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**formnext**

07. – 10. 11. 2023  
FRANKFURT / MAIN, GERMANY

# How to access your Formnext Press Ticket

# Step 1: Select ticket

Here you can select your ticket in the Formnext 2023 online ticket system.

As a press representative, please select the **Press Pass** option for your accreditation by clicking on the **plus** symbol. The ticket is valid for all exhibition days. Click **NEXT** to go to the next step.

1 Selection

2 3 4

## Select from the following ticket options.

Most visitors choose the Expo Pass. The early bird discount is available until 10 October 2023.

Day Pass Early Bird ⓘ  
89 €  
- 0 +

Expo Pass Early Bird ⓘ  
168 €  
- 0 +

Premium Pass ⓘ  
389 €  
- 0 +

Expo Pass Student ⓘ  
12 €  
- 0 +

Networking Ticket Early Bird ⓘ  
129 €  
- 0 +

Press Pass ⓘ  
0 €  
- 1 + 0 €

Total  
1 x Press Pass

NEXT

Messe Frankfurt Group

# Step 2: Login or registration

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The database in the ticket system is independent of our press list.

Please either login with your existing trade fair login or register for the first time with your current e-mail address.

Click on "Register" and fill in all mandatory fields marked with an asterisk (\*). If you are registering as an employee of a company, please add the department and your function.

Use your Messe Frankfurt Messe-  
Login.

Email

Password

LOGIN

[Register](#)

[Forgot password?](#)

# Step 3: Personalize your tickets

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As soon as you are logged in, you can start generating the ticket. First, you will be shown the order and invoice data. Click on Check data to complete or change the personalization data.

## Please check your order and invoice data

You will check the data for your ticket personalization in the next step.

Ms

Title

Mesago Messe Frankfurt

☐ Registration with home address

salaried employee

Department (alternative)

No.

CANCEL

NEXT

# Step 3: Personalize your tickets



Please check the personalization.

Ticket Preview - Press Pass

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NEXT STEP

CHECK DATA



## Step 4: Legitimations

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If the information is correct, scroll to the Legitimations section to provide proof of your journalistic activity.

The persons to be legitimized are listed under the heading Legitimations.

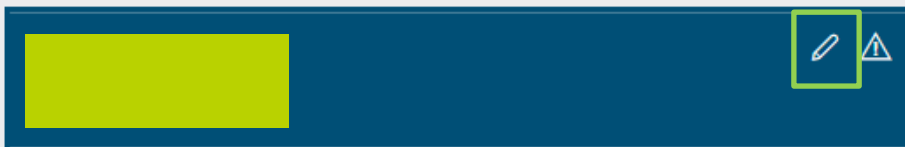
The “warning sign” will indicate whether a legitimization document needs to be uploaded.

If you already successfully accredited online with the SPS before, the warning sign is automatically omitted.

Please note that uploading a valid legitimization document (e.g. press card) is mandatory for initial registration. This is done by clicking on the pencil icon.

### Legitimations

Please legitimize the person listed below. Please upload a [valid proof](#) for each ticket, e.g. press card, current imprint or similar (\*pdf, \*jpg, \*png), by clicking on the pencil icon. Please note that confirmation of legitimacy may take up to 24 hours; longer on weekends if necessary.

A screenshot of a web interface for 'Legitimations'. It features a light gray background with a dark blue header bar. Below the header, there is a text block explaining the process of legitimizing a person by uploading a valid proof (like a press card or imprint) and clicking a pencil icon. A note mentions that confirmation may take up to 24 hours. Below the text, there is a dark blue rectangular area containing a redacted yellow box on the left and a pencil icon with a warning triangle on the right, both highlighted with a green border.

**Notice:** A valid press card, the mention of your name in an imprint or similar can be presented as proof. Unfortunately, ID cards, passports and driver's licenses etc. cannot be accepted. Further information on the accreditation guidelines can be found [here](#).

# Step 4: Legitimization

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Drag and drop or click Select file to drag your valid legitimization document (\*pdf, \*jpg, \*png) into the upload window that is now open.

## Edit legitimization

Please legitimize yourself by uploading the corresponding legitimization document (\*pdf, \*jpg, \*png).



Place legitimization file (.pdf, .png, .jpg) here

Kommentar

CANCEL

SAVE

Save the uploaded document and add a note in the comment field if necessary.

## Step 5: Submit order

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To complete your order, please agree to the processing and use of your data, accept the terms and conditions and send your order by clicking on the button "Send order".

☒ I accept to receive the invoice via e-Mail and accept the [General Terms and Conditions](#).

SEND ORDER

Thank you for your accreditation. We look forward to welcoming you at the Formnext 2023. For ticketing questions, please contact: [press-team@mesago.com](mailto:press-team@mesago.com).

Your Press Team