

# Step By Step Instruction TransITfair



# Booking

## Overview home page



menu

- Home
- My Bookings
- My Services
- Company data

Contact 21 new Messages Exhibitor christian.strobl@nuernbergmesse.de Help

- Information bar:
- News
  - Language
  - User
  - (own data, logout)

overview of exhibitions, create new booking

### TransIT fair

Welcome to the booking portal of Nürnberg Messe

Here you can book and see all your transports regarding to your visit of the exhibition.

#### Current and upcoming events

**POWTECH 2023**  
(26.09.2023-28.09.2023)

**New booking**

**Important trade fair information:**  
FAQ\_Logistik\_Abrufsystem\_2023-09-02\_DE.pdf  
herunterladen...  
FAQ\_Logistik\_Abrufsystem\_2023-09-02\_EN.pdf  
herunterladen...  
Logistikleitfaden\_POWTECH\_2023\_EN.pdf  
herunterladen...  
Logistikleitfaden POWTECH 2023\_DE.docx  
herunterladen...

Powered by

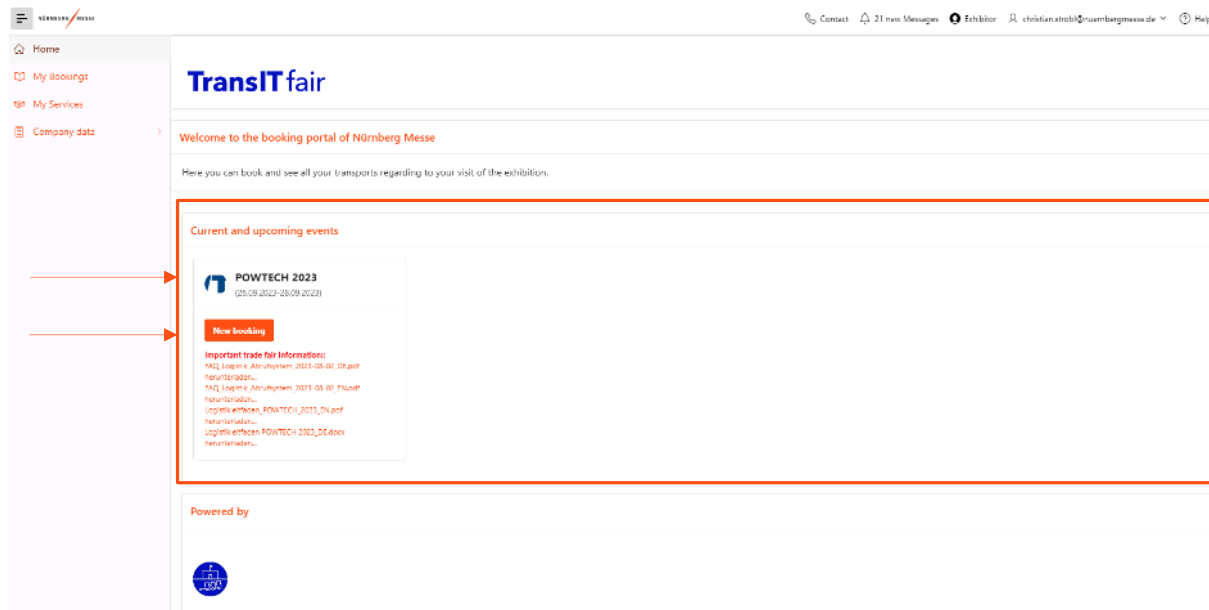


# Create new booking

## create new booking

- Menu > Home (Homepage)
- Select the exhibition for which the booking is to be made
- create new booking

choose exhibition  
create new booking



The screenshot shows the Nürnberg Messe booking portal. The top navigation bar includes 'Home', 'My Bookings', 'My Services', and 'Company data'. The main content area is titled 'TransIT fair' and contains a welcome message: 'Welcome to the booking portal of Nürnberg Messe'. Below this, there is a section for 'Current and upcoming events' featuring a card for 'POWTECH 2023' (25.09.2023 - 26.09.2023). The card includes a 'New booking' button and a list of 'Important trade fair information' links. The page is powered by the 'transIT' system, as indicated by the logo at the bottom.

# Make booking

## Fill in vehicle type and stand number

Information about booking progress

Fill in data:

- vehicle type
- hall number
- stand number
- duration in minutes

add more unloading points

Vehicle Type and Exhibition Stand

Event: POWTECH 2023: 26.09.2023 - 28.09.2023

Vehicle type 40 tonne truck (≥ 10 m)	Maximum loading time (min) 120	Total time (min) 0
Exhibition Hall	Exhibition stand/Exhibitor	Duration (min)

[Add new stands with +](#)

Subst Next step >

# Make booking

## book on-site service

After selecting a service, a table opens where new services can be added or existing services can be deleted:

- select forwarder →
- add / delete service →

Services / Forwarding Services

Progress bar: Vehicle Type/Stand (green), Services/Freight Forwarding (black), Desired date and period, Desired time, Time selection

On-Site-Services

Information on dimensions (width, length, ...) refers to the largest package.

Freight Forwarder: Kühne und Nagel

Service type	Number	Length [m]	Width [m]	Height [m]	Weight [kg]
Forklift 3to (Piece)	1	2	2	2	250

Add more services with +

Back Cancel

continue to next booking step →

Next Step

# Make booking



enter desired time slot

## Select time

- select time period
- select desired date
- select start of loading/unloading

Progress bar: Vehicle Type/Stand (checked), Services/Freight Forwarding (checked), **Select time** (active), Desired time (unchecked), Time selection (unchecked).

Chosen date: 21.09.2023

Selected period: Build-up phase: 21.09.2023-21.09.2023: 07:00-23:45

Start of loading in first yard: 08:00 (74:9€)

< Back Cancel

continue to next booking step

Continue >

# Make booking

## Time selection

When selecting the time, you will receive a tour suggestion with the time windows from the entry at the parking lot to the loading or unloading to the exit at the gate. By confirming the suggestion, you can complete the booking.

Time window selection

● Vehicle type/stand   ● Service/Freight forwarding   ● Desired date and period   ● Desired time   ● Time selection

**Route proposal 1**

Price [€]  
74,9

From	To	Duration [min]	Action	Location
21.09.2023 07:04	21.09.2023 07:06	>	Parking lot entrance	Parking lot entrance
21.09.2023 07:11	21.09.2023 07:11	10	Register	Register area
21.09.2023 07:36	21.09.2023 07:47	1	Exit parking lot	Exit parking lot
21.09.2023 07:57	21.09.2023 07:58	1	Entrance gate	Gate 1 Entrance
21.09.2023 08:00	21.09.2023 09:30	90	Load	8497002
21.09.2023 09:33	21.09.2023 09:36	1	Exit gate	Gate West 7 - Exit City Bldg. St.

1 item selected 1 - 8

< Cancel

Add to cart

→ Confirm suggestion and complete booking

# Booking confirmation

## Booking summary

After confirming the tour suggestion (time selection), a confirmation with the booking data appears. The booking confirmation is also sent as an e-mail.

The following actions are available in the booking confirmation:

- Load routing slip
- Edit driver and vehicle data

Confirmation

Booking Code: SMXGAN | From: POWTEC | 2023-09-20 20:09:2023 | 20.09.2023

**Booking saved. Entry permit generated.**

The following booking was added to the shopping cart

Sequence ↑	From	To	Location
1	21.09.2023 07:34	21.09.2023 07:36	
2	21.09.2023 07:31	21.09.2023 07:41	Parking lot entrance
3	21.09.2023 07:46	21.09.2023 07:47	Registration
4	21.09.2023 07:57	21.09.2023 07:58	Exit parking lot
5	21.09.2023 08:00	21.09.2023 09:30	Gate 1 Entrance
6	21.09.2023 09:35	21.09.2023 09:36	B407002
			Gate West 7 Exit Otto-Born-Str.

OK | Load routing slip | Edit driver and vehicle data

Note:

The route card can also be accessed via the booking email or the booking overview (TransITfair).

The entering of the vehicle and driver data is also possible afterwards via the booking overview or during the registration.



# Booking confirmation

## Entry permit / route card

The route card serves as an entry permit for the driver.

The QR code on the route card represents the identification of the vehicle and is scanned when entering the parking lot and the exhibition grounds.

The route card will be sent as an attachment via the confirmation email and can additionally be accessed via TransITfair under "My bookings".

### 1 Entrance truck parking lot

Address: Poststraße 4, 90471 Nürnberg  
What3Words: gestic.sprache.drehen  
GPS: Lat=49.418667°, Long=011.139250°  
Date of entry: 21/09/2023

08:00 am - 09:30 am Booth: 2-110



Booking code: SMXQAN

+10 Meter (40t, Sprinter + Trailer)

### Caution!

In advance online, but at the latest at the truck parking lot, a check in must be made. For this purpose contact information for the retrieval are provided/collected.  
If you do not complete your check in at the truck parking lot in time, we cannot guarantee the agreed settlement.

### 2 Check in

By: 07:41 am .

### 3 Retrieval

Truck registration number:  
Scheduled call-off: 07:46 am . - Caution: Actual retrieval via SMS and/or email  
Driver e-mail:  
Driver SMS:

### 4 Entrance to exhibition grounds

Entry: Gate 1 Entrance (Tor 1 Einfahrt)  
Planned arrival: 07:57 am .  
GPS: Lat=49.418417°, Long=011.123389°  
What3Words: umfrage.ziele.zwecken

### 5 Location: Loading or unloading

Exhibitor: CTP TEAM SRL

L 2

### 6 Exit fairground

Planned exit: 09:35 am .

### Caution!

Please take your booked time slots into account. Earlier entry to the exhibition grounds will not be granted

### In case of queries!

Tel.: +49 911 81748-0 Email: fairs.nuernberg@dbschenker.com Service hotline (service hours: Mon-Fri from 08:00 to 18:00)  
Tel.: +49 911 981 856 0 Email: exposervice.nuernberg@kuehne-nagel.com Service hotline (service hours: Mon-Fri from 08:00 to 18:00)

# Booking confirmation

## Add driver and vehicle data

The driver and vehicle data can be accessed up and added directly in the booking confirmation.

The driver and vehicle data can be added subsequently in the TransITfair booking overview or during registration.




Driver and Vehicle Data

**Booking data**

Booking Code SMRQAN	Booking date 29.08.2023 07:41
Event PSW TECH 2023: 26.09.2023 - 28.09.2023	Desired start 21.09.2023 09:00

**Driver and Vehicle Data**



Vehicle type 40-tonne truck (> 10 m)	Country
License plate	License plate holder
Driver mobile phone	Driver email
Driver first name	Driver last name
Driver language English	

< Finalise

# My bookings

## Overview

In the menu option "My bookings" you get an overview of your bookings. For each marked booking in the list, you can view detailed information on exhibition stands, planning, news, logistics and transport services.

**New booking**

Event: POWTECH 2023: 26.09.2023 - 28.09.2023

editable: yes

My Location

Show cancelled  Show expired

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**Bookings**

Search: All Text Columns Go **Re-book** **Edit driver and vehicle data** **Billig address** Cancel Actions Reset

Booking data			Driver and Vehicle Data			Net-Price [€]	Gross-Price [€]	Cancellation refund (net) [€]	Shopping cart	Booked on	Booked by	Rebooked by	Name booker	Cancelled on	Shopping cart paid by
Booking Code	Invalid from	Booking complete?	Ready for Release	Released											
Q/OVXA	-	⊕	⊖	⊖	-	-	-	🛒	29.08.2023 11:25					-	
I/HFET	-	⊖	⊖	⊖	-	-	-	🛒	29.08.2023 11:16					-	
XFOVOD	-	⊖	⊖	⊖	-	-	-	🛒	29.08.2023 11:16					-	
EGWSDI	-	⊖	⊖	⊖	-	-	-	🛒	29.08.2023 11:11					-	
FRFZJE	-	⊖	⊖	⊖	-	-	-	🛒	29.08.2023 10:56					-	
UNFZLJ	-	⊖	⊖	⊖	-	-	-	🛒	29.08.2023 10:54					-	
TRGNVC	-	⊖	⊖	⊖	-	-	-	🛒	29.08.2023 10:52					-	
EPUDX	-	⊖	⊖	⊖	-	-	-	🛒	29.08.2023 10:47					-	
TZGZYG	-	⊖	⊖	⊖	-	-	-	🛒	29.08.2023 10:44					-	
THVCCD	-	⊖	⊖	⊖	-	-	-	🛒	29.08.2023 10:44					-	

1 rows selected

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**Exhibition stands** Planning Events Logistics Services

Search: All Text Columns Go Actions Reset

Sequence	Exhibition Stand	Duration [min]	Contact person Name	Contact person Phone	Exhibitor	Stand type
1	POWTECH 2023-1-413	90				Hauptaussteller

Total 1

Booking overview

Detailed information per booking

## Booking overview

### Available information

The following information is available in the booking table:

Information	Description
Booking information	Exhibition, booking code, booking date, exhibition hall and stand price
Desired start	Information about the desired date and time of loading or unloading, which have been specified in the booking.
Retrieval time	Time when the truck is called off and allowed to drive onto the exhibition grounds
Route card	Route card / entry permit can be called up via the PDF icon. The QR code is scanned on entry and exit.
Modifiable	The checkbox indicates whether changes to the booking are still possible.
Date of change	Date of the last change
Booking complete	The checkbox indicates whether the booking is complete.
Vehicle data	Vehicle type, license plate number, country
Driver data	Mobile, language, e-mail
News	Information about the temporal events of the vehicle (e.g. entry to the parking lot, registration).

# Detailed information



## Available information

The detailed information is displayed for the booking that is marked in the booking list above.

### 1 Exhibition stands

Exhibition stands Planning Events Logistics Services

Search: All Text Columns Go Actions

Sequence	Exhibition Stand	Duration [min]
1	POWTECH 2023-1-413	90

### 2 Planning: information about the tour suggestion from the booking

Exhibition stands Planning Events Logistics Services

Search: All Text Columns Go Actions

Sequence ↑	Action	From	To	Location
1	Parking lot entrance	28.09.2023 20:27	28.09.2023 20:29	Parking lot entrance
2	Register	28.09.2023 20:34	28.09.2023 20:44	Registration
3	Exit parking lot	28.09.2023 20:49	28.09.2023 20:50	Exit parking lot
4	Entrance gate	28.09.2023 20:57	28.09.2023 20:58	Gate 1 Entrance
5	Load	28.09.2023 21:00	28.09.2023 22:30	A12T002
6	Exit gate	28.09.2023 22:35	28.09.2023 22:36	Gate West 7 - Exit Otto Bern. Str

## Detailed information

### Available information

The detailed information is displayed for the booking that is marked in the booking list above.

#### 3 News: Information about the tour route of the vehicle

Messestände   Planung   Ereignisse   <b>Logistik-Services</b>		
Suche: <input type="text" value="Anzahl der Vorgänge"/> Lös Aktionen <input type="button" value="Zurücksetzen"/>		
Eventid	Zeitpunkt ↓	Sender
Anzahl Top	09.02.21 08:50	Top-Einfuhr Top 1 Einfuhr
Demovoll (Logistikung-Gesamt)	09.02.21 08:50	Anzahltop-Logistikung
Software-Gesamte	09.02.21 12:00	Einheit Software-Logistikung

#### 4 Logistics services: Information about the booked on-site services

Messestände   Planung   Ereignisse   <b>Logistik-Services</b>						
Suche: <input type="text" value="Anzahl der Logistikung"/> Lös Aktionen <input type="button" value="Zurücksetzen"/>						
Service	Anzahl	Spezialtarif	Decke größtes Packstück [m]	Höhe größtes Packstück [m]	Länge größtes Packstück [m]	Breite größtes Packstück [kg]
Kran [Stück]	1	Tiergarten	-	-	-	-

# My bookings

## Booking functions



In the menu item "My bookings" you can access the following functions:

Rebook      Edit driver and vehicle data

The screenshot shows a web application interface for managing bookings. At the top, there is a search bar with the text "Search All Text Columns" and a "Go" button. Below this, there are two buttons: "Rebook" and "Edit driver and vehicle data", both highlighted with red arrows. The main part of the interface is a table with the following columns: Booking Code, Invoiced from, Booking complete, Driver and Vehicle Data, Release, Net Price [€], Gross Price [€], Cancellation status [€], Shipping cost, Invoiced on, Invoiced by, Released by, Name booked, Cancelled on, and Shipping cost paid by. The table contains several rows of data, including booking codes like QDVNA, HEMF, SPVND, DVVDD, PRDSE, LKSTL, TRCMC, SPVDR, TSDZG, and THACOD. Below the table, there is a pagination bar showing "1 - 10 of 113". At the bottom of the screenshot, there is another section titled "Exhibition stands" with a search bar and a table with columns: Sequence, Exhibition Stand, Duration (min), Contact person Name, Contact person Phone, Exhibitor, and Stand type. The table shows one row with Sequence 1 and Exhibition Stand POWTECH-2023-1-412.

# Rebooking

## Rebooking procedure

In the booking table you can rebook a booking if it is still changeable:

- Select the desired booking
- Select "Rebook"
- Booking dialog with the existing data opens
- You can now go through the booking steps again and change data in the following areas:
  - Vehicle type and exhibition stand
  - Services and forwarding services
  - Date and time
- At the end of the rebooking, you have to confirm the new booking suggestion and you will receive a confirmation email.

Bookings

Booking data		Driver and Vehicle Data			Net-Price [€]	Gross-Price [€]	Cancellation refund (net) [€]	Shopping cart	Booked on ↓
Booking Code	Invalid from	Booking complete?	Ready for Release	Released					
QJ0VXA	-	😊	😞	😞			-	🛒	29.08.2023 11:25



## Vehicle data

### Add driver and vehicle data

You can add the driver and vehicle data in the booking table as soon as they are available to you:

- Select the desired booking
- Select "Edit driver and vehicle data"
- Dialogue for editing the vehicle data opens and provides information about the related booking.
- In the dialogue under vehicle data, the data can be added or changed. Missing driver data are marked in red.

#### Vehicle Data

Vehicle type  
40-tonne truck (≥ 10 m) ⓘ

License plate ⓘ

Country ⓘ

License plate trailer ⓘ

Driver mobile phone ⓘ

Driver first name ⓘ

Driver last name ⓘ

Driver email ⓘ

Driver language  
German ⓘ

Car park number ⓘ

Cancel Save