

## Procedure access codes

### Use the order form

in the service booklet to order the desired number of admission codes.

You can then invite your customers to visit the trade fair.

You will receive the admission codes electronically as a PDF or Excel file.

You can use the data in the Excel file to design your own print material or insert the codes into a newsletter.

In addition, you will receive the data from the redeemed trade fair tickets free of charge by email as an xls file for your analysis and trade fair follow-up.

The admission codes you send digitally or by post must be exchanged online by your customers for a trade fair ticket. To do this, customers go to the ESPA trade fair website:

<https://tickets.messe-wels.at/webshop/tickets>

register, and receive a ticket.

Note: Only with the printed e-ticket or display on a smartphone is admission possible after scanning the barcode printed on it at the entrances and turnstiles.

When sending the admission codes, please remind your customers that admission is only possible after online registration and with the printed trade fair ticket or smartphone, not with the admission code.

**The trade fair tickets actually redeemed on site will be automatically invoiced to the company address printed on the ticket when it was sent.**



## VISITOR INVITATIONS ONLY VALID FOR THE PROFESSIONAL DAYS 25 - 27 FEBRUARY



### YOUR CONTACT PARTNER

Claudia Gerstel, Messe Wels GmbH  
Messeplatz 1, 4600 Wels, Österreich  
Phone +43 (7242) 9392-6641  
mailto: c.gerstel@messe-wels.at

### ORDER

**THESE TICKETS ARE ONLY VALID DURING THE  
TRADE DAYS AND ARE ONLY VALID ON THESE DAYS!  
PLEASE PASS THIS INFORMATION ON TO YOUR CUSTOMERS!!!**

### PLEASE FILL IN

### FIELDS MARKED IN RED ARE MANDATORY

**Company name:**

E-Mail / Internet:

**Contact person:**

E-mail invoice dispatch:

**Street/P.O.Box:**

Hall/ outdoor area / stand number:

**Country/postal code/town:**

VAT- number:

**Phone/fax/mobile:**

**\*) According to point 5 of the exhibition regulations:**

**If the exhibitor wishes to have an invoice reissued because the name, legal form, or address has changed, a fee of €50 will be charged for each invoice change after the end of the event.**

Order an optional number of admission codes.

- There are two options how to receive these codes: either digitally as a pdf-file (option 1) or printed (option 2).
- Every admission code is valid only once.
- Your digitally or postally sent admission codes need to be redeemed online at [www.energiesparmesse.at/e-ticket](http://www.energiesparmesse.at/e-ticket) by your customers.
- Your customers then receive an e-ticket. Only with this e-ticket customers can go directly to the entrance of the Energiesparmesse—expoEnergy and enter after having the barcode scanned.
- Please point out to your customers again when sending the admission codes that the admission code is NOT an admission voucher.
- The actually on-site redeemed e-tickets are automatically charged to the company address printed on them when they were mailed.
- If you want to receive the address data you decide depending on your chosen option.

**Note:** Messe Wels explicitly point out that these voucher codes are intended exclusively to be passed on to visitors and not for the admission of stand personnel, promoters, etc.

Only those who have received an e-ticket via admission code can enter the trade fair during its official opening hours.

### WE ORDER (PLEASE CHOOSE)

NUMBER	OPTION 1— DIGITAL ADMISSION PROFESSIONAL CODES with address data collection	ART. NO.	PRICE
<input type="checkbox"/> pcs	You will receive the ordered number of admission codes in pdf-format sent to the by you provided e-mail address. (every code is one page in pdf-format). You can either print these pdf-files and mail them to your customers per post or directly send the files to them via e-mail. Attention! Every code can only be turned into an e-ticket once by your customer. 1 week after the end of the trade fair we will provide you with the contact data of your trade fair visitors digitally in the form of an excel-file.  Your desired e-mail address for delivery: _____	310016	7,90 €
		<input type="checkbox"/> PDF <input type="checkbox"/> EXCEL	
NUMBER	OPTION 2—ADMISSION PROFESSIONAL CODES PRINTED with adress data collection	ART. NO.	PRICE
<input type="checkbox"/> pcs	You will receive the ordered number of printed admission codes from us by post to be mailed per post to your customers.  One week after the end of the trade fair we will provide you with the contact data of your trade fair visitors digitally in excel-format.  Your desired e-mail address for delivery: _____	310018	7,90 €

### PLEASE NOTE THAT THE FOLLOWING PROCESSING FEES WILL BE CHARGED FOR PRINTING AND SHIPPING

1. Orders up to 100 pieces		25,00 €
2. Orders up to 1000 pieces	310026	90,00 €
3. Orders over 1000 pieces		150,00 €

**Your invite your customers to the trade days, February 25 - February 27, with these admission codes.**

**Your customers can use the redeemed e-tickets to visit the Energiesparmesse on one of the 3 trade fair days.**

All prices are quoted exclusive of the legal value added tax. In the case of delayed registration the proper and punctual fulfilment of your order cannot be guaranteed

Place, Date

Company stamp, signature

Errors and misprints excepted.

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## VISITOR INVITATIONS ONLY VALID FOR THE PUBLIC DAYS 27 FEBRUARY - 01 MARCH



YOUR CONTACT PARTNER/FAX ORDER TO	ORDER
<b>Claudia Gerstel, Messe Wels GmbH</b> Messeplatz 1, 4600 Wels, Österreich Phone +43 (7242) 9392-6641 mailto: c.gerstel@messe-wels.at	<b>THESE TICKETS ARE ONLY VALID DURING THE PUBLIC DAYS AND ARE ONLY VALID ON THESE DAYS! PLEASE PASS THIS ON TO YOUR CUSTOMERS URGENTLY!!!</b>

PLEASE FILL IN	FIELDS MARKED IN RED ARE MANDATORY
<b>Company name:</b> <input type="text"/>	E-Mail / Internet: <input type="text"/>
<b>Contact person:</b> <input type="text"/>	E-mail invoice dispatch: <input type="text"/>
<b>Street/P.O.Box:</b> <input type="text"/>	Hall/ outdoor area / stand number: <input type="text"/>
<b>Country/postal code/town:</b> <input type="text"/>	VAT- number: <input type="text"/>
<b>Phone/fax/mobile:</b> <input type="text"/>	

**\*) According to point 5 of the exhibition regulations:**  
**If the exhibitor wishes to have an invoice reissued because the name, legal form, or address has changed, a fee of €50 will be charged for each invoice change after the end of the event.**

Order an optional number of admission codes.

- There are two options how to receive these codes: either digitally as a pdf-file (option 1) or printed (option 2).
- Every admission code is valid only once.
- Your digitally or postally sent admission codes need to be redeemed online at [www.energiesparmesse.at/e-ticket](http://www.energiesparmesse.at/e-ticket) by your customers.
- Your customers then receive an e-ticket. Only with this e-ticket customers can go directly to the entrance of the Energiesparmesse—expoEnergy and enter after having the barcode scanned.
- Please point out to your customers again when sending the admission codes that the admission code is NOT an admission voucher.
- The actually on-site redeemed e-tickets are automatically charged to the company address printed on them when they were mailed.
- If you want to receive the address data you decide depending on your chosen option.

**Note:** Messe Wels explicitly point out that these voucher codes are intended exclusively to be passed on to visitors and not for the admission of stand personnel, promoters, etc.  
Only those who have received an e-ticket via admission code can enter the trade fair during its official opening hours.

### WE ORDER (PLEASE CHOOSE)

NUMBER	OPTION 1— DIGITAL ADMISSION CODES PUBLIC with address data collection	ART. NO.	PRICE
<input type="checkbox"/> pcs	You will receive the ordered number of admission codes in pdf-format sent to the by you provided e-mail address. (every code is one page in pdf-format). You can either print these pdf-files and mail them to your customers per post or directly send the files to them via e-mail. Attention! Every code can only be turned into an e-ticket once by your customer. 1 week after the end of the trade fair we will provide you with the contact data of your trade fair visitors digitally in the form of an excel-file.  Your desired e-mail address for delivery: _____	310016	7,90 €
	<input type="checkbox"/> PDF <input type="checkbox"/> EXCEL		
NUMBER	OPTION 2— ADMISSION CODES PRINTED PUBLIC with adress data collection	ART. NO.	PRICE
<input type="checkbox"/> pcs	You will receive the ordered number of printed admission codes from us by post to be mailed per post to your customers.  One week after the end of the trade fair we will provide you with the contact data of your trade fair visitors digitally in excel-format.  Your desired e-mail address for delivery: _____	310018	7,90 €

PLEASE NOTE THAT THE FOLLOWING PROCESSING FEES WILL BE CHARGED FOR PRINTING AND SHIPPING		
1. Orders up to 100 pieces		25,00 €
2. Orders up to 1000 pieces	310026	90,00 €
3. Orders over 1000 pieces		150,00 €

**You invite your customers to the public days, February 27 - March 01, with these admission codes.**  
**Your customers can use the redeemed e-tickets to visit the Energiesparmesse on one of the 3 public exhibition days.**

All prices are quoted exclusive of the legal value added tax. In the case of delayed registration the proper and punctual fulfilment of your order cannot be guaranteed

Place, Date	Company stamp, signature
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