

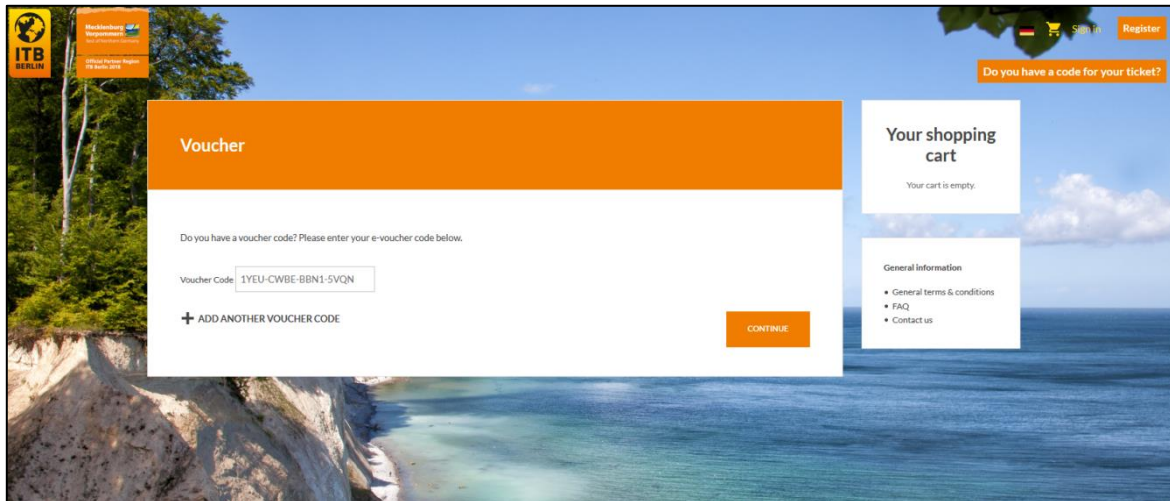
# Guideline: How to use the e-ticket codes of ITB 2018

Dear visitor,

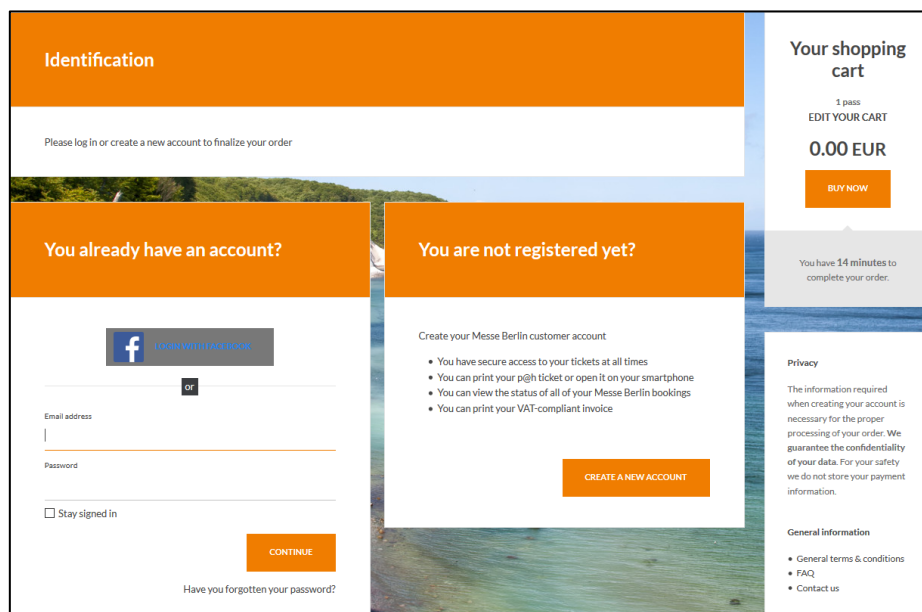
We sent you an email with a 16-digit e-code. Now you have the opportunity to print your ITB ticket/badge by yourself.

1. To print your ticket, please follow the instructions: visit our homepage [www.itb-voucher.com](http://www.itb-voucher.com) and enter your 16-digit e-voucher code in the box "Voucher Code".

If you want to redeem more than one voucher code simply click "Add Voucher Code" and enter another code. Then click "Continue". Please note that there is a time limit of 15 minutes for this transaction.



2. On the next page please log in to the shop. If you don't have an account yet please click "Create new account". If you already have an account, please proceed to step 4.



3. You can now create your account. Simply enter and confirm your both email address and password and enter your personal details.

Please enter your details to create a new account.

**Information**  
\* Mandatory fields

**Login**

Your e-mail is used as a login to access your account, and also to inform you of the progress of your orders.

Your email address (login) \*

Confirm your email address \*

**Password**

Your password must contain a minimum of 8 characters and at least 2 digits. Example: abcdef12

Your password \*

Confirm your password \*

**Personal details**

Title \*  Mr  Mrs

First name \*

Last name \*

Preferred language

You can choose between private account and company account, enter your postal address, as well as subscribe to newsletters. Then enter the verification code shown in the picture and click “Create account”.

**Type of account**

Please choose if you want to use this account to order products in your own name (private account) or in the name of your organization (company account).

Private account  
 Company account

**Your main address**

Billing and delivery addresses may be defined in your client account

Address \*

Zip code, city \*

Country \*

**Authorizations**


We do not use or communicate your personal data without your authorization.

I accept  I refuse

I would like to receive all the latest news and happenings by e-mail: events calendar, ticket sales alerts, new products, etc. \*

**Verification**

Please help us to prevent automated requests by ticking the box below.

I'm not a robot 

**Information**  
\* Mandatory fields


4. Now you have the possibility to check the content of your cart...

1. Summary 2. Payment 3. Confirmation

You have 11 minutes to complete your order.

### Order summary

Before proceeding to payment, please check the content of your order as well as the delivery information, and confirm that you have read and accept our terms and conditions.

 ITB BERLIN 2018  
Berlin ExpoCenter City

This pass is valid for the duration of the fair.

Rate	Quantity	Unit Price	Sub-total
normal Day Voucher	1	0.00 EUR	0.00 EUR
X DELETE			Sub-total 0.00 EUR
Order amount			0.00 EUR

Payment modes

We accept the following forms of payment and guarantee that your Internet transactions are safe:

VISA Mastercard AMERICAN EXPRESS

...your billing address and the delivery mode. Please confirm that you have read and accepted the terms and conditions and click "Complete your order".

### Delivery mode

Delivery mode e-Ticket

Delivery delay Immediately

Customer account

Delivery fee 0.00 EUR

### Payment

Billing address  
Please select a billing address

Hauptadresse

EDIT THIS ADDRESS  
+ ADD A NEW ADDRESS

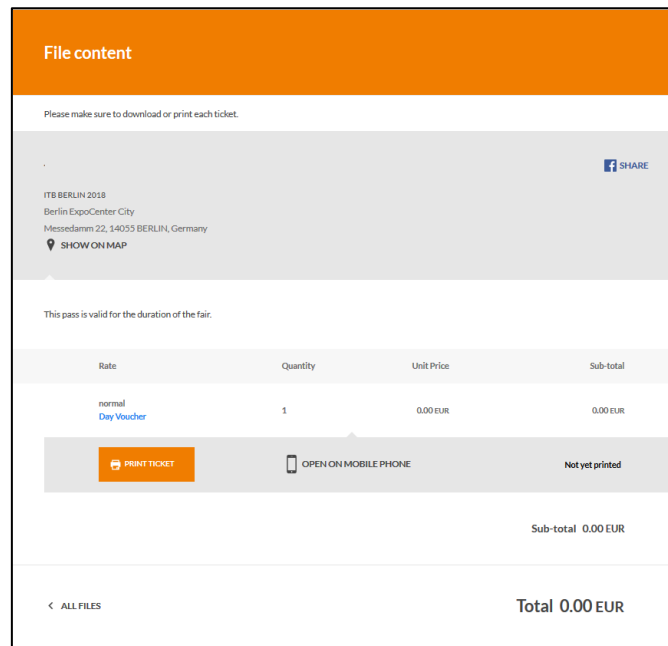
Due amount 0.00 EUR  I have read and accept the terms and conditions.

COMPLETE YOUR ORDER

CANCEL ORDER

Please note that the code will be invalidated. You will not be able to use it again after you clicked „Complete your order “.

- Please note down your order reference number for possible later requests. On the “Order confirmation” page simply click “Follow your order”.



- Please personalise your tickets. First click “Print” then enter personal details for each ticket/badge holder. Click “Save and continue”. Your tickets will be now available to download and the invoice will be sent to your email address.

**Mandatory beneficiary**  
\* You are requested to enter the name of the ticket holder of the ticket.  
An identity control will be performed and only tickets named after their holders will be valid.

Salutation \*  
Choose... ▼

Title  
Choose... ▼

First name \*  
Max

Last name \*  
Mustermann

Company / Organization \*  
Musterfirma

Personal email of badge holder \*

Position \*  
Choose... ▼

Area of business \*  
Choose... ▼

Street / P.O. Box \*  
Musterstraße

Postcode \*  
12345

City \*  
Mustercity|

Country \*  
Choose... ▼

I would like a free profile in the ITB Networking Directory. \*  
No ▼


I attend ITB Berlin mainly... \*  
Choose... ▼

I would like to receive the ITB Berlin Newsletter. \*  
No ▼

If you are redeeming several voucher codes you will have to personalise each ticket separately, however you will have the possibility to copy several answers for subsequent tickets.

7. Please print your ITB ticket (shown as a PDF-file). If any problems occur make sure you use the most recent version of Adobe Reader and check your printer's settings. On the day of your visit you may proceed directly to the entrance.


**Please note that tickets in the format shown below will be only accepted as paper prints.**



← Hier falten  
Fold here

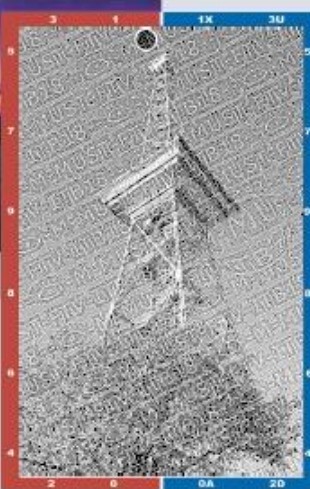
Please cut out before entering the fairgrounds!  
Bitte vor Messebesuch hier ausschneiden!


← Hier falten  
Fold here




7 – 9 March 2018  
trade visitors only  
10 – 11 March 2018  
trade + public visitors  
10am – 6pm

Single admission







**ITB Berlin 2018**



**Max Mustermann**  
Musterfirma  
Germany



Business card



**Caution:** This is your personal and non-transferable ticket. Please always show it with a valid identification document. Treat your ticket like cash. Abusers will be prosecuted and their tickets will be revoked.


**Achtung:** Dies ist Ihr persönliches und nicht übertragbares Ticket. Bitte weisen Sie es bei der Ticketkontrolle mit Ihrem gültigen amtlichen Ausweis unaufgefordert vor. Bewahren Sie Ihr Ticket wie Bargeld auf. Missbrauch wird strafrechtlich verfolgt und hat den Entzug des Tickets zur Folge.


**ONE WORLD.**

**ONE INDUSTRY.**

**ONE BRAND.**

itb.travel





Messe Berlin

**Admission and Opening Hours**

Welcome to ITB Berlin! Your Trade Visitor Day Pass grants you one-time admission to ITB Berlin on **7-11 March 2018 from 9:30am to 6:00pm**. Please present this pass at the entrances upon entering the venue.

**ITB App**

Don't miss out: Always be on the pulse of ITB Berlin with our free ITB App: **exhibitors, floor plans, events, info and networking**. Just download it in the App Store, Google Play or at [www.itb-app.de/en](http://www.itb-app.de/en). The newest map of the Exhibition Grounds is also available at [www.itb-berlin.com/venue](http://www.itb-berlin.com/venue).

**Free WiFi**

Be mobile: During ITB Berlin we provide a **free basic WiFi** for e-mail communication and elementary internet applications. Login details are available on-site at the information counters.

**Free Shuttle Services**

Take a comfy ride: We recommend using **public transport** or our **free ITB Berlin shuttles** to get to the venue, the city center or TXL airport. Find detailed information at [www.itb-berlin.com/travel](http://www.itb-berlin.com/travel).

**ITB Berlin Convention (7-10 March, halls 7.1a-c / 6.1)**

Know today what you need to know tomorrow: Admission to ITB Berlin Convention is included in your ticket: [www.itb-convention.com/program](http://www.itb-convention.com/program).

For any further questions, please contact our team at  
**ITB Hotline +49 30 3038 5555**

8. Alternatively you can save the PDF file on your smartphone, tablet, netbook or notebook and present it at the entrance to the fairgrounds. To do that log in to the ITB shop on your device, click "Open mobile ticket" and save the file.

**Please note that tickets in the format shown below will be only accepted as digital tickets on smartphones, tablets, netbooks and notebooks.**

 Capital Services  Messe Berlin

**ITB Berlin 2018**

**Max Mustermann**  
7 – 9 March 2018  
trade visitors only  
10 – 11 March 2018  
trade + public visitors



THE WORLD'S  
LEADING TRAVEL  
TRADE SHOW \*



Mecklenburg  
Vorpommern  
Best of Northern Germany

Official Partner Region  
ITB Berlin 2018





Do not print

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