

Booth Staff Registration

User Guide

Be inspired,
be there!

ilmac.

As an exhibitor, you received a link from the Ilmac team to access your Exhibitor Portal.

After opening the link, you will be taken directly to the overview/home page of the **ESC Exhibitor Portal**

Thank you for participating and welcome to the Ilmac Lausanne 2026 Exhibitor Service Center

Visitors

Track the usage of your Priocode
Check who has used your code and keep an overview of its usage.
You can find your code here: [Exhibitor / Order History](#)

How to actively use your code:
Simply add it to the end of this URL:
https://ticket.messe-tickets.ch/YCH_shop/3805-shop/Register/?ExampleCode
Share the personalized link with your customers – via email, website, or social media – and invite them to ilmac.
This allows interested visitors to register easily and gain access to free tickets.

1 VISITORS INVITED

1 VISITORS REGISTERED

0 EVENT VISITED

Invited visitors

Here you can see all visitors who have used your code – including key details such as name, company, email, and registration status.



Exhibitor Tickets

Distribute exhibitor tickets to your team so everyone is ready and equipped for the event.

6 ORDERED

5 EXHIBITORS AND PARTY TICKETS

1 EXHIBITORS REGISTERED

0 EVENT VISITED

Order exhibitor tickets

Need more tickets for your team?
Heads up: Extra exhibitor tickets might come with a fee.



Booth staff registration

Has your team already secured tickets for the event?
Don't forget to organize your on-site staff – that's the first step.

Search / Clearing

Check if your team already has a ticket/pass for the event.

Your Exhibitor Tickets

Here you can get an overview of your allotment of exhibitor tickets.



1st Step :

1. In section Article and invitation select : **"Exhibitor"**
2. In section Registration process select: **"send registration codes to staff by email"**
3. In section Select staff invitation select: **"New staff invitation"**
4. Finally click on **Next Step** on the right bottom

Register stand personnel

Start → Exhibitor Tickets → Register stand personnel

1. Invite staff

2. Select e-mail template

3. Personal Details for Registration

4. Verification

5. Confirmation

Invite staff

1. Select article and invitation

☒ Exhibitor 1 of 6 available

2. Registration process

☒ Send registration codes to staff by email

This is the option you should choose to send tickets to your booth staff.

At B2B trade fairs, all individuals on the premises must be registered - this includes booth staff.

Enter at least the salutation, first and last name, and email address of the person. They will then receive an email with a link to activate their exhibitor ticket.

Further options

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

3. Select staff invitation

☒ New staff invitation
Create a new staff invitation.

☐ Edit existing staff invitation
Select an existing staff invitation to edit it.

Staff invitation name

Choose a clear and descriptive name to help you identify this campaign later in your reports.

Override the default name of this staff invitation to make it easier to find. (FairAppearance_Number)_Article_Name_(Timestamp)

4. Next step

2nd Step :

Here is a template / preview of the Email that your employees will receive.

Select the **requested language** and click on **Next step**.

Register stand personnel

Start

Exhibitor Tickets

Register stand personnel

1. Invite staff

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Select e-mail template

In this step you will choose an email template for your invitation campaign. The preview feature gives you a first look regarding the layout. Before you finish this assistant you will have the possibility to preview your final invitation mail layout with your invited persons data which you will define in the next step.

1. Maitext

HTML GERMAN DEFAULT

2. Maitext

HTML ENGLISH DEFAULT

3. Maitext

HTML FRENCH DEFAULT

✉ Ilmac Lausanne 2026 | AAC Infotray AG personally invites you in the Beaulieu Lausanne

Inspiring the Future of Chemistry and Life Sciences.

ilmac.

Ilmac Lausanne 2026

Dear Mrs. Anderson

AAC Infotray AG gives you an entrance ticket for the Ilmac Lausanne 2026.

Activate your personal ticket via the link below:

LINK20P

If you prefer, look for the "tickets" page on the event website and enter this code in the corresponding field:

Rwysyho77kwouq

Cancel

Back

Next step

3rd Step :

1. Accept first the Terms & Conditions and Data privacy to unlock the manual Input

1. Invite staff

2. Select e-mail template

3. Personal Details for Registration

4. Verification

5. Confirmation

Personal Details for Registration

Here you can provide the data for the staff you want to add to your chosen campaign. You can add as many data rows as you want, as long as your chosen contingent is not reached.

Total: 6

Still available: 1

Now: 0

Terms and conditions and privacy policies

Manual Input

Excel-Import

Terms and conditions and privacy policies

All terms and conditions have been accepted, you are now able to enter personal data.

Terms and conditions (open in new window)

Data privacy (open in new window)

Cancel

Back

Next step

2. Fill in the required details for each person you would like to register.
First name, last name, and email address are **mandatory**.

! If you use the same email address for multiple people, make sure to select "Allow Duplicates" !

Start → Exhibitor Tickets → Register stand personnel

Personal Details for Registration

Here you can provide the data for the staff you want to add to your chosen campaign. You can add as many data rows as you want, as long as your chosen contingent is not reached.

1. Invite staff ✓
2. Select e-mail template ✓
3. Personal Details for Registration →
4. Verification
5. Confirmation

Terms and conditions and privacy policies ✓ Manual Input Excel-Import

Total: 6 Still available: 1 Now: 0

#	Salutation	Title	First Name *	Last Name *	Company	Street	Street Number	Postal Code	City	Country	Email address *
1											

Allow duplicates

In case of a lot of persons to register, you can also import your contact via an Excel File

Personal Details for Registration

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1. Invite staff ✓
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Terms and conditions and privacy policies ✓ Manual Input Excel-Import

Total: 6 Still available: 1 Now: 0

Import data via Excel file. You need to have an Excel application installed on your computer to do this.

1. Download Excel Template

Download the template file to your computer.

Download

2. Fill Excel Template

Fill the Excel template with data.

Input

3. Upload

Upload the filled-out Excel file.

Upload

Final Step:

Once you have checked that all the information is correct, click on “**Begin the Campaign.**”

An email will then be sent to each selected person with a link to download their **Exhibitor Badge.**

Register stand personnel

Start → Exhibitor Tickets → Register stand personnel

1. Invite staff ✓

2. Select e-mail template ✓

3. Personal Details for Registration

4. Verification →

5. Confirmation

Verification

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: Exhibitor

Ticket model: 1:1 code

Terms and conditions and privacy policies

☒ Terms and conditions

☒ Data privacy

Personal Details for Registration 1

	1	Test	Test	test@test.com
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Cancel

Back

Begin the campaign ✓

Overview & Follow up

To check who you have invited to register and see who has completed their registration and who has not, click on **“Search / Clearing”** on the start page

Exhibitor Tickets 

Distribute exhibitor tickets to your team so everyone is ready and equipped for the event.

?



30

ORDERED



0

EXHIBITORS AND PARTY TICKETS



0

EXHIBITORS REGISTERED



0

EVENT VISITED



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Your Exhibitor Tickets

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Do you have further questions?

Feel free to contact us at:

Ticketing@messe.ch

Thank you !