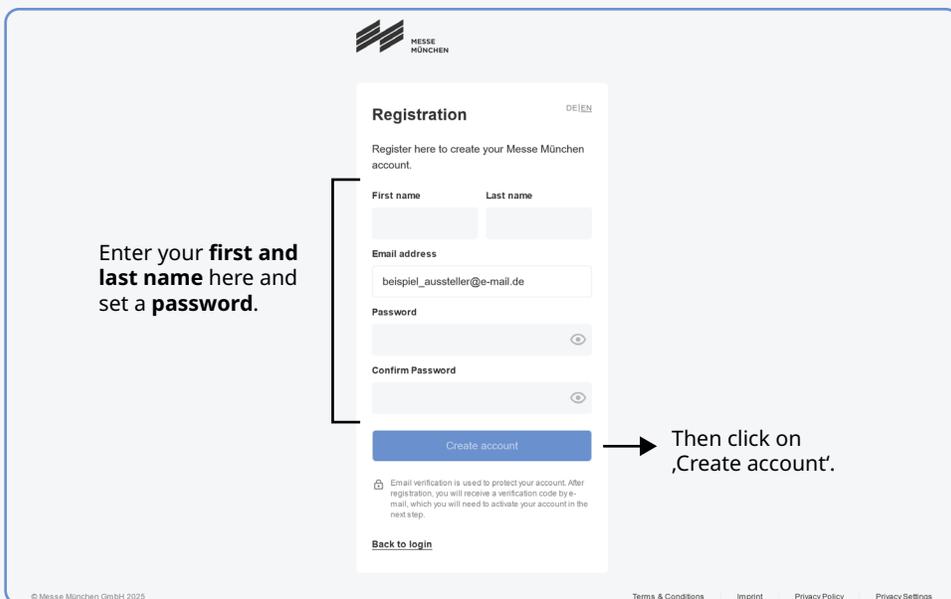


# Exhibitor Registration

Instructions for registering as an exhibitor

We are excited to welcome you as an exhibitor at **Messe München** soon. To access all of our services, you must first register for the **Exhibitor Shop**.

The link in our e-mail will take you to the **registration site** (below).



The screenshot shows the registration page for Messe München. At the top left is the Messe München logo. The page title is "Registration" with a "DE/EN" language selector. Below the title, it says "Register here to create your Messe München account." The form has four main sections: "First name" and "Last name" (with a bracket pointing to them from the instruction "Enter your first and last name here and set a password."), "Email address" (with the example "beispiel\_aussteller@e-mail.de"), "Password" (with an eye icon to toggle visibility), and "Confirm Password" (with an eye icon). At the bottom of the form is a blue "Create account" button, with an arrow pointing to it from the instruction "Then click on 'Create account'". Below the button is a small disclaimer: "Email verification is used to protect your account. After registration, you will receive a verification code by e-mail, which you will need to activate your account in the next step." At the very bottom, there is a "Back to login" link and a footer with "© Messe München GmbH 2025" and links for "Terms & Conditions", "Imprint", "Privacy Policy", and "Privacy Settings".

The following pages are your guide to navigating the **registration process**:

- 1 Enter Personal Data  
*(if not already provided)*
- 2 Enter Exhibitor Data
- 3 Specify Invoice Recipient
- 4 Complete Registration



# 1. Enter Personal Data

(if not already provided)

First, you'll be asked to provide some **personal information** about you as the **contact person**. If we already have your info, this step will be skipped automatically.

1 Choose your **gender** and your **language**.

a Your company is already listed in our database

2 Enter the **name of the company** you work for. This may differ from the exhibiting company. The system automatically searches for existing entries.

b There is no entry for your company yet.

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Step 1/4 Enter Personal Data

\* Gender: Select an Option | \* Language: Select an Option

\* Which company do you work for?®  
Search company

Company not found?  
Enter new company data

Save & Continue

\* Which company do you work for?®  
Messe München

- Innenumsatz **Messe München GmbH**  
Am Messesee 2, 81829 München, Germany DE129424028
- Messe München GmbH**  
Am Messesee 2, 81829 München, Germany DE129424028
- Messe München TAS Servicepartner**  
Am Messesee 2, 81829 München, Germany

Search company: 23

No results found

Enter new company data

Save & Continue

Undo

\* Company (incl. legal form) | \* Street

Name | Street

\* Postal Code | \* City

Postal Code | City

\* Country | \* Company Type®

Germany | Please select the company type

VAT ID

If you do not know the VAT ID, leave this field blank.

Save & Continue

Cancel creating a new entry.

company name, address & type



## 2. Enter Exhibitor Data

Next, you need to specify which company is the **official exhibitor**. If the company you work for is not the exhibitor, you can provide this information now.

\*Which company is the exhibitor?  
My Company  
My Company  
A different Company

① If your company is the exhibitor, select **'My Company'**. Otherwise select **'A different Company'**.

\*Which company is the exhibitor?  
My Company  
Save & Continue

a

b

Search here for the **exhibiting company**. If no data is found, create a new entry via **'Enter new company data'** (as described on the previous page).

MESSE MÜNCHEN  
Please complete the registration below  
Beauty Forum 2024  
B3.456 - Handout eresult  
Step 2/4 Enter Exhibitor Data  
My Company: Messe München GmbH  
My Company Address: Am Messeseee 2, 81829 Mü  
\*Which company is the exhibitor?: My Company  
Save & Continue  
Terms & Conditions | Imprint | Privacy Policy | Privacy Settings | © Messe München GmbH 2025

The company you selected in the previous step is now displayed here.

\*Which company is the exhibitor?  
A different Company  
\*Please select the exhibiting company  
Search company  
Company not found?  
Enter new company data  
Save & Continue



### 3. Specify Invoice Recipient

Next, you will be asked to specify which company is the official **invoice recipient**.

\*Which company is the invoice recipient?

- My Company
- ✓ My Company
- A different Company

① Choose whether the invoice recipient is **your company** or a **different company**.

a

b

If **your company** is the invoice recipient, select **My Company** and proceed to fill in the remaining fields.

In case the invoice recipient is **not your company**, select **A different Company**. You will then be given the option to search for the company again. If no entry is found, create a new one (**Enter new company data**)

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Step 3/4 Specify Invoice Recipient

My Company	My Company Address
Messe München GmbH	Am Messesee 2, 81829 München, Ge
Exhibitor	Exhibitor Address
Messe München GmbH	Am Messesee 2, 81829 München, Ge

\*Which company is the invoice recipient?

My Company

Order Number (max. 20 characters)\*

Yes, I would like to participate in the electronic invoicing

\*E-mail address for electronic invoicing

Enter the e-mail address you want to use for **electronic invoicing**.

Save & Continue

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Here you can see your previous entries.

② Enter an order number (if applicable)

③ Enter the e-mail address you want to use for **electronic invoicing**.

④ Please confirm that you are aware of the fact that a **processing fee of €150** may be charged in the event of a **subsequent change of address**.



## 4. Complete Registration

You are almost finished with the registration. This is your opportunity to **check your details** again. If you want the invoice to be sent to another company, you can specify this here.

① Check the box if the **invoice delivery address** differs from the invoice recipient's address.

Different invoice delivery?

\* Which company should the invoice be sent to?

My Company

I have read the [Privacy Policy](#) and [Technical Guidelines \(PDF\)](#) and expressly agree to them

Complete Registration

Select the company the invoice should be sent to. If it is a **different company**, proceed as described in the previous sections.

Different invoice delivery?

\* Which company should the invoice be sent to?

A different Company

\* Please enter the company to which the invoice should be delivered

Search company

Company not found?

Enter new company data

I have read the [Privacy Policy](#) and [Technical Guidelines \(PDF\)](#) and expressly agree to them

Complete Registration

MESSE MÜNCHEN

Please complete the registration below

Beauty Forum 2024  
B3.456 - Handout eresult

Step 4/4 Complete Registration

My Company	My Company Address
Messe München GmbH	Am Messesee 2, 81829 München, Ge
Exhibitor	Exhibitor Address
Messe München GmbH	Am Messesee 2, 81829 München, Ge
Invoice Recipient	Invoice Recipient Address
Messe München GmbH	Am Messesee 2, 81829 München, Ge

Different invoice delivery?

I have read the [Privacy Policy](#) and [Technical Guidelines \(PDF\)](#) and expressly agree to them

Complete Registration

Here you can see your previous entries.

## How to get to the Shop:

The **link to the Exhibitor Shop** is included in all e-mails you will receive from Messe München.