

by Sautopromotec

16-18 NOVEMBER 2023 BOLOGNA FAIR DISTRICT

Anzola dell'Emilia, 26th October 2023

BOLOGNAFIERE PASS LOGIN SECTION

The access to the Trade Fair Center during Futurmotive Expo & Talks 2023, stand setup/dismantling period will be possible only after registering your authorized staff and vehicles at the BolognaFiere Pass login section that will be active starting from <u>November 2</u>.

The PASS section will be accessible through <u>https://futurmotive.befair.eu/en_US/</u> by creating your own login credentials, or, if you are already signed in, by using the credentials created before, which will remain valid for future editions of the show.

For more info, please contact: Pass Office Tel. +39 051 282403 Email: pass@bolognafiere.it

Enclose: Registration instructions

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.

=	Assignement		
	Welcome to the wizard, Initially, it is necessary to choose the type of stand present at the event. Please, click on the	box showing the correct type.	
	Pre-fitted Stand	Self-made 🖌	
	A pre-fitted stand will be booked	The stand will be built by its own staff	

- **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 assignement", 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.

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gneriero Pass ise d		ID	Business Name	WAT Number/TIN	State	City
		koreita@v/voimorsellk.it		03061900355	Italy	MEDOLLA - MODENA
L. Automatical		m pascini@virtuago.lt		03343451203	II.siy	
2 - Staff Insection		alberto@bu/zoga.it			Italy	
3 Vahicles insertion		carla nunes@reflex.pt		PT 507917197	Portugal	
4 - Staff Selection		restaurantvasco@hotmail.com		812966383	Spain	
5 - Vehicle Selection		mschmittglatound de	Ditta ARDUND GMBH	DE 216379265	Germany	
6 - Print Staff Pass		erredesignarla.ro@gmail.com	Erre Design Srls	02654020391	Raly	
7 - Print Vehicle Pake		amministrazione@itapro.8	TAPROSEL	1703755691007	Raly	ROMA
09T		info⊘stand4u it	STAND 4U S.R.L.	1708364280969	Raly	Trezzano Sul Naviglio
		magnan@freschimagnani.it	Studio Freschi & Magnani srl	02613391206	maiy	
		styling_eliestimenti@hotmail.com	STYLING S.R.L.	1101792040436	Raly	CIVITANOVA MARCHE
		commerciale@freccerosse.eu	WEB SERVICES SR.	1702783071208	Raly	
		standfiere@gmail.com	STANDFIERE DI TENEOGI AUGUSTO	1702790730358	it.sly	BAIS
afters Vide at la free, 20 42727		sskoczek@hardiexpc.pl	'HARDI' SPOLKA Z OGRANICZONA ODPOWIEDZIAŁNOSCIA	PL5220101651	Poland	Ozarow Mazowiecki
4 tils. 198.000,000mmmmmm menner		SegreterlaAreaBologna@rekeep.com	OOREKEEP SPA	1702402671206	Raly	ZOLA
RE3 68 167118	0 0	ANCEL				

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

Pass	Summary page of t to proceed through	the type of set-up chosen. Press to the wizerd	the ADD FITTER box to possibly appoint a stand builder - Press the ADD EVENT ASSIGNMENT box to	instruct a supplier (catering, cleaning) to access during the e	vent. Press N
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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)

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7 - Print Vehicle Pass	Stand-Fit	ters / Suppliers				
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Step 2 and 3 - Staff entry, vehicle entry: same procedure

Step 4 and 5 - Select staff and vehicles to print

2		
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Step 6 and 7 - Print staff and vehicle badges

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For information on Pass portal: pass@bolognafiere.it