

**Dashboard**

**Complete your profile** 14%

- Logo
- Company Overview
- Categories
- Team Members
- Products
- Connections

**Meeting requests**

0 REQUESTS

- Confirmed (0)
- Pending (0)
- Incoming (0)
- Cancelled (0)

**Products**

TOTAL 0

**Top performers**

	Meetings				
	Pending	Incoming	Confirmed	Chats	Scanned
Nigel Davies President/Main contact	0	0	0	0	0

1. Your unique link to registration appears in the drop down in the exhibitor portal

2. This will automatically log you into Aditus our registration platform

3. Here you can access your code and link here to invite clients

**FESPA Global Print Expo** 19.05. - 22.05.2026  
 Exhibitor Test | Hall: – Booth: –  
 Your personal promocode: **Test123**

**FESPA** FESPA Global Print Expo 19.05. - 22.05.2026  
 Exhibitor Test | Hall: – Booth: –  
 Your personal promocode: **Test123**

Start Dashboards Exhibitors

1 Thank you for participating and welcome to the FESPA Global Print Expo 2026 Exhibitor Service Center  
 Here you can register your exhibitor tickets, offer free entry vouchers to your customers, access membership services, view orders and manage your branding package.

2

3

**Visitor vouchers: print-vouchers, voucher codes, campaigns**  
 Professional invitation campaigns provide a high-level influx of visitors to your stand, boosts acquisition of new customers and insures customer loyalty.

111 ORDERED 5 VISITORS INVITED 2 VISITORS REGISTERED 0 EVENT VISITED

Invite visitors Invite your customers to the event Manage visitor tickets Search for visitors, tickets and vouchers

**Event-stand / Exhibitor services**  
 Planning your event-stand and staff registration

50 ORDERED 0 EXHIBITORS INVITED 0 EXHIBITORS REGISTERED 0 EVENT VISITED

Staff registration Register your personnel and send ID-cards Manage exhibitor tickets Search for employees and exhibitor-IDs

**Dashboards and Monitoring**  
 Keep an eye on your event entrance with clearly arranged dashboards

Visitors Voucher quotas

**Planning and Tasks**  
 Overview of available tasks for preparation and follow-up of event

- from 5/22/2026 Check which of your business partners have registered and attended the event.
- at 5/22/2026 Event ends
- at 5/19/2026 Event starts.
- always Invite your business partners to visit the event.

**Activity feed**  
 Overview of your last activities

- There were no activities in the past two weeks. [Load older activities.](#)

1. Your registration dashboard

2. On the home screen you can locate your promocode, slide 2 gives more information on how to access imbeded links

3. When you hover over each icon it gives a summery of what each icons number amount means

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# Where to access your links and code together

The screenshot shows the dashboard for the European Signage Expo (19.05. - 22.05.2026). The top navigation bar includes the event logo, dates, and user options like 'Dashboards' and 'Exhibitors'. A red circle with the number '1' highlights the 'Dashboards' menu. Below it, a dropdown menu shows 'Visitors' and 'Voucher quotas', with 'Voucher quotas' circled in red. The breadcrumb trail reads 'Start → Dashboards and Monitoring → Promo code quotas'. On the right, there are buttons for 'Article' and 'Orders', with 'Orders' circled in red and labeled with a red circle containing the number '2'. The main content area displays three voucher cards: 'Discounted Entry Ticket', 'Free Entry Ticket', and 'VIP'. The 'Free Entry Ticket' card is circled in red and labeled with a red circle containing the number '3'. It shows a registration link: [https://www.badge-registration.com/FESPA\\_Shop/ESE26/Register?voucherCode=APIM](https://www.badge-registration.com/FESPA_Shop/ESE26/Register?voucherCode=APIM), which is circled in red and labeled with a red circle containing the number '4'. The 'Free Entry Ticket' card also shows '1:n voucher codes: APIM'.

1. Click dashboard

2. Click orders

3. Is your invite code

4. Is your invite link


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## Visitor vouchers: print-vouchers, voucher codes, campaigns


Professional invitation campaigns provide a high-level influx of visitors to your stand, boosts acquisition of new customers and insures customer loyalty.


 **4,030**  
ORDERED

 **0**  
VISITORS INVITED

 **0**  
VISITORS REGISTERED

 **0**  
EVENT VISITED

 **Invite visitors**  
Invite your customers to the event

 **Manage visitor tickets**  
Search for visitors, tickets and vouchers

## How to invite your clients via an email

1. Click invite visitors on your homepage dashboard
2. Name your campaign Example: FESPA Team Invites
3. Click Next to save

Invite visitors

Use this process to invite visitors to the event. We will guide you step by step through the required settings and allow you to enter all necessary visitor data.

1. Select article and invitation

Free Entry Ticket 2000 of 2000 available

VIP 30 of 30 available

2. Select type of invitation

Invitation by e-mail (Visitors)

You only enter the name and an e-mail address. Your customer completes the registration independently in the visitor portal. The customer receives his ticket only after successful registration.

Further options

Create a new visitor invitation or edit an existing one. Optionally, you can customize the name of the invitation to make it easier to find later.

Select visitor invitation

New visitor invitation  
Create a new visitor invitation.

Visitor invitation name

Register for FESPA Barcelona

Give this campaign a name. Use campaign names to separate your customer groups.  
Override the default name of this visitor invitation to make it easier to find.  
(FairAppearance\_Number)\_{Article\_Name}\_{Timestamp}

Next step

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GLOBAL  
PRINT EXPO  
2026

FROM FESPA

Personalisation  
Experience  
FROM FESPA

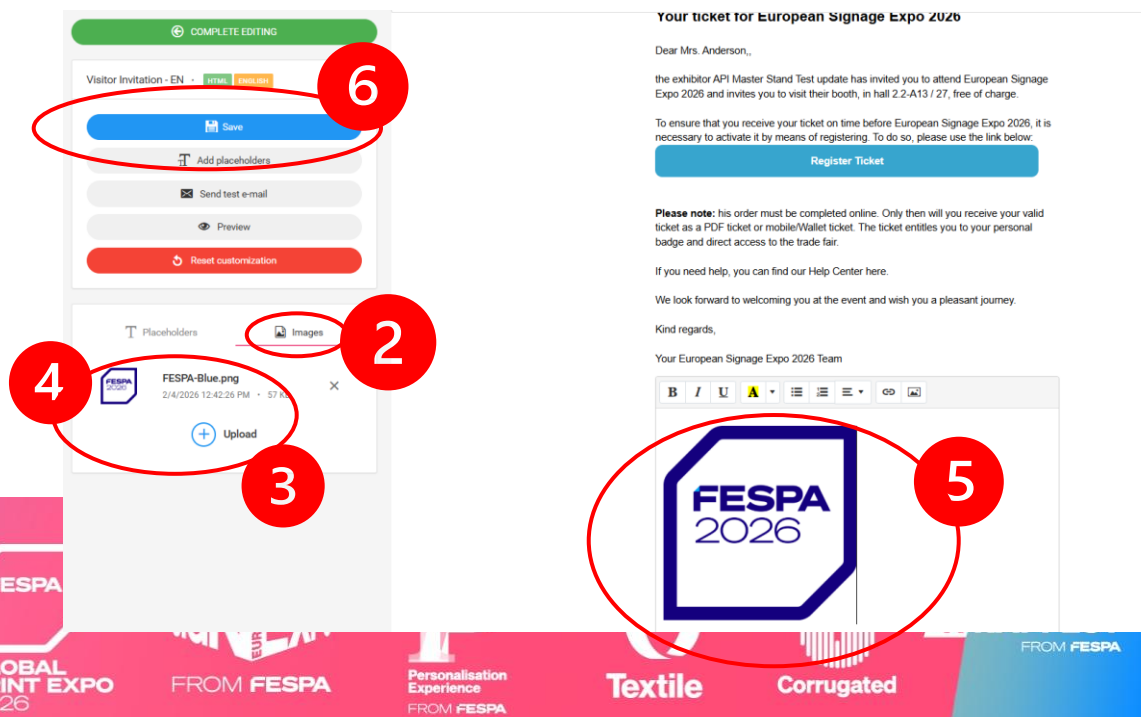
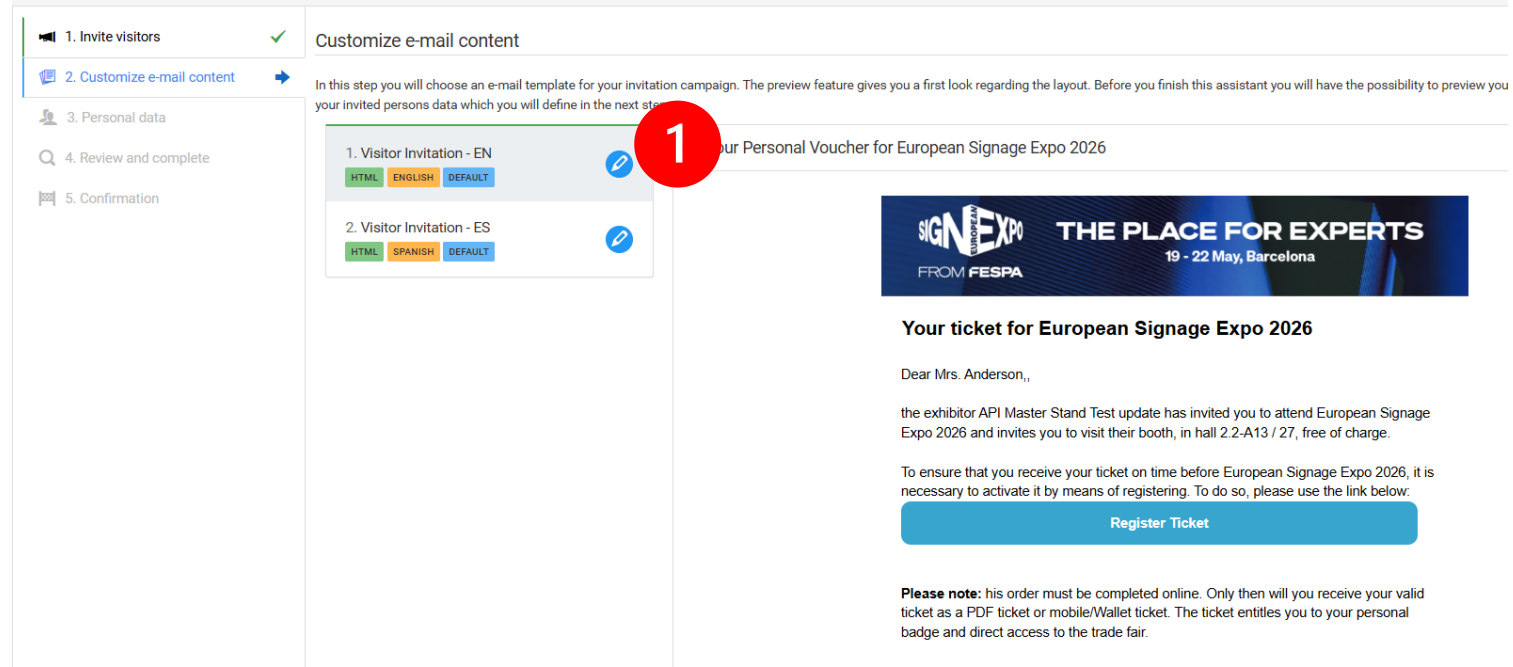
Textile

Corrugated

Check your exhibitor details are pulling through to the email correctly

- You cannot edit the header banner or text but you can add your logo to the bottom of them mail
- Make sure it is max 50 x 50 or 50%
- You can also send a test to check

1. Click the pen icon to edit
2. To add your logo to the bottom of the email – select image
3. Click upload
4. To add to the template click on your logo
5. To adjust logo size click logo in template and select 50%
6. Click save



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GLOBAL  
PRINT EXPO  
2026

FROM FESPA

Personalisation  
Experience  
FROM FESPA

Textile

Corrugated

FROM FESPA



- 1. Invite visitors ✓
- 2. Customize e-mail content ✓
- 3. Personal data ✓
- 4. Review and complete ➔
- 5. Confirmation

## Review and complete

Please check if all your inputs for the start of the campaign are entered correctly.

### Campaign

**Campaign name:** *Will be created automatically*


**Campaign type:** Invitation via email

**Person count:** 1

**Article:** Free Entry Ticket

**Ticket model:** 1:n code

### Enter visitor data 1

	1	Reigate	Reigate	alice.baty@fespa.com
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1. Review your data

- 1. Campaign ✓
- 2. Select e-mail body text template ✓
- 3. Personal data ✓
- 4. Summary ✓
- 5. Confirmation ➔

## Confirmation

✓ Done! The campaign **M0000020\_Exhibitor\_Pass\_2/4/2026\_3:23:55\_PM** was completed successfully.

### Your next steps:



**Staff registration**  
Register your personnel and send ID-cards



**Manage exhibitor tickets**  
Search for employees and exhibitor-IDs



**Documents overview**  
Download documents and tickets


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**Event-stand / Exhibitor services** ?  
Planning your event-stand and staff registration

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 **846**  
ORDERED


 **0**  
EXHIBITORS  
INVITED

 **0**  
EXHIBITORS  
REGISTERED

 **0**  
EVENT VISITED

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 **Staff registration**  
Register your personnel and send ID-cards

 **Manage exhibitor tickets**  
Search for employees and exhibitor-IDs

Exact same process as visitor registration