BARCELONA BRIDAL FASHION WEEK

TRADE SHOW: 16 - 18 APRIL 2027

Montjuïc Venue – Fira de Barcelona
Halls 1 & 2 - Avda. Mª Cristina, s/n - 08004 Barcelona



Exhibitor Guide - Passes & Invitations 2027



How to manage Passes&Invitations

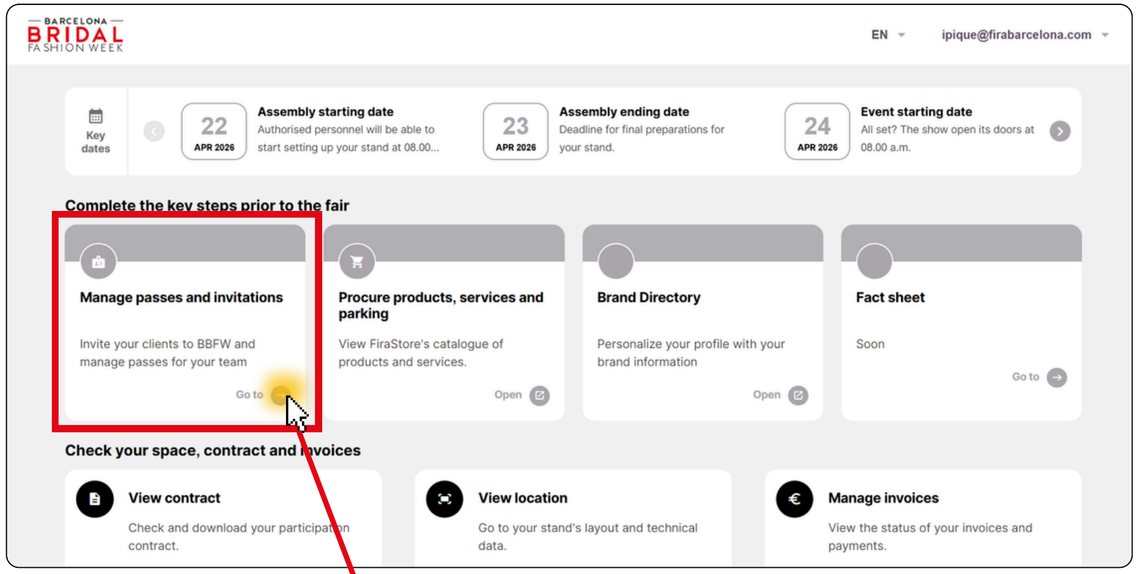
Managing Passes&Invitations

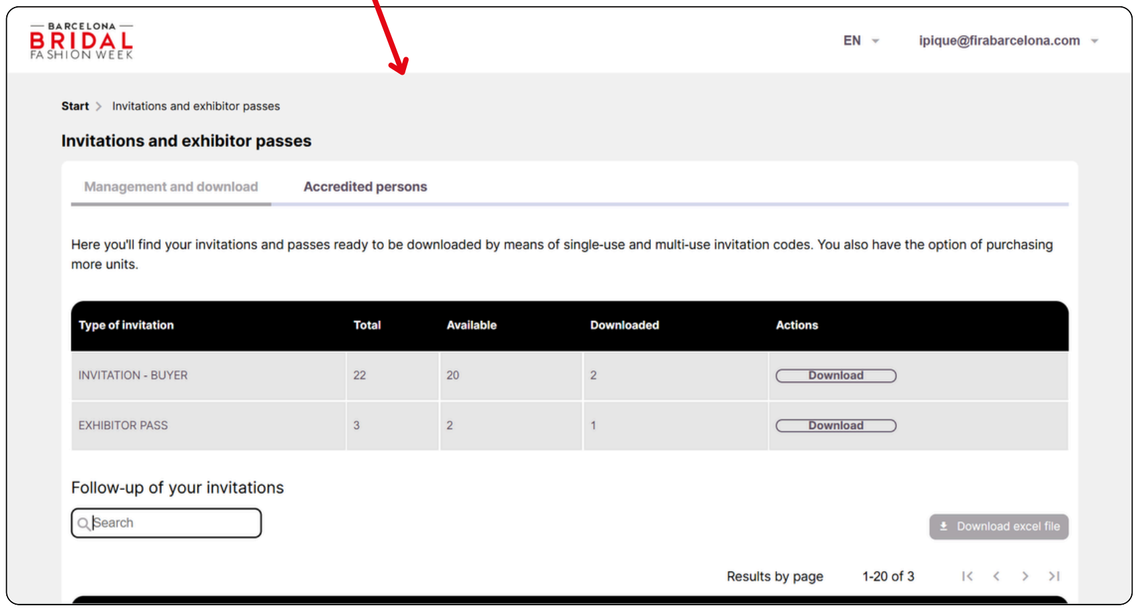
Once you have logged in, you will reach the main page of the dashboard. Find the "**Manage passes and invitations**" section and click on it.

You will be redirected to a new page showing a table with three categories:

- **Buyer Invitations**
- **Exhibitor Pass**
- **Model Agency Pass**

Choose the **type of access** you want to generate and click the Download button.



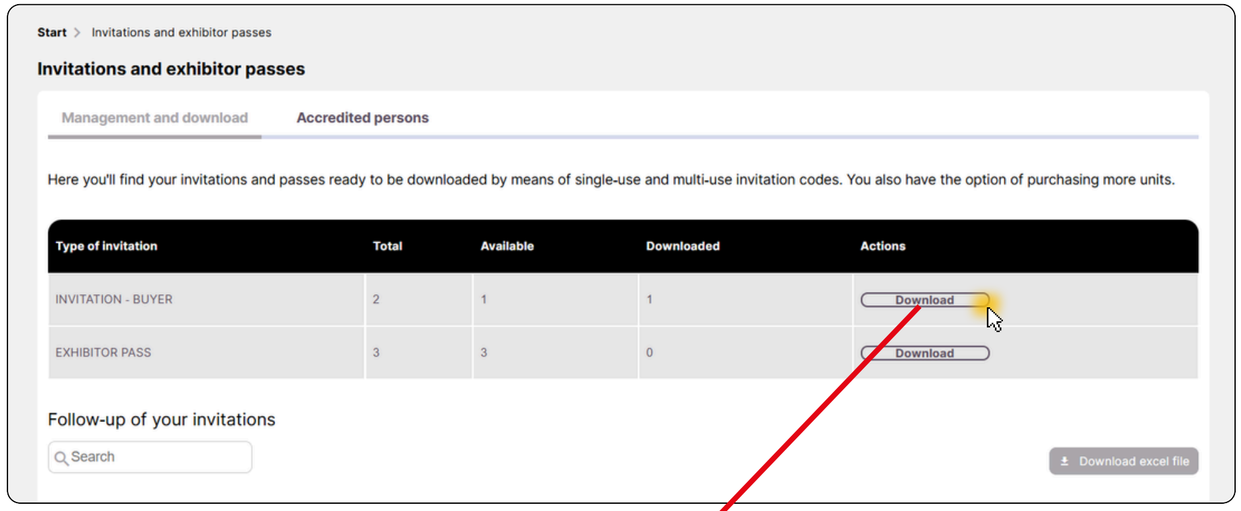




Download *Buyer* Invitations

Choose the code type

Click the Download button next to **“Buyer Invitations”.**

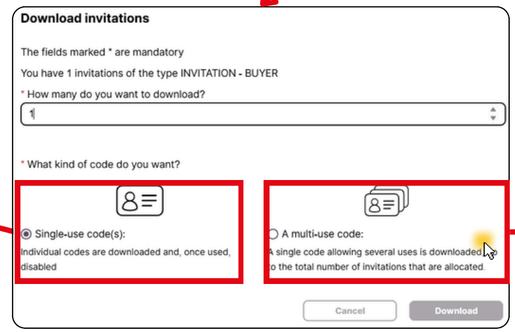


A pop-up window will appear showing:

- The total number of invitations available to you.
- A field where you can indicate how many invitations you want to download.
- The option to select the code type. You must choose between:
  1. **Single-use code**
  2. **Multi-use code**

1

Single-use codes
These generate individual codes. For example, if you download 3 invitations, you will receive 3 different codes, each valid for a single registration.



2

Multi-use code
This generates a single code that can be used multiple times, up to the total number of invitations selected. For example, a code that can be used 3 times.

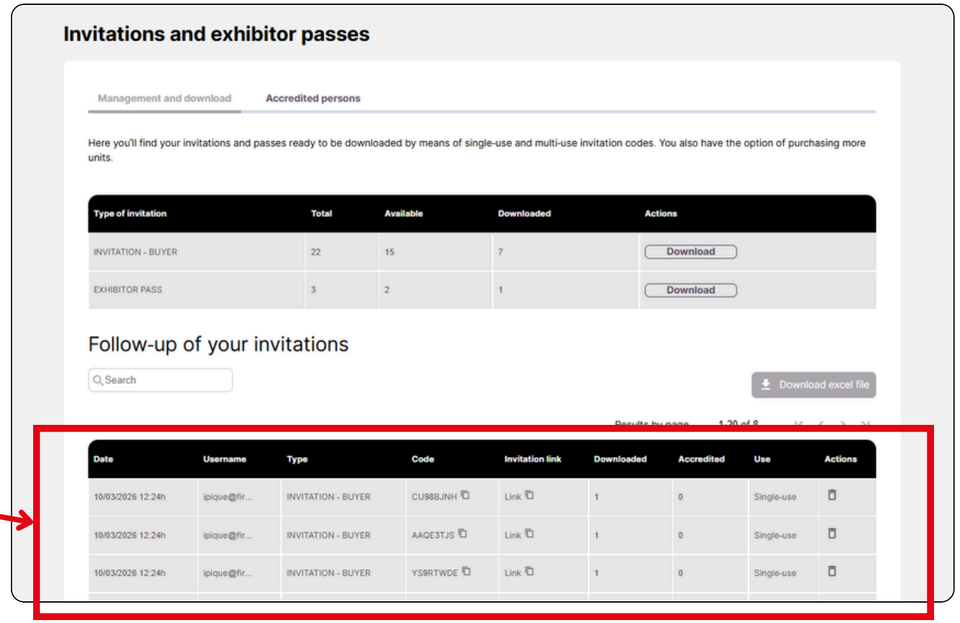
After **selecting your preferred option** and **entering the quantity**, click **Download**. Your codes will be generated and displayed in the table below.

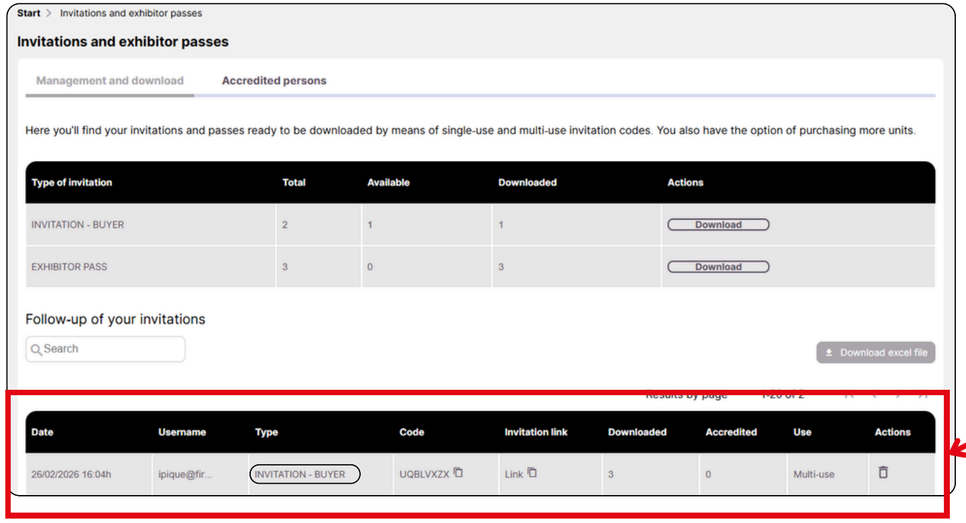
1 Single-use codes

Each code will be generated **individually** and displayed in the table below.

For each single-use code:

- A separate row will be created.
- Each code is valid for one registration only.





2 Multi-use codes

A single code is generated that can be used multiple times, up to the assigned limit.

For each multi-use code:

- The code will appear as **a single row** in the table below.
- You can use it for multiple registrations, up to the number of uses you selected.

How to share the generated codes

You can send the generated codes in two different ways:

1 Downloading the Excel file

Download the Excel file that is automatically generated when you click Download.

The file contains the **same information shown in the dashboard table**, including the generated codes and registration links, which you can then share with your contacts.



2 Copying the registration link

Option 1: Copy the registration link shown in the table and send it directly to the attendee.



3 Copying the invitation code

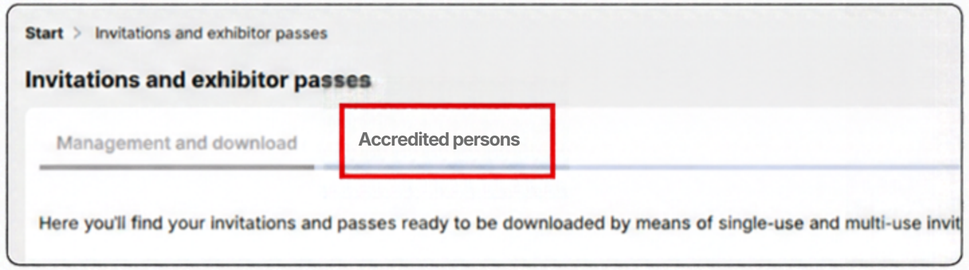
Option 2: Copy the invitation code shown in the table and send it directly to the attendee.



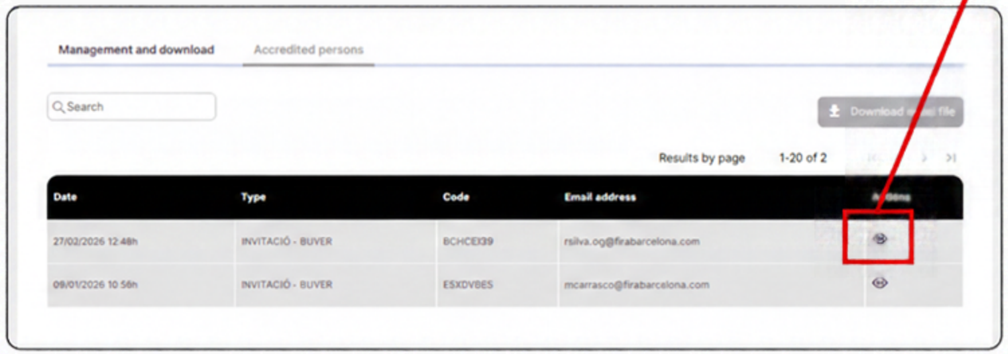
The "Accredited" column shows how many times each code has been used. Once the maximum is reached, the code becomes inactive.

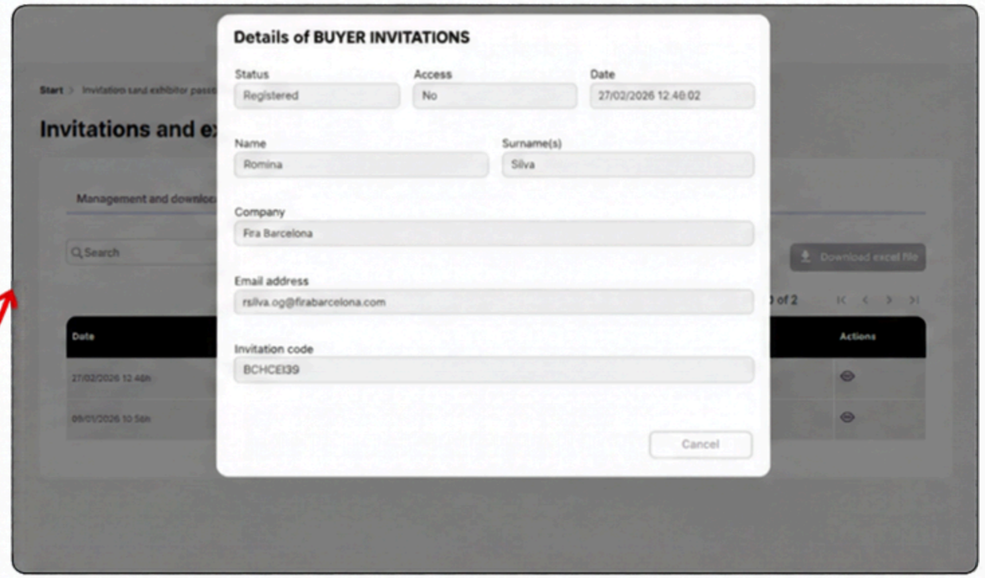
Attendee tracking

Once you have sent your invitations, you can track the detailed status of your attendees in the dashboard.



When you click this tab, you will see the list of accredited attendees. To view all the details of a specific attendee, **click the eye icon** in the last column of their row.





In the detailed view, each accredited guest shows the following information:

- **Status -** whether the guest has registered or not
- **Access**
- **Registration date and time**
- **Full name**
- **Company**
- **Email address**
- **Invitation code**



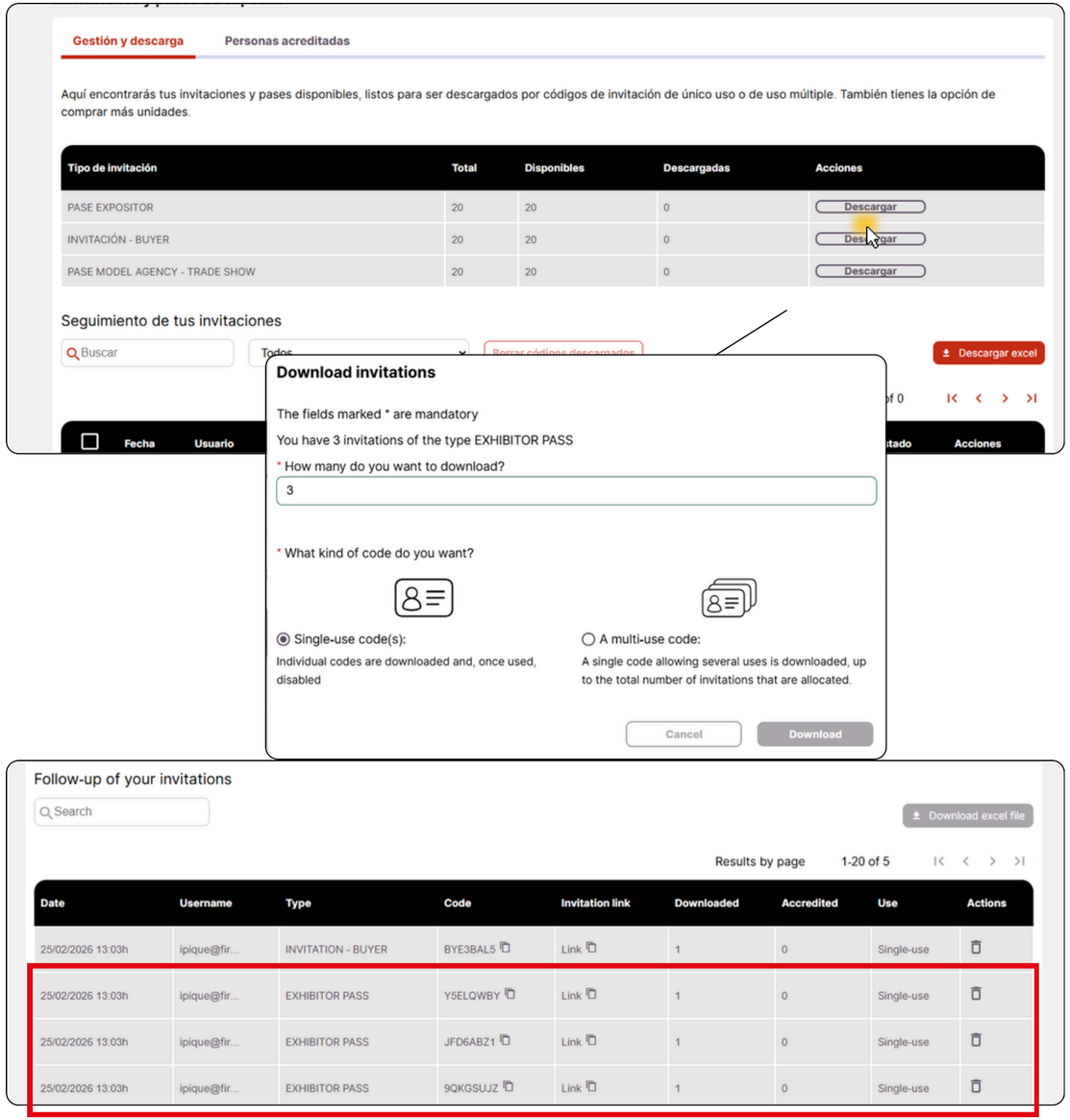
Download Exhibitor Passes

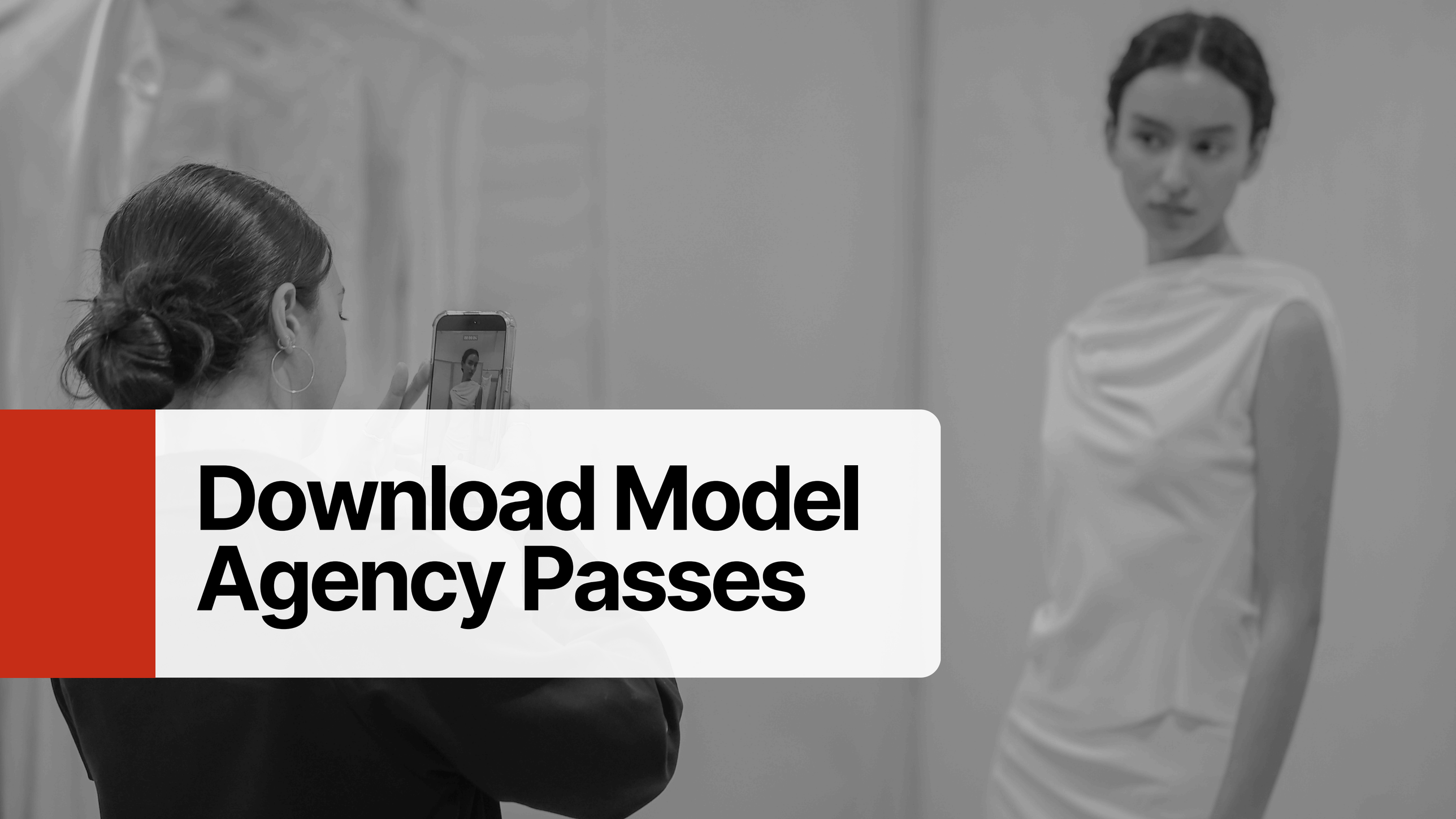
Exhibitor Passes

The process for downloading Exhibitor Passes works the same way.

Click the **Download** button next to “Exhibitor Pass” and:

- Enter how many passes you want to generate.
- Choose the code type:
  1. **Single-use code**
  2. **Multi-use code**
- Download the codes.
  - **Download the Excel file**
  - **Copy and share the registration link or the invitation code**





Download Model Agency Passes

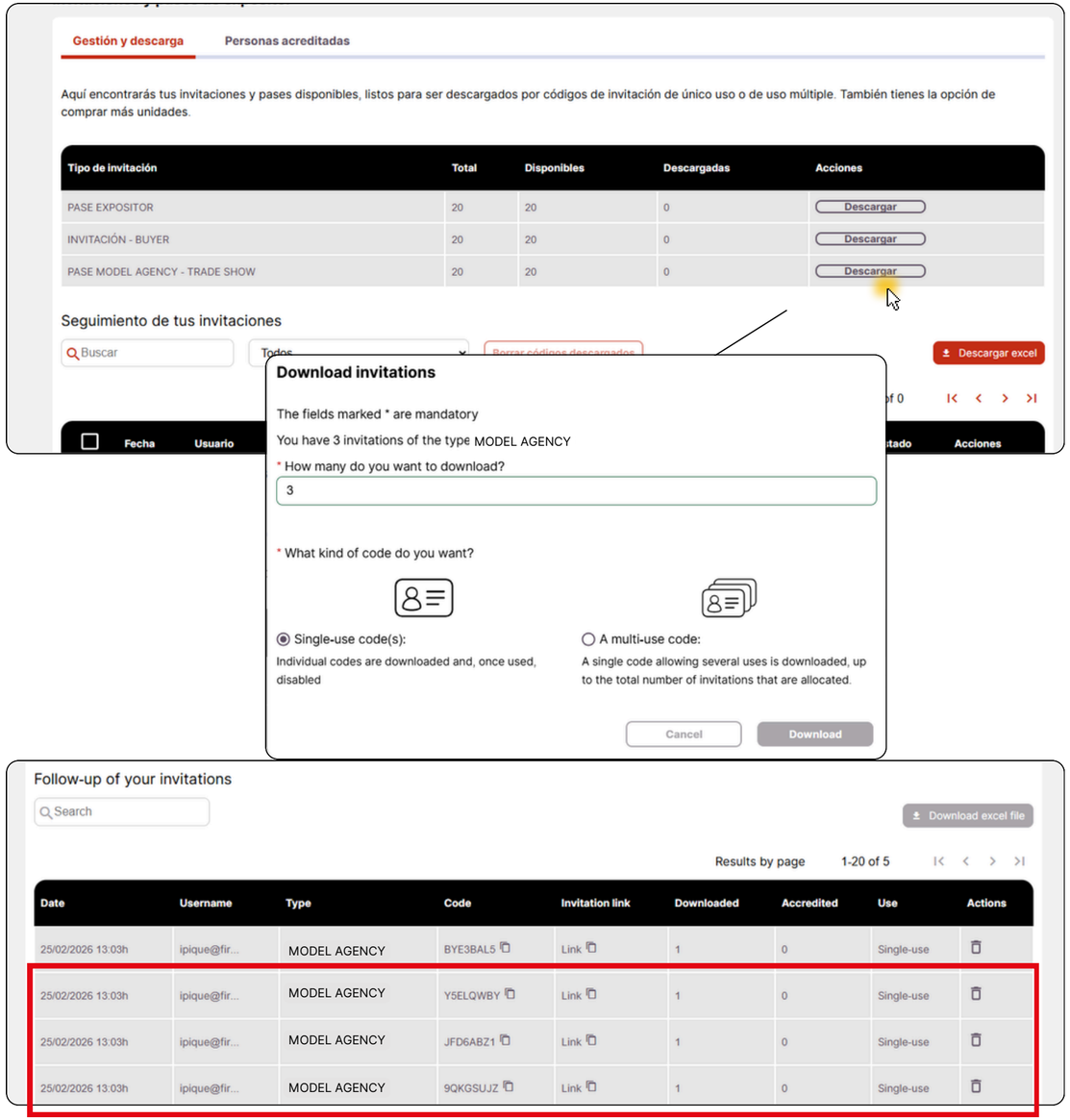
NEW!

Model Agency Passes

This new pass is exclusively for models attending castings to participate at your stand during the Trade Show.
Please note that selected models will need an Exhibitor Pass to access the event.
The download process remains the same as for Model Agency Passes.

Click the **Download** button next to “Model Agency Pass” and:

- Enter how many passes you want to generate.
- Choose the code type:
  1. **Single-use code**
  2. **Multi-use code**
- Download the codes.
  - **Download the Excel file**
  - **Copy and share the registration link or the invitation code**





04 Help your guests redeem their codes

04

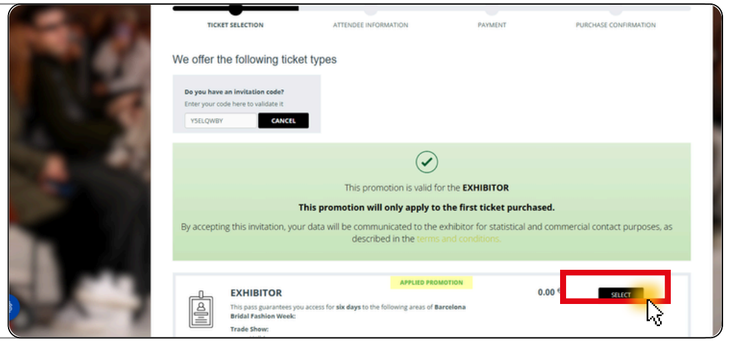
Once the codes have been sent, each guest (Buyer or member of your team) must use their code to register. Here is how the process works, so you can guide them if needed.

Option A

A If they received the registration link

This link automatically takes the user to the registration page with the code already applied. The user only needs to start the registration process.

1. **Click the registration link.**
2. **Select the pass with the discount already applied.**
3. **Complete the registration form.**

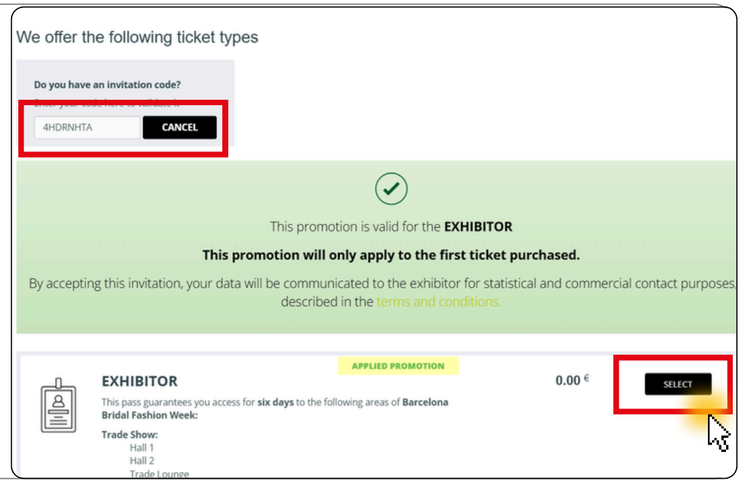


Option B

B If they received the invitation code

The code must be entered manually on the registration page to activate the pass or invitation.

1. **Copy the invitation code.**
2. **Click here for the registration page.**
3. **Paste and validate the code.**
4. **Select the pass with the promotion already applied (€0).**
5. **Complete the registration form.**



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