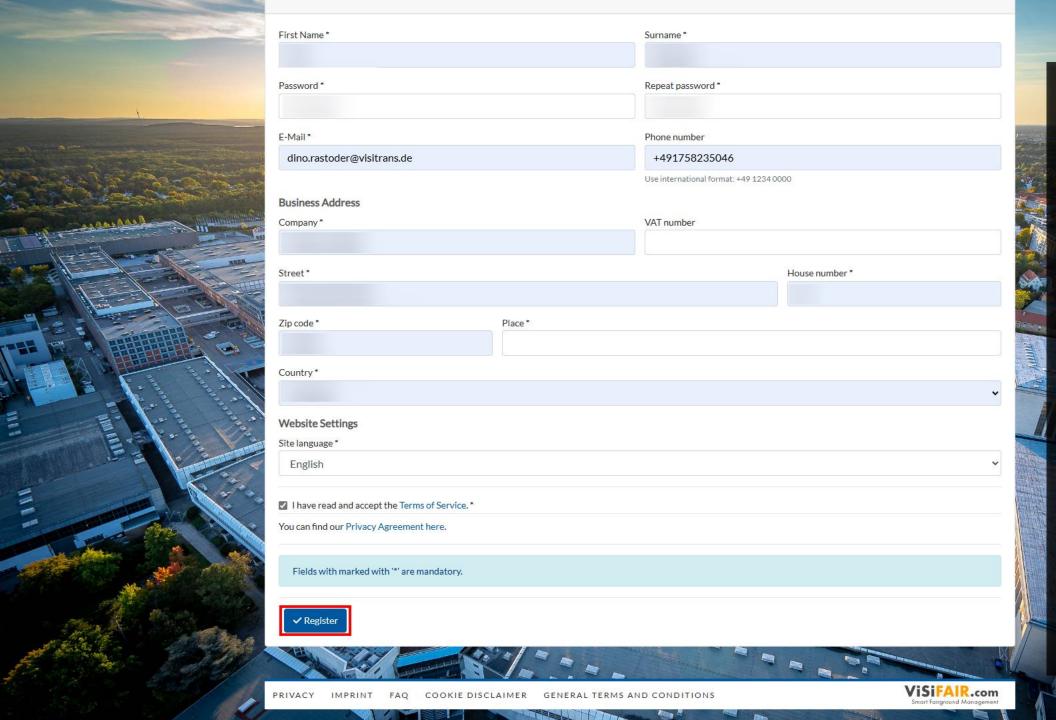


ViSiFAR Smart Fairgrounds



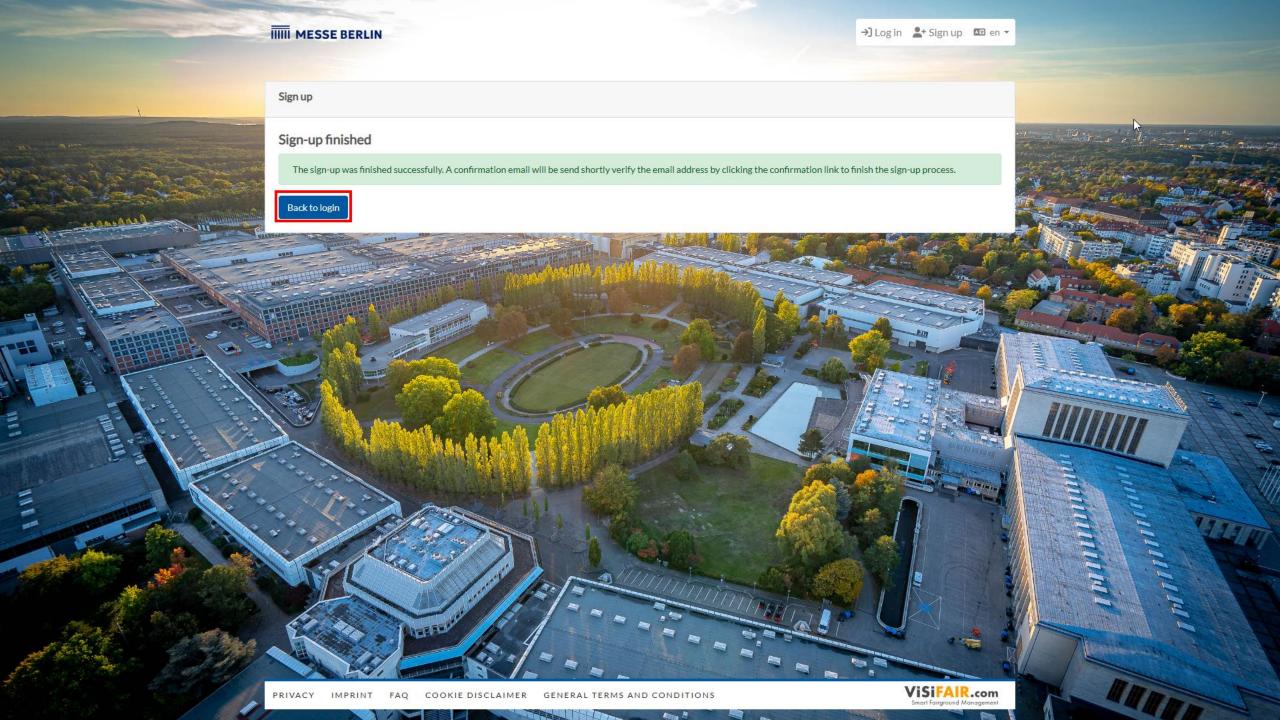


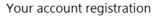




Accept the General Terms and Conditions of Use.

Click on "Register" to confirm the process.









IIIII MESSE BERLIN

Dear Mr./Mrs. Funke,

you have successfully created an user account. To confirm this registration, please click on the link below.

If you can not click the link, just copy & paste it to the address bar of your favorite web browser.

https://visifair-bookings.messe-berlin.de/company/account/confirm?token=eyJ0eXAiOiJKV1QiLCJhbGciOiJIUzl1NiJ9.eyJpc3MiOiJodHRwczovL3Zpc2lmYWlyLm1lc3NlLWJlcmxpbi5kZSlslm5iZil6MTczNjg1NTQyMilwNik0fQ.3JaZo-TEUbch-WtuTFQaO5oZh25qh5SR6BuinYBfjjM

This e-mail was created automatically. Please do not use the reply function of your e-mail program.

Messe Berlin GmbH Messedamm 22 14055 Berlin Telefon: 030 3038 4334 Fax: 030 3038 91 4008

www.messe-berlin.de

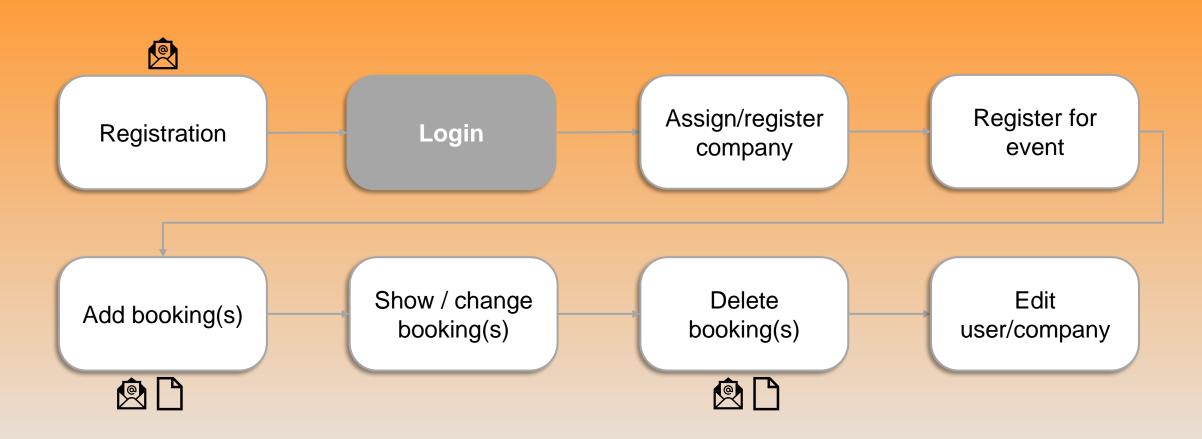
Geschäftsführung: Dr. Mario Tobias (Vorsitzender), Dirk Hoffmann

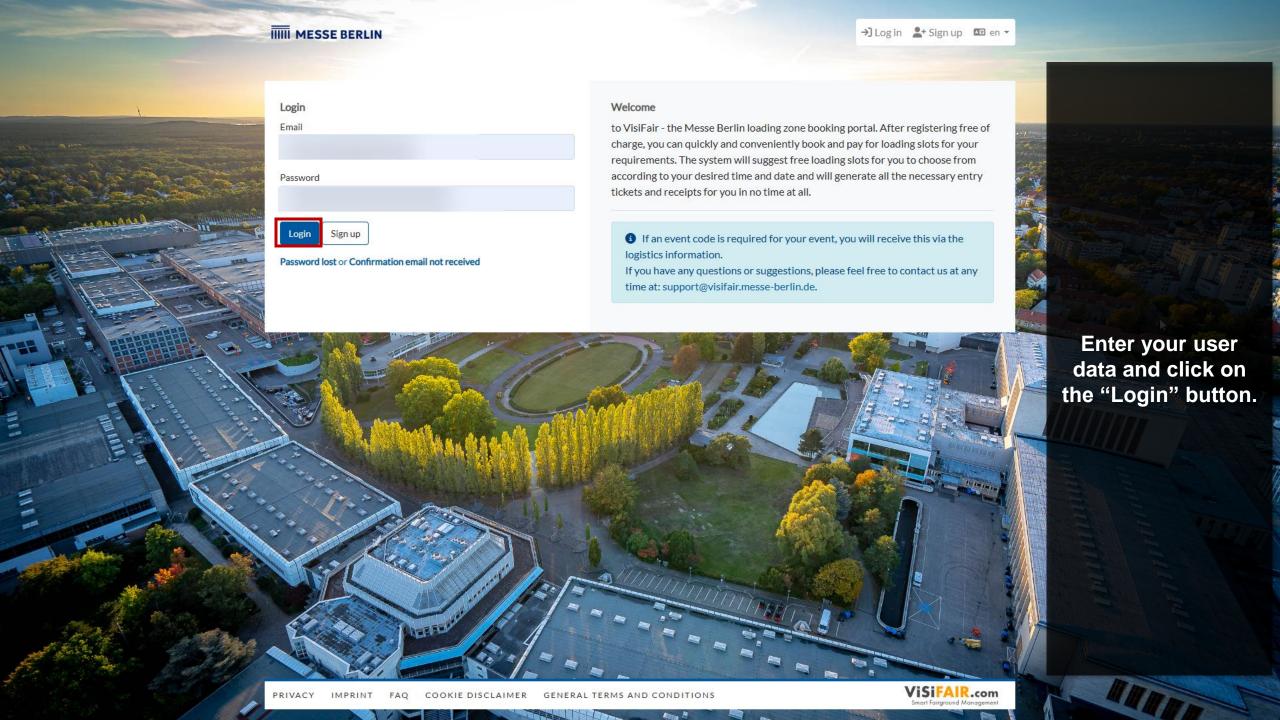
Aufsichtsratsvorsitzender: Dr. Eric Schweitzer

Handelsregister: Amtsgericht Charlottenburg, HRB 5484 B

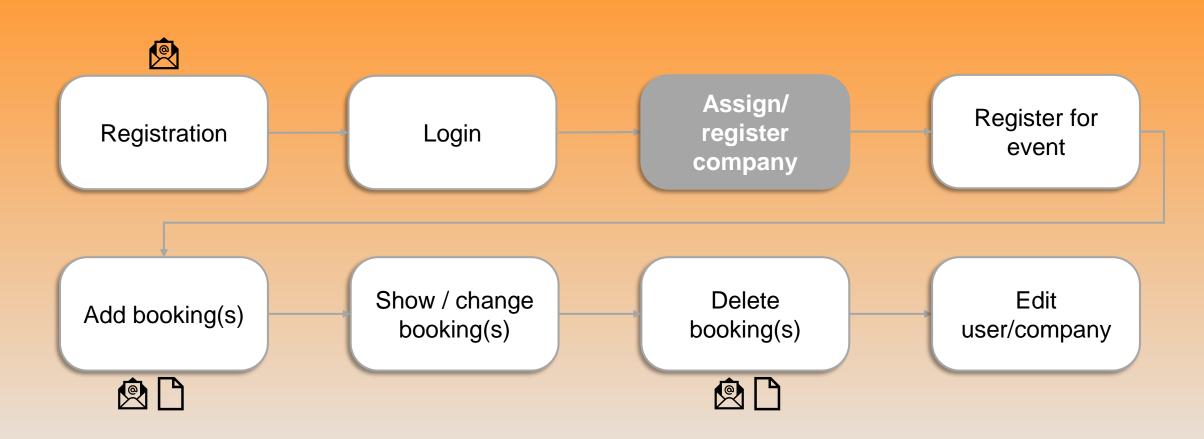
Paste the confirmation link into your browser or open it directly from your e-mail program.

ViSiFAR Smart Fairgrounds



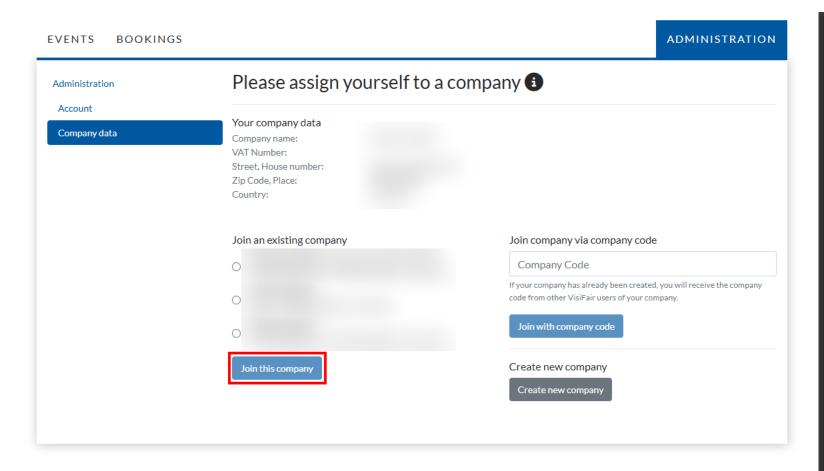


ViSiFAR Smart Fairgrounds



When you log in for the first time, you must select a company. The following slides explain step by step how to do this.



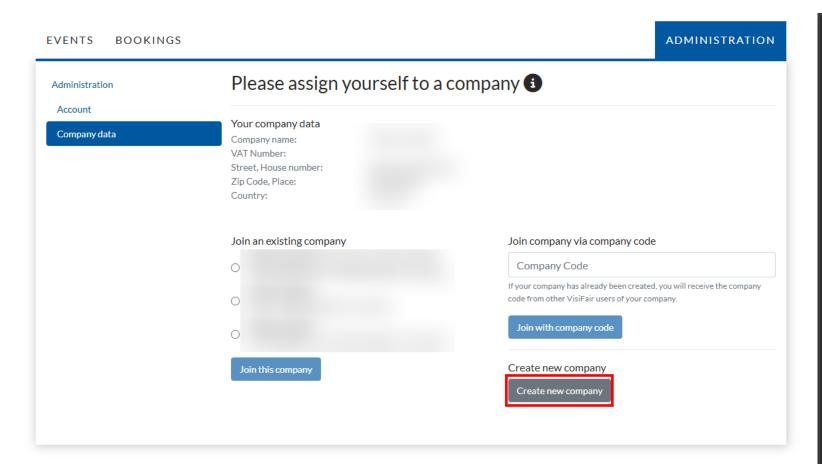


If your company is displayed under 'Join existing company', you can join it by clicking on the corresponding circle. Your request will then be forwarded to the administrator of your company, who must confirm it.



If you have received a company code from colleagues who have already registered, please enter it in the field provided. Your request will then be forwarded to your company's administrator for confirmation.





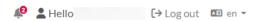
If your company is not displayed under 'Join existing company', select the option 'Create new company' and confirm the data entered.



IIIII MESSE BERLI	Create Company		× [→ Log out 🝱 en 🕶
EVENTS BOOK	Fields with marked with '*' are mandatory. Company name*	VAT Number	OMINISTRATION
Administration Account	Company name according to commercial register or business registration	VAT identification number of the company	
Company data	Street* Address addition	House number*	
	Zip Code* Place*		
	Country* Germany Create company	Phone number	vill receive the company
	Join this company	Create new company Create new company	

Here you can check your company data, correct it if necessary and then confirm with 'Create company'.





EVENTS BOOKINGS		ADMINISTRATION	
Administration Account	→ Merge Company		
Company data	Business Address		
Team	Fields with marked with '*' are mandatory.		
	Company Code		
	Company name* VAT Number		
	Company name according to commercial register or business registration VAT identification number	er of the company	
	Street*	House number*	
	Address addition		
	Zip Code* Place*		
	Country* Phone number		
	Germany		
	× Cancel Save		
	Billing Addresses		
	+ Add Billing Address		

After the assignment, you can make adjustments to your company.

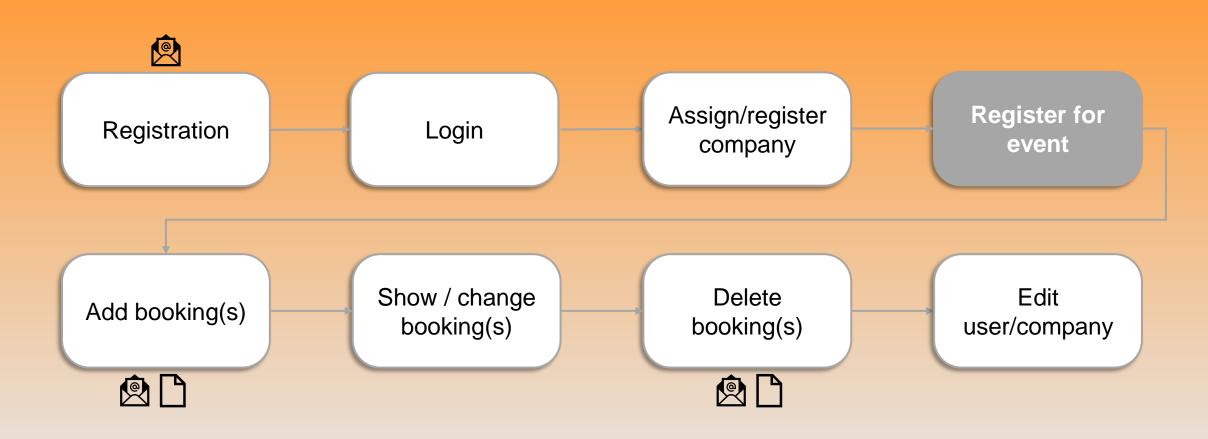


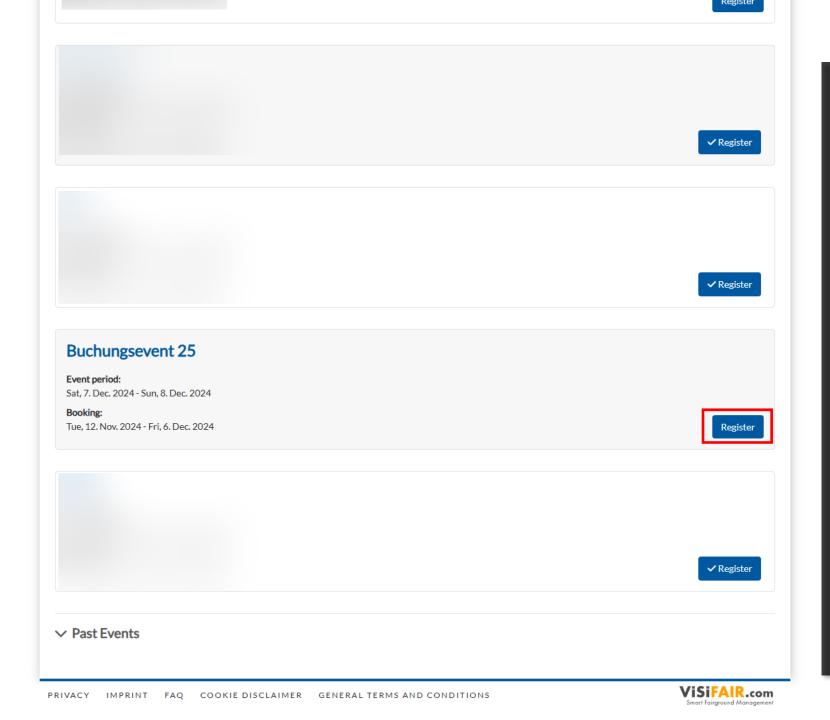
EVENTS BOOKINGS		ADMINISTRATION	
Administration Account	→ Merge Company		
Company data	Business Address		
Team	Fields with marked with '*' are mandatory.		
	Company Code		
	Company name* VAT Number		
	Company name according to commercial register or business registration VAT identification number of the com	ipany	
	Street*	House number*	
	Zip Code* Place*		
	Country* Phone number		
	Germany		
	X Cancel Save		
	Billing Addresses		
	+ Add Billing Address		

To make bookings, click on the Events tab.

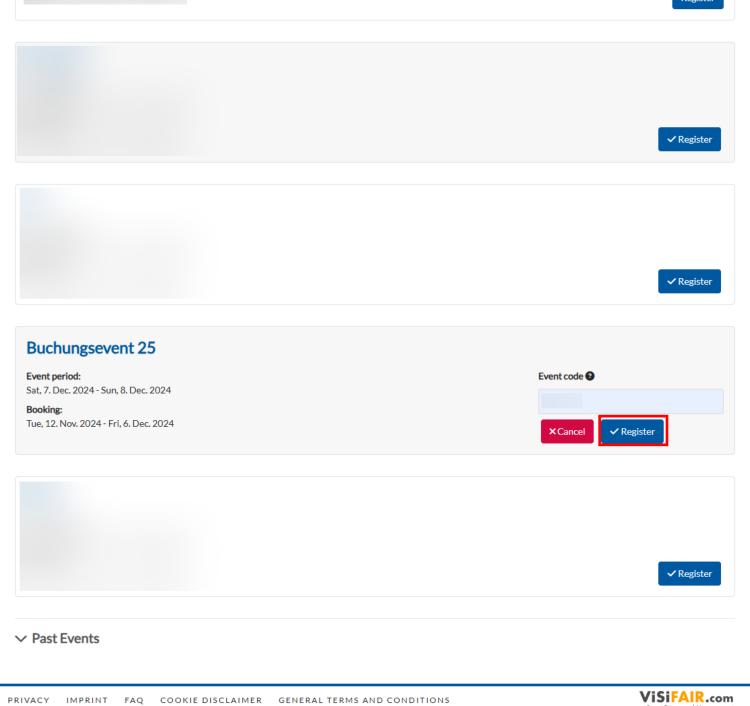


ViSiFAR Smart Fairgrounds

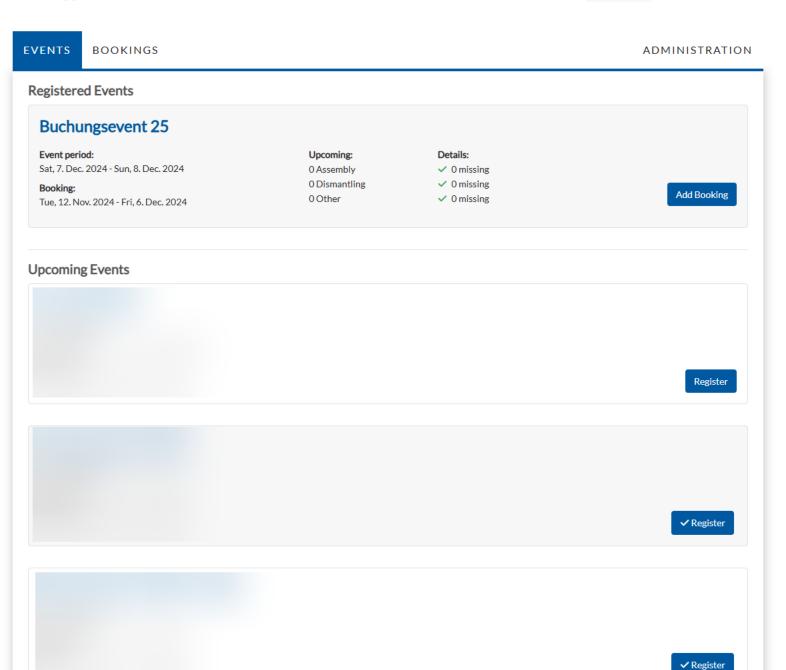




Register for an upcoming event to be able to make a booking.

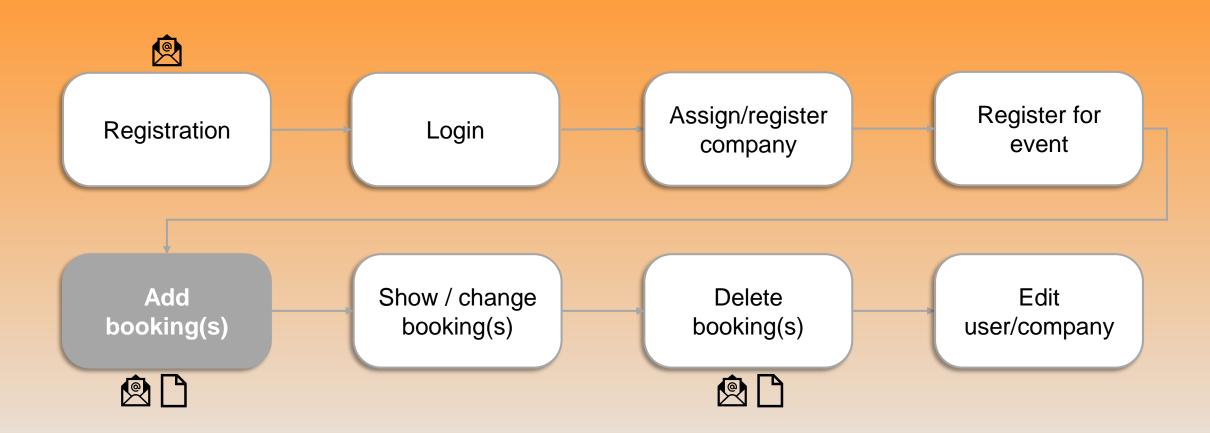


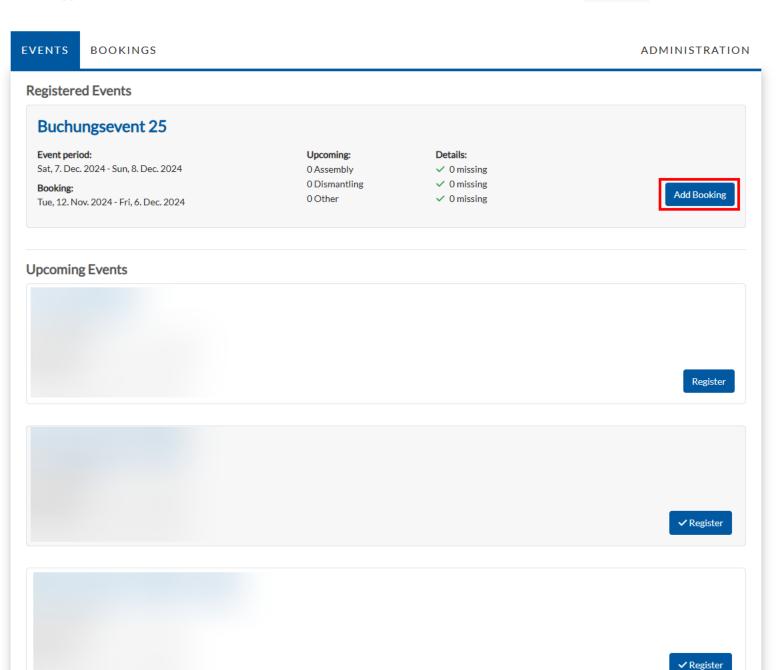
You may need an event code to register for an event. You will find this either on the website of the respective event or in the logistics information; if no code is required, you can register directly and start booking.



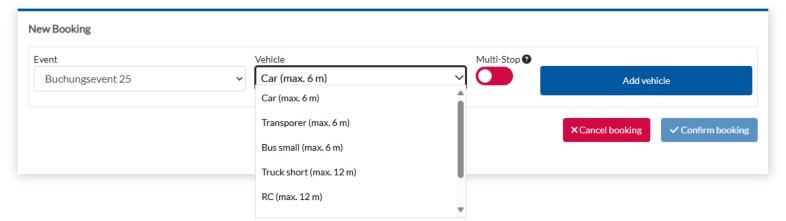
After successful registration, you can make a booking.

ViSiFAR Smart Fairgrounds





Add a new booking.

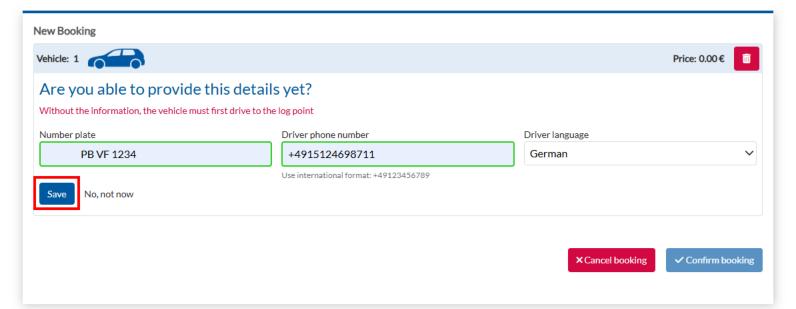


Select your vehicle type.





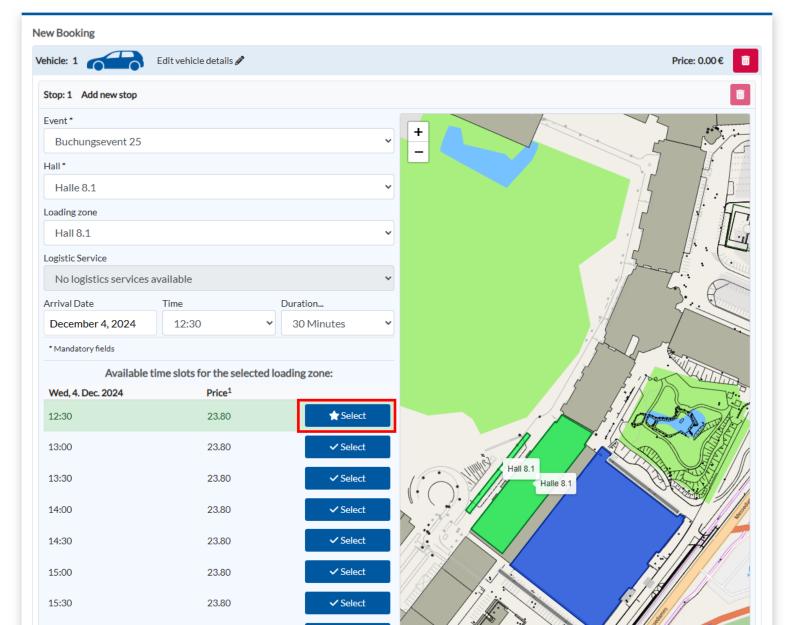




Enter:

- Licence plate number
- Phone no. Driver
- Driver language





Select:

- Hall
- Arrival date

Enter:

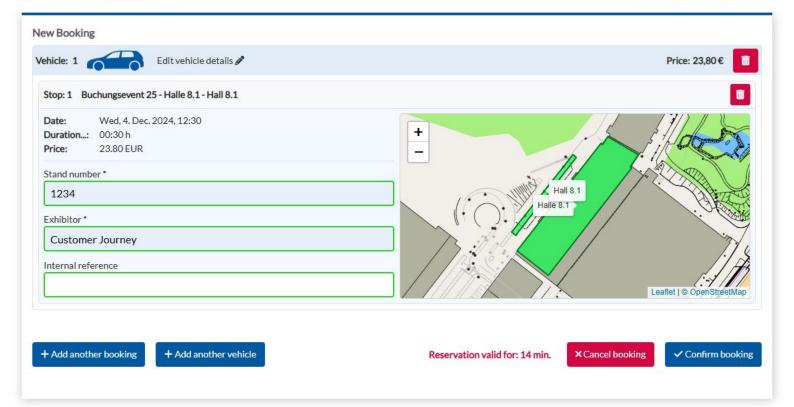
Duration

Optional:

- Logistical service
- Logistics provider

Select:

Timeslot



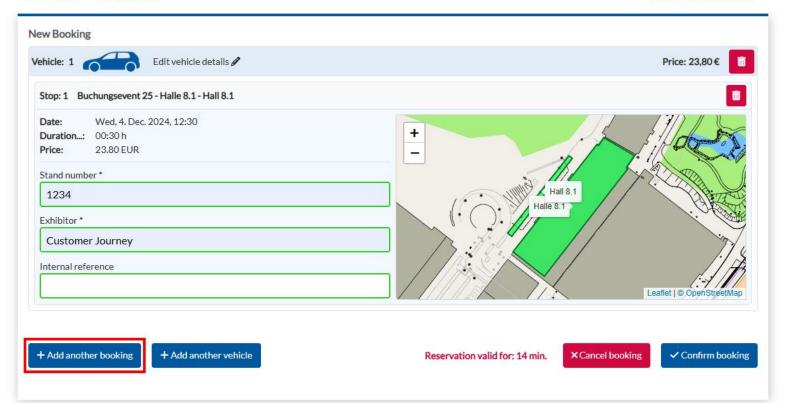
Enter:

- Stand number
- Exhibitor information
- Internal reference

Optional:

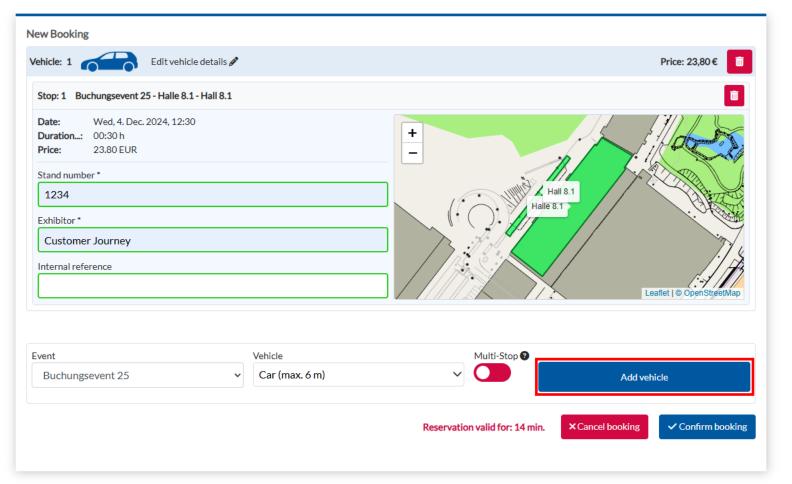
- Add another vehicle
- Add another booking





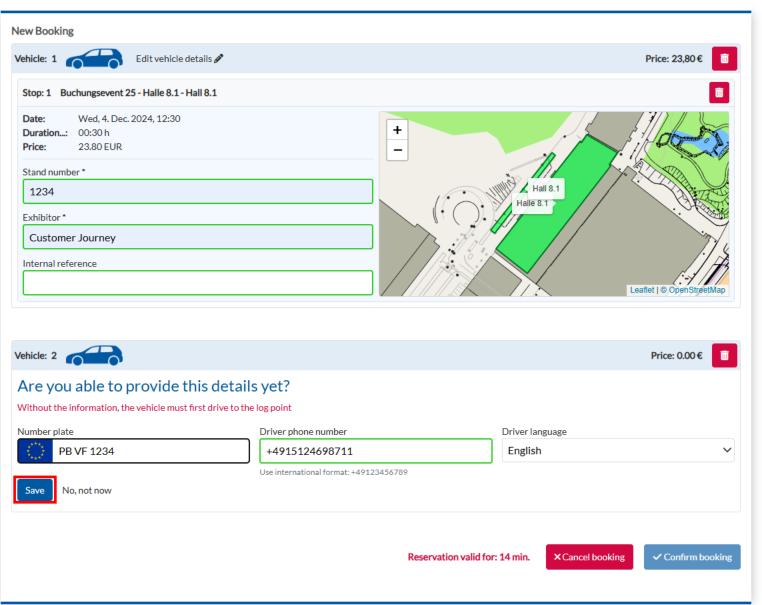
With the "Add another booking" function, you can make and complete several bookings across events at the same time.





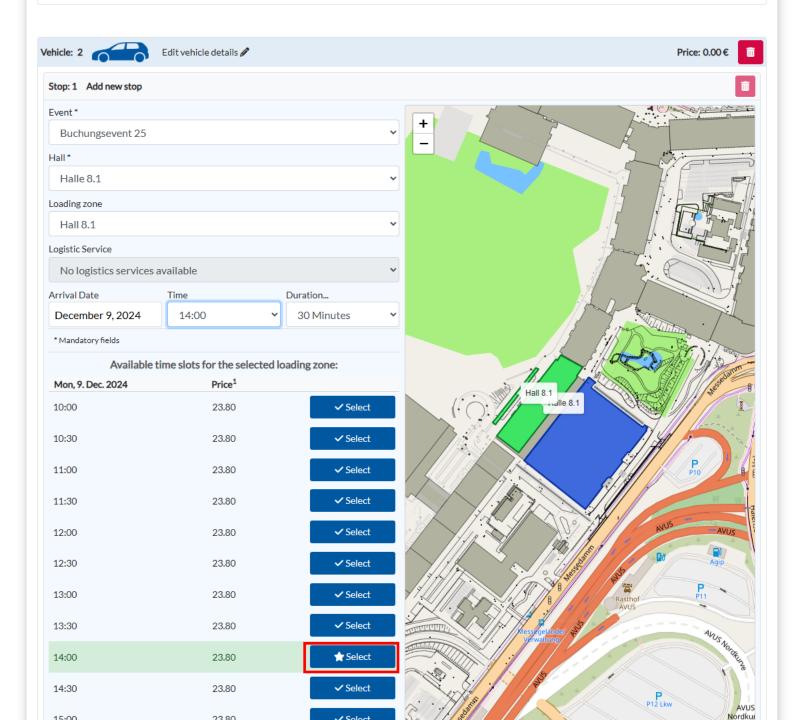
The previous vehicle selection will be taken over for you.





The selection of drivers and vehicle data is also taken over.





Select:

- Hall
- Arrival date

Enter:

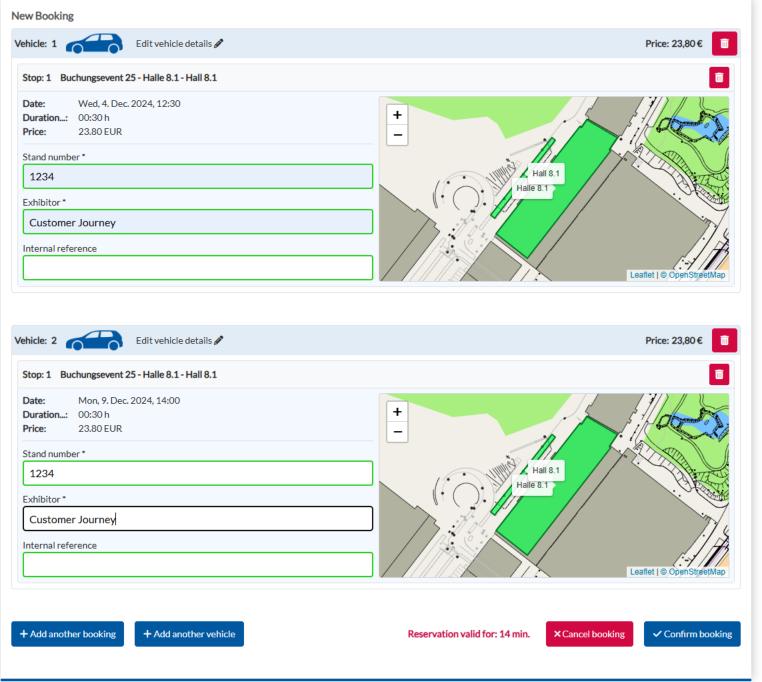
Duration

Optional:

- Logistical service
- Logistics provider

Select:

Timeslot

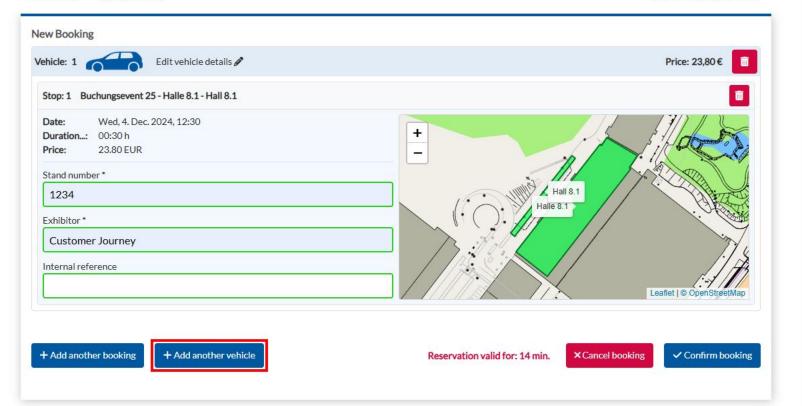


Enter:

- Stand number
- Exhibitor information
- Internal reference

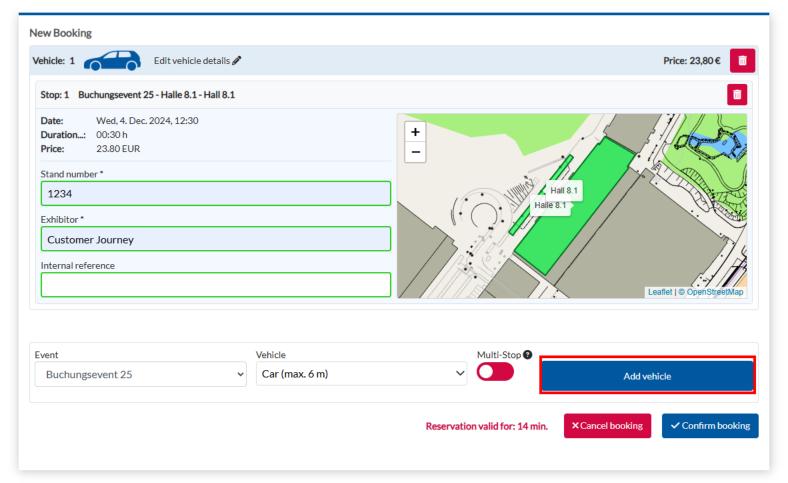
Optional:

- Add another vehicle
- Add another booking



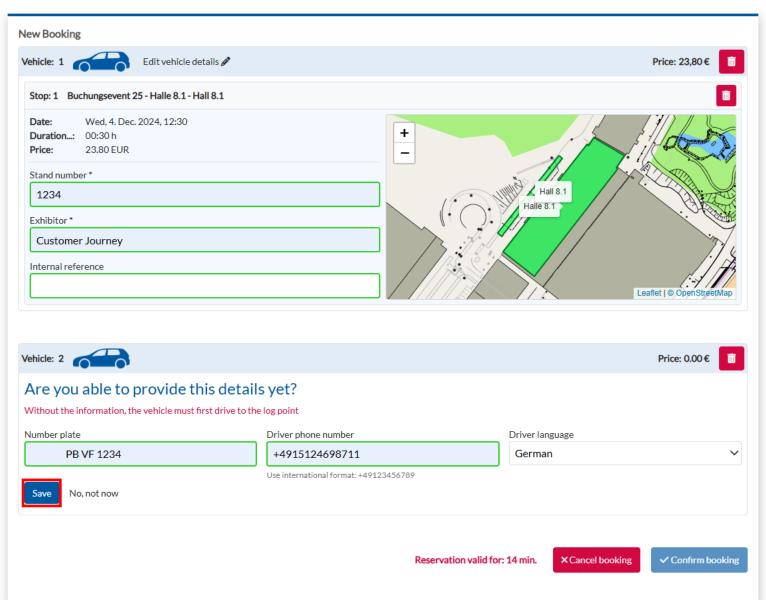
You can use the "Add another vehicle" function to add a booking for another vehicle to your shopping cart.





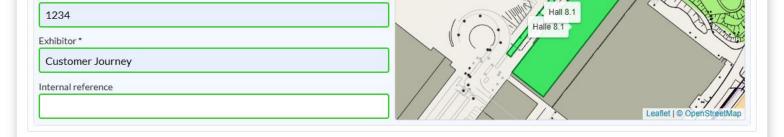
Select the vehicle type.

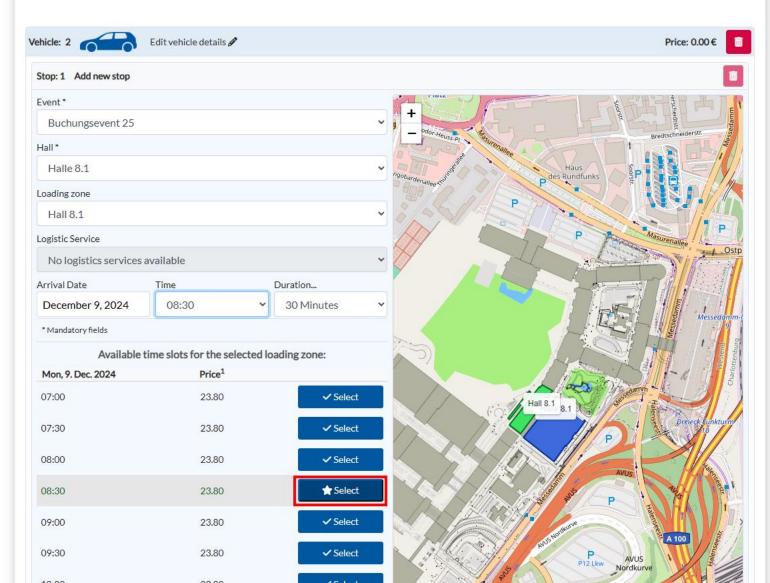




Enter:

- Licence plate number
- Phone no. Driver
- **Driver language**





Select:

- Hall
- Arrival date

Enter:

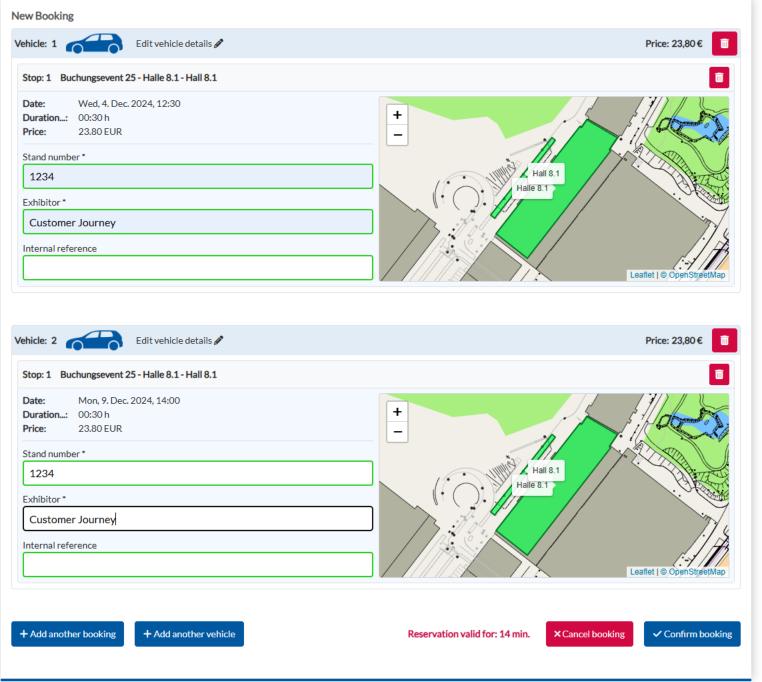
Duration

Optional:

- Logistical service
- Logistics provider

Select:

Timeslot



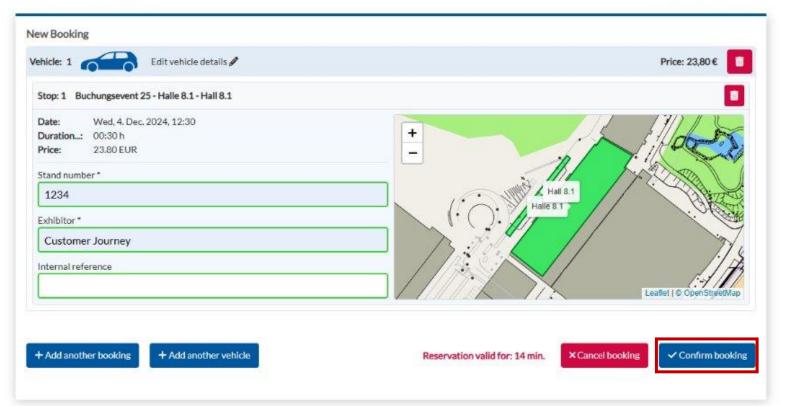
Enter:

- Stand number
- Exhibitor information
- Internal reference

Optional:

- Add another vehicle
- Add another booking

EVENTS BOOKINGS ADMINISTRATION



Confirm the booking.





EVENTS BOOKINGS ADMINISTRATION

Confirm booking Vehicle: 1 - Car Units **Unit Price** Pos. Description Amount **Total Price** 0.5 23.80 € 23.80€ Timeslot Hours From: 04.12.2024, 12:30 To: 04.12.2024, 13:00 Event: Buchungsevent 25 Hall: Halle 8.1 Loading Zone: Hall 8.1 Total Price for Vehicle (Net) 20,00€ TAX (19%) 3.80€ 23,80€ Total Price for Vehicle (Gross) **Total Sum** Total Price (Net) 20.00€ 3.80€ TAX (19%) 23.80€ Total Price (Gross) Invoice address Invoice address In the following step you will be forwarded to our payment provider. After they payment process is finished you will be redirected to the booking portal automatically. Reservation valid for: 14 min. ✓ Order with obligation to pay ← Return

Your slots and the associated costs are displayed in the overview. To continue, you must accept the booking conditions and complete the order with payment.

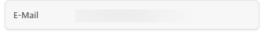




Buchungsevent 25 - Timeslot 04.12.2024 12:30 -04.12.2024 13:00

23,80 €

Kontaktinformationen

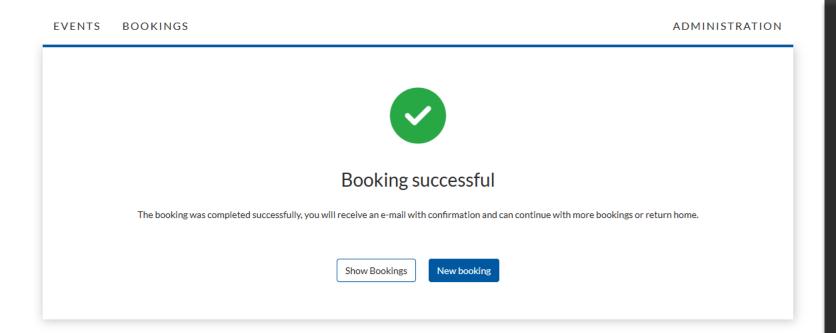


Zahlungsmethode

	ten		
		VISA	Constitution of the second sec
			®
Name de	s/der Karteninhabe	er/in	
Land ode	r Region		
Deutso	hland		~
S€PA	Lastschrift		
O K	Klarna		
5	SOFORT		
O F24	Przelewy24		

Zahlen

You will then be forwarded to the payment service provider. Here you select your payment method and complete the booking with the chargeable order.



After payment, you will be shown the successful booking.



ENTRY TICKET



Leave permanently visible in the vehicle while on the premises.



05.12.2024 16:30

ENTRY FROM

EXIT UNTIL

17:00

Vehicle number plate: PB VF 4321

Arrival point: Gate 25 Jafféstraße 2, 14055 Berlin 52° 30' 7.93" N / 13° 16' 5.26" E

Access: Gate 25 • Target hall: Halle 8.1 • Loading zone: Hall 8.1

Booking number: 2024120400000454

Vehicle type: Car

Event: Buchungsevent 25



The system

automatically

generates an entry

ticket for you.



InvoiceNumber: Process number: Date of invoice: 2024120400000454 2024120400000454

Messe Berlin GmbH - Messedamm 22 - D-14055 Berlin



Invoice

Pos.	Description	Quantity Units	Unit price	Total
1	Time slot	1 pcs.	€20.00	€20.00
	Dec 4, 2024, 12:30 PM - Dec 4, 2024, 1:00 PM - Vehicle type: Car Event. Buchungsevent 25 Hall: Halle 8.1 Loading zone: Hall 8.1 Booking number: 202412040000454			
			Total (net)	€20.00
			VAT 19 %	€3.80
			Total (gross)	€23.80

Payment information

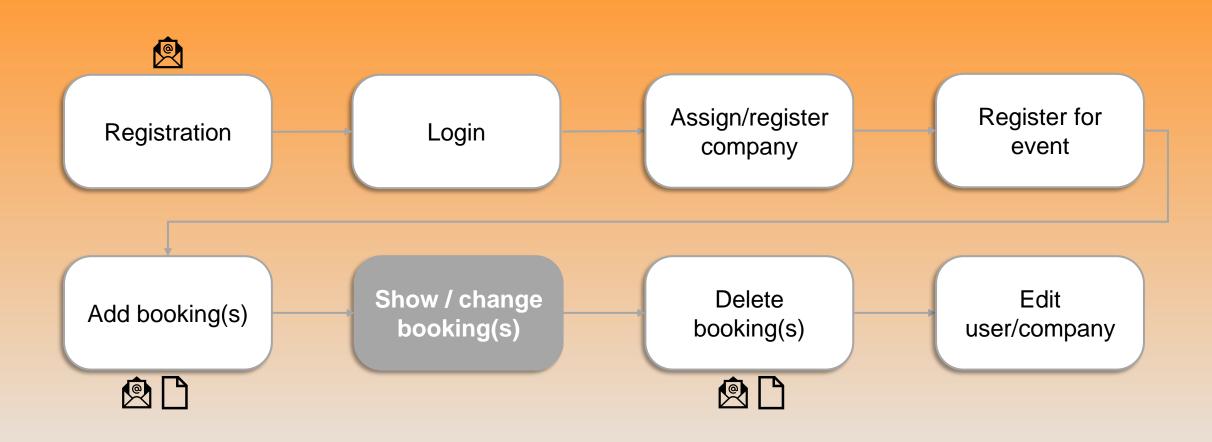
Payment method: Credit card Card: Visa **** **** Card holder:

Page 1/1, Invoice number: 2024120400000454

The system also automatically creates the invoice for your bookings.

Messe Berlin GmbH. Messedamm 22. D-14055 Berlin
Geschäftsführung: Dr. Mario Tobias (Vorsitzender), Dirk Hoffmann - Aufsichtsratsvorsitzender: Dr. Erik Schweitzer
Tei: +49 30 3038 0, Fax: +49 30 3038 2325, E-Mali: central@messe-berlin.de
USt-IdNr: DE 1366c9714
Bankverbindung: Institut, IBAN: DE12 1234 5678 90123 45, BIC: ABCDEF12G

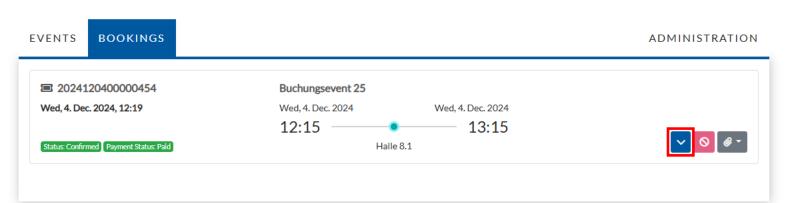
ViSiFAR Smart Fairgrounds





You can see all your company's bookings in the booking overview.



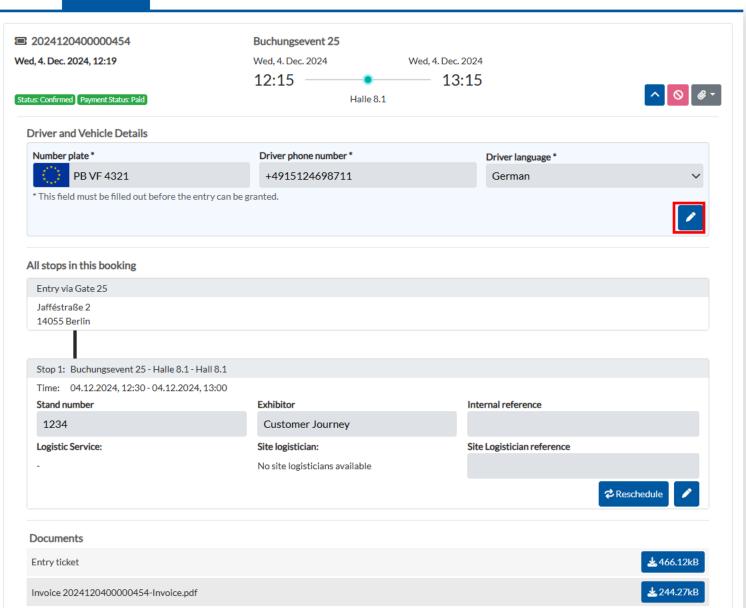


Click on the down arrow to open the booking and view all the details.





ADMINISTRATION



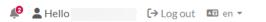
You can edit the vehicle data by clicking on the pencil icon.



Documents

Entry ticket

Invoice 2024120400000454-02-Invoice.pdf



Reschedule

₹ 466.15kB

▲ 244.40kB

EVENTS BOOKINGS ADMINISTRATION 2024120400000454 **Buchungsevent 25** Wed, 4. Dec. 2024, 12:19 Wed, 4. Dec. 2024 Thu, 5. Dec. 2024 12:15 17:15 ^ 0 @ -Status: Confirmed Payment Status: Paid Halle 8.1 **Driver and Vehicle Details** Driver phone number * Number plate * Driver language * PB VF 4321 +4915124698711 German * This field must be filled out before the entry can be granted. X Cancel ✓ Save All stops in this booking Entry via Gate 25 Jafféstraße 2 14055 Berlin Stop 1: Buchungsevent 25 - Halle 8.1 - Hall 8.1 Time: 05.12.2024, 16:30 - 05.12.2024, 17:00 Stand number Exhibitor Internal reference 1234 Customer Journey Site logistician: Site Logistician reference Logistic Service: No site logisticians available

You can use the save function to save any adjustments you have made.

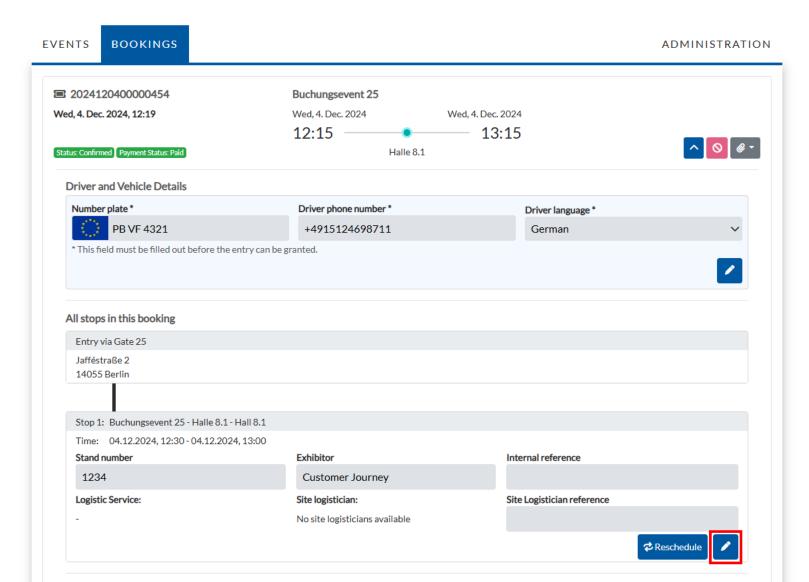
Documents

Entry ticket

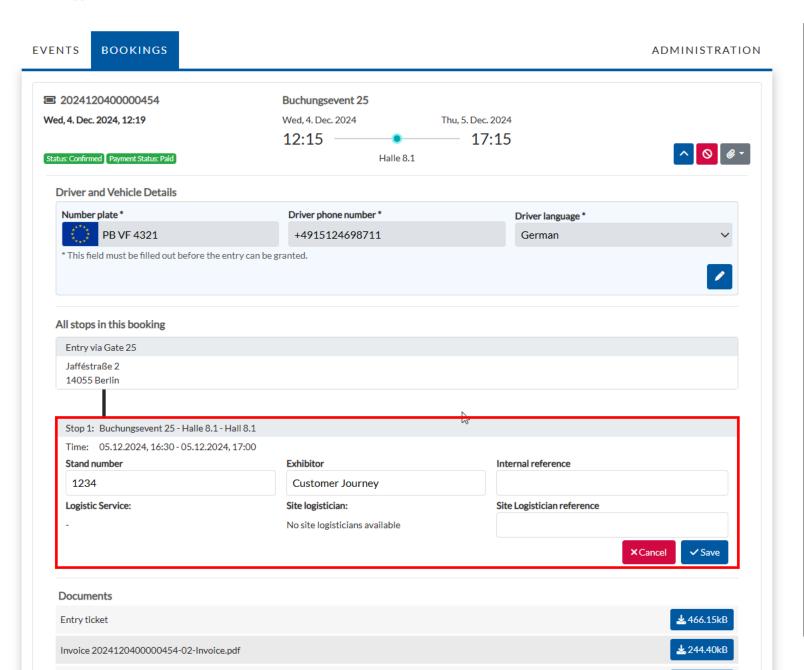
Invoice 2024120400000454-Invoice.pdf

₹ 466.12kB

₹ 244.27kB



You can edit the stand number, exhibitor and reference by clicking on the pencil symbol.



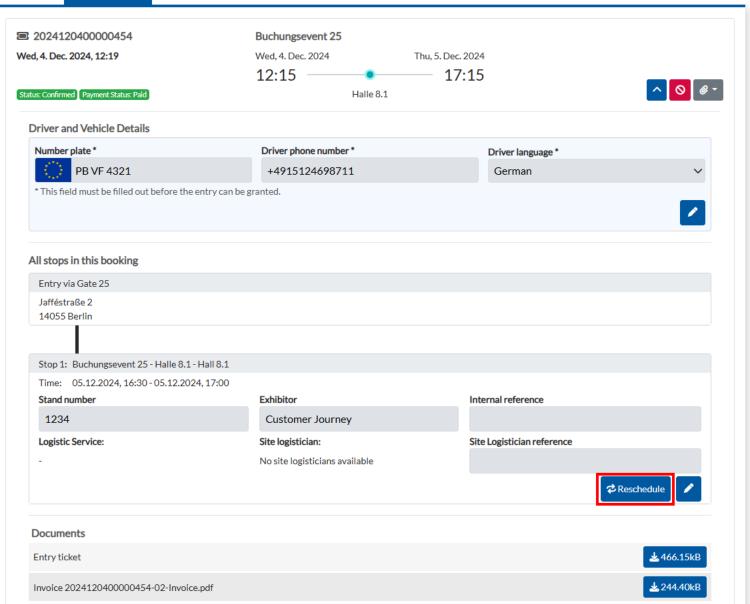
You can use the save function to save any adjustments you have made.



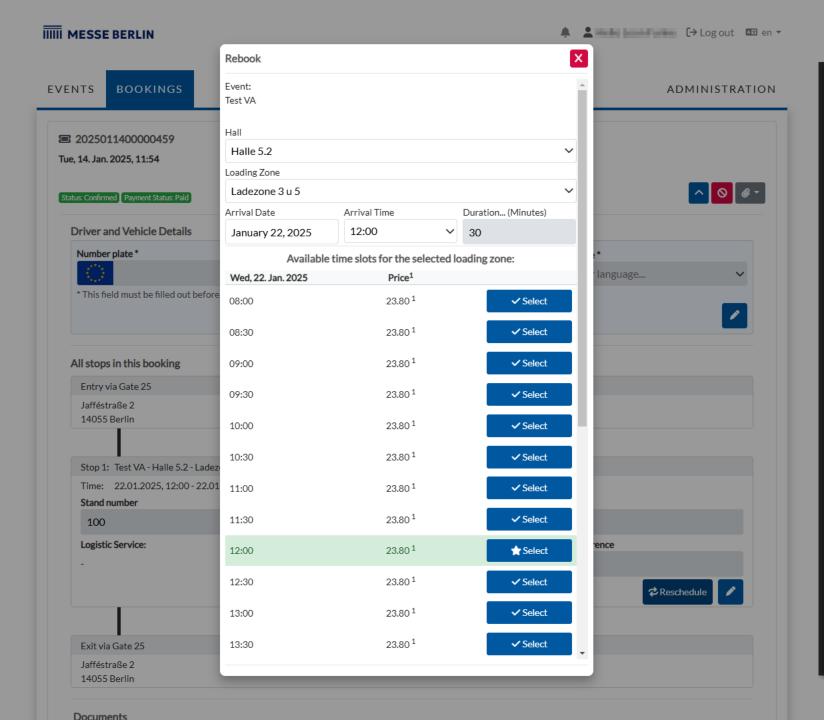


ADMINISTRATION

EVENTS BOOKINGS



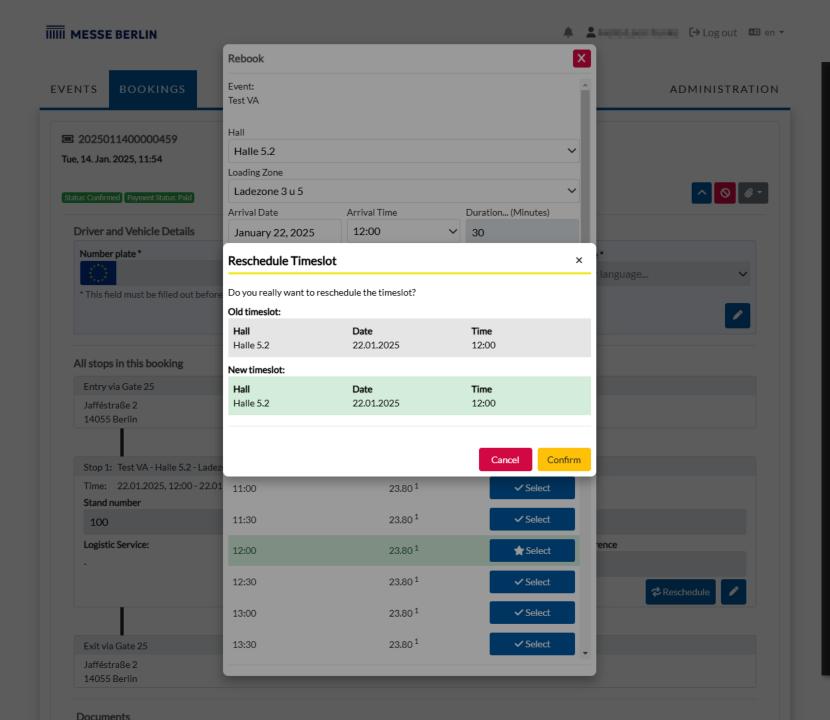
Reschedule by clicking on the 'Reschedule' button.



Enter the changes:

- Hall
- Date
- Time
- Loadingzone

Select a new slot.

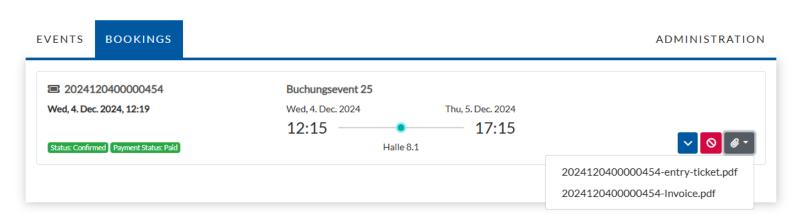


Confirm the rescheduling.



Click on the paper clip to access your documents.

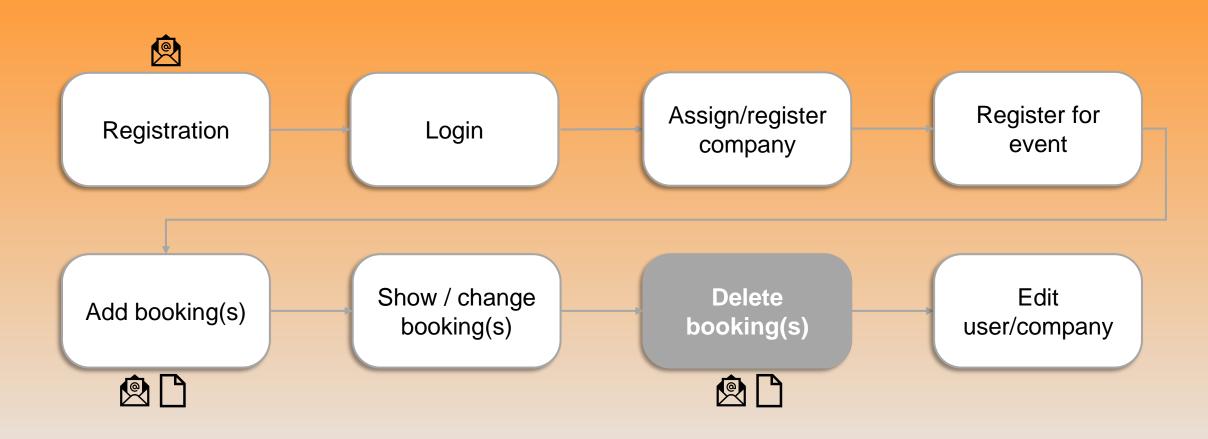




You can call up the complete invoice history here.



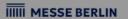
ViSiFAR Smart Fairgrounds

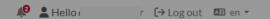




You can cancel the booking by clicking on the stop sign symbol.











Confirm the cancellation.







InvoiceNumber: Process number: Date of invoice: 2024120400000454-03 2024120400000454

Messe Berlin GmbH - Messedamm 22 - D-14055 Berlin

Invoice cancellation

This cancellation invoice relates to invoice 2024120400000454-02 dated . A refund of €23.80 will be initiated to the original means of payment.

Pos.	Description	Quantity Units	Unit price	Total
1	Time slot	1 pcs.	-€20.00	-€20.00
	Dec 5, 2024, 4:30 "PM - Dec 5, 2024, 5:00 PM Vehicle type: Car Event: Buchungsevent 25 Halt: Halle 8.1 Loading zone: Hall 8.1 Booking number: 202412040000454			
			Total (net)	-€20.00
			VAT 19 %	-€3.80
			Total (gross)	-€23.80

Payment information

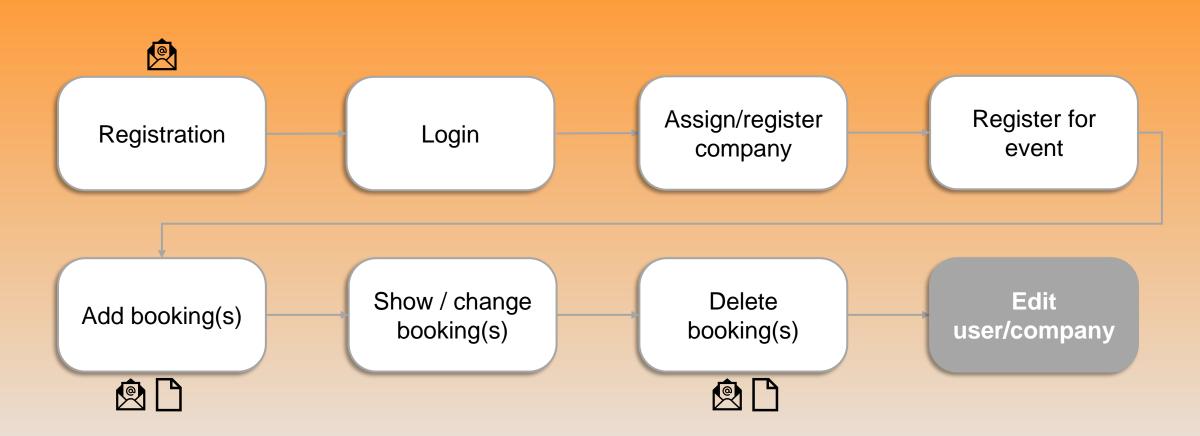
Payment method: Credit card Card: Visa **** **** **** Card holder:

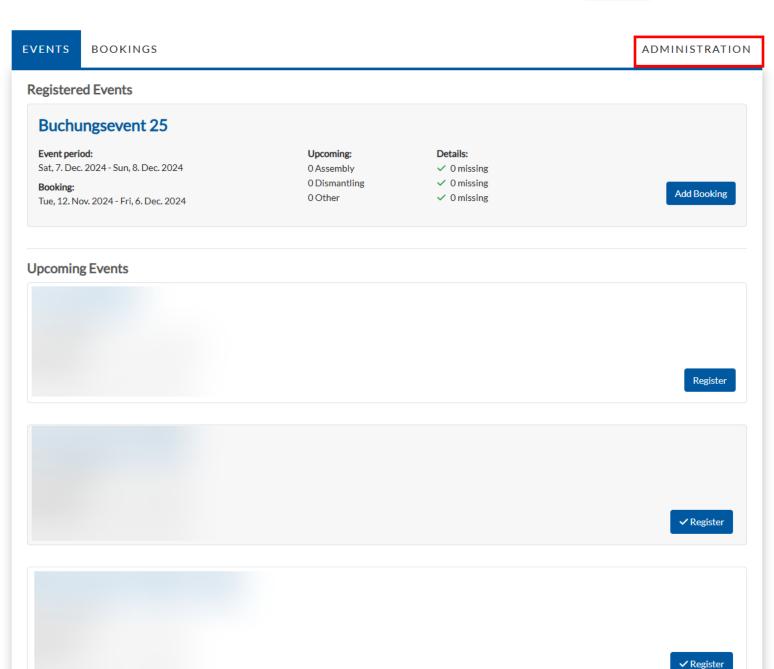
Page 1/1, Invoice number: 2024120400000454-03

The system will automatically generate the cancellation invoice for you.

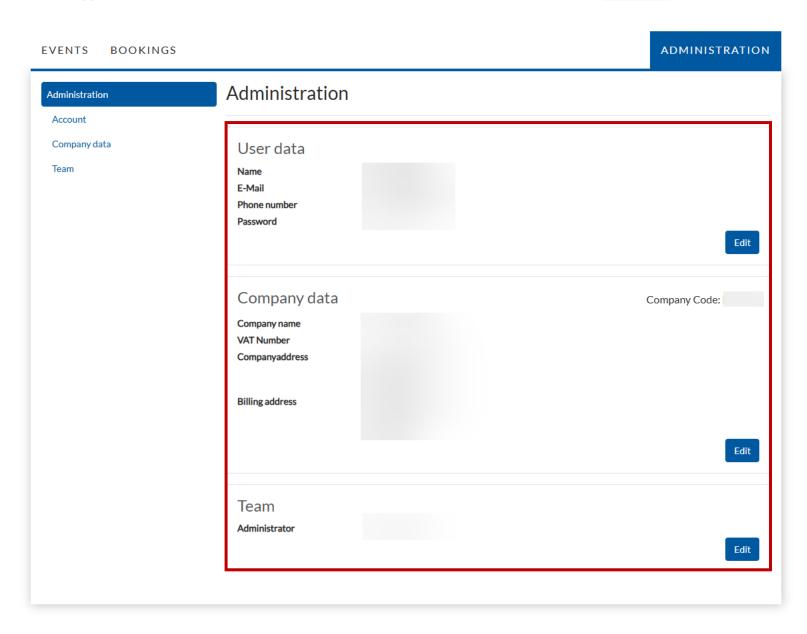
Messe Berlin GmbH, Messedamm 22, D-14055 Berlin
Geschäftsführung: Dr. Mario Tobias (Vorsitzender), Dirk Hoffmann - Aufsichtsratsvorsitzender: Dr. Erik Schweitzer
Tei: +49 30 3038 D, Fax: +49 30 3038 2325, E-Maii: central@imesse-berlin.de
USI-IdNr: DE 136629714
Bankverbindung: Institat, IBAN: DE12 1234 5678 90123 45, BIC: ABCDEF12G

ViSiFAR Smart Fairgrounds





Click on
'Administration' to
access your user
and company
details.

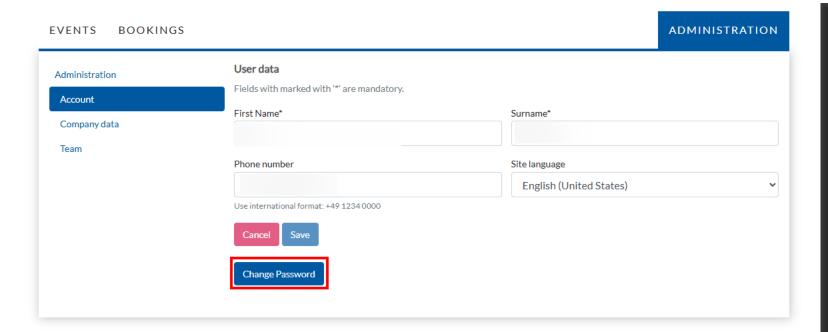


Here you will find all information on administration at a glance.





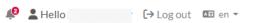




Here you can update your personal data and change your password.







EVENTS BOOKINGS			ADMINISTRATION
Administration Account	User data Fields with marked with '*' are mandatory.		
Company data	First Name*	Surname*	
	Phone number Use international format: +49 1234 0000	Site language English (United States)	•
	Cancel Save		
	Change Password Password		
	Repeat password		
	Password changed successfully.		
	✓ Change Password		

To change your password, enter the new password twice and then click on 'Change password'.









EVENTS BOOKINGS		ADMINISTRATION
Administration Account	→ Merge Company	
Company data	Business Address	
Team	Fields with marked with '*' are mandatory. Company Code	
	e Company Code	
	Company name* VAT Number	
	Company name according to commercial register or business registration VAT identification number of the com	pany
	Street*	House number*
	Address addition	
	Zip Code* Place*	
	Country* Phone number	
	Germany	
	× Cancel Save	
	Billing Addresses	
	+ Add Billing Address	

You can make changes to your company via the company data.



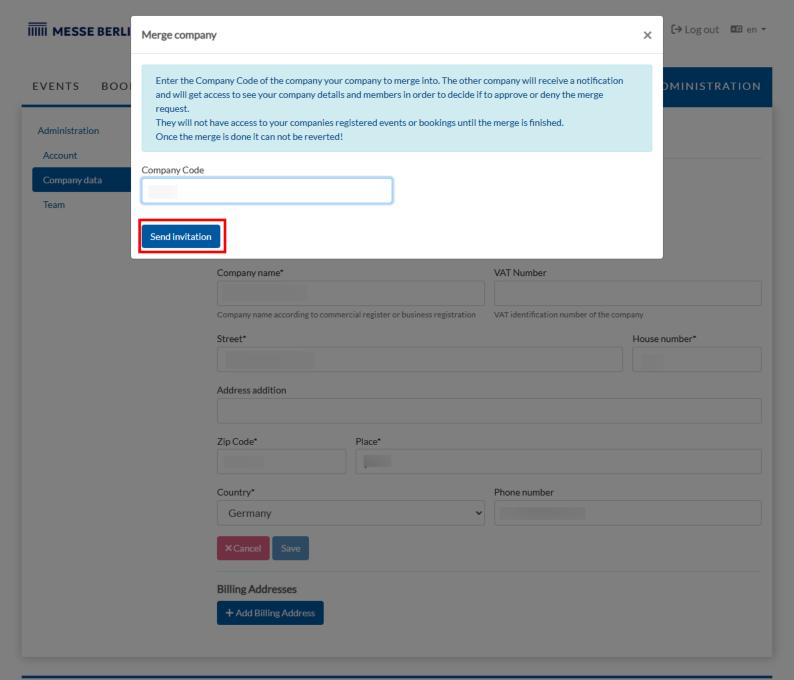




EVENTS	BOOKINGS		ADMINISTRATION
Administrati Account	on	→ Merge Company	
Company d	ata	Business Address	
Team		Fields with marked with '*' are mandatory.	
		Company Code	
		Company name* VAT Number	
		Company name according to commercial register or business registration VAT identification number of the compa	ny
		Street*	House number*
Address addition Zip Code* Place*		Address addition	
		Zip Code* Place*	
		Country* Phone number	
		Germany	
		×Cancel Save	
Billing Addresses			
		+ Add Billing Address	

Several company accounts can easily be combined in a joint account. To do this, simply click on 'Merge companies'.





Enter the company code of the other company account here. You will receive this from the users who are logged into the corresponding account. Then click on 'Send invitation'.



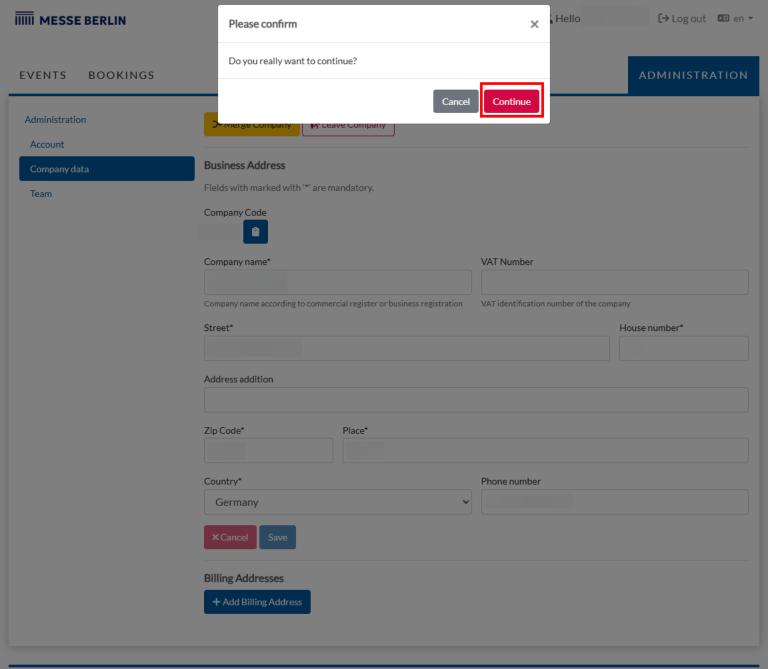




EVENTS BOOKINGS		ADMINISTRATION		
Administration Account	→ Merge Company			
Company data	Business Address			
Team	Fields with marked with '*' are mandatory.			
	Company Code			
	Company name* VAT Number			
	Company name according to commercial register or business registration VAT identification number of the company	pany		
	Street*	House number*		
	Address addition			
	Zip Code* Place*			
	Country* Phone number			
	Germany			
	*Cancel Save			
	Billing Addresses			
	+ Add Billing Address			

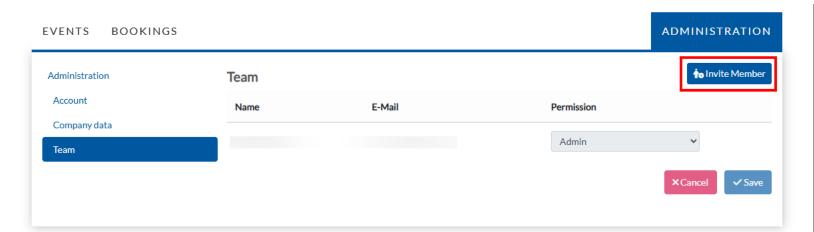
If you want to leave your company, simply click on 'Leave company'.





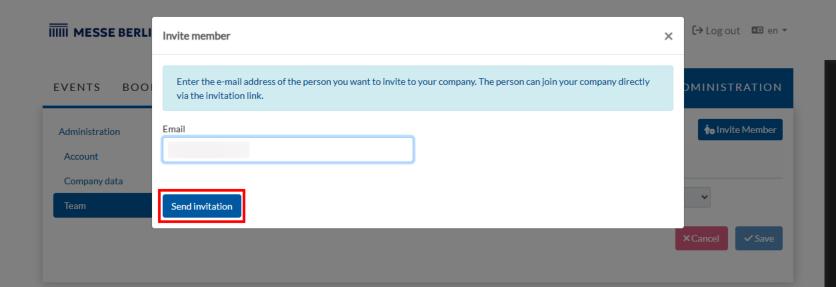
Click on 'Continue' to confirm the process.





In this overview,
you can see all
colleagues who
belong to your
company account.If
you would like to
add more
colleagues, click on
'Invite Member'.





Enter the e-mail address of the colleague you wish to add and click on 'Send invitation'.

ViSiFAR Smart Fairgrounds

