

# User Guide

## Online application



### Simply convenient: Apply as an exhibitor with Messe München account

Whether you already have a Messe München account or apply as an exhibitor for the first time and thereby open your account: Our User Guide takes you through the new application process for exhibitors making it quick and easy.

Your personal Messe München account provides many benefits: It is very easy for you to create and view your applications as a main exhibitor or co-exhibitor. If you are a main exhibitor and have stand partners, your account also gives you an overview of all registered co-exhibitors.



## Apply as a main exhibitor

### Step 1: New registration or log in

#### You have **two possibilities**:

- ❖ You can register for the first time by clicking **“Register”** and entering an email address and a password as well as a safety code and continue by clicking **“Register”**.
- ❖ You log in with your Messe München account by entering your existing access details (email address and password of the LOPEC Exhibitor Shop).

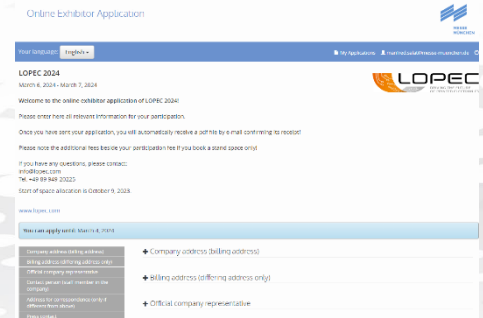
You don't remember your password? Just click **“Forgot password”**.

You have lost your access details? Please make a new registration.

## Step 2: Application for LOPEC

As soon as you have made a successful new registration and/or logged in, you can apply for LOPEC. When you have filled out all the mandatory fields, please confirm your application by clicking **“Create”**.

- ❖ Now you see an overview/ a summary of all your details again. You can check your application, **“Edit”** or **“Delete”** it.
- ❖ If everything is correct, please click **“Send application”**. After that you will get an email with a PDF of your application confirming receipt of your application.



## Step 3: Use further options

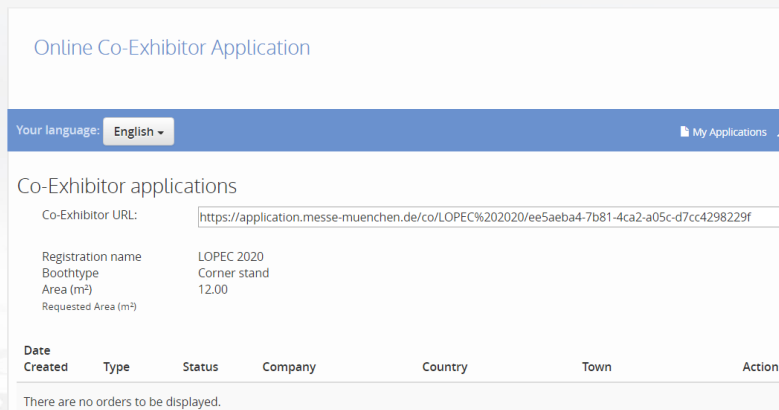
A page will appear informing you that your registration has been completed. Now you have two options, you can:

- ❖ register additional stands. This is very quick; your details have already been entered.
- ❖ invite co-exhibitors to apply (details see Infobox). By clicking **“Applications”** you can also view your applications.

**IMPORTANT:** This is how you invite co-exhibitors to apply for your stand.

As soon as your application as a main exhibitor has been completed, you can request co-exhibitors to apply at any time.

For your co-exhibitors to be able to apply, please send the co-exhibitor URL to your planned co-exhibitors.



**Tip:** With your access details you will also have access to this overview under **“Applications”** at any time later.

### Tip for the co-exhibitor URL:

You can log in to your Messe München account at any time: Under **“Application”** you find an overview of the applications sent per stand space. For each stand you can view the list of all co-exhibitor applications sent under **“Co-exhibitors”**. You also find the co-exhibitor URL for the trade fair stand of the application there to invite more co-exhibitors to apply.

# Log in as a co-exhibitor

## Step 1: New registration or log in

There is a special feature to note for co-exhibitors when they first **log in/register**. Your main exhibitor will send you the following link:

- ❖ a link (“**co-exhibitor URL**”) for your application as a co-exhibitor, please use it. Please just follow the steps in the application, as they are described for main exhibitors under Step 1 “**New registration or log in**”.

**Important:** Your personal access details for your Messe München account apply to all applications and registrations (e. g. the Exhibitor Shop) for future Messe München events. Therefore, ensure their safe keeping.

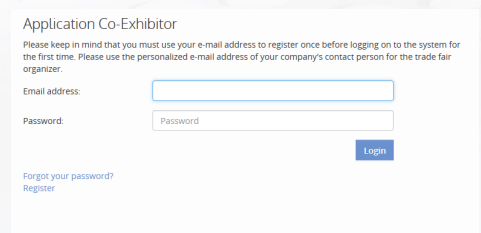
## Step 2: Application for LOPEC

As soon as you have made a successful new registration or logged in with your known access details, you can apply for LOPEC. Again, you proceed as described for main exhibitors. Fields concerning the main exhibitor are already filled out. So, you just have to enter and check your details.

After you have clicked “**Send application**”, you will get an email confirming receipt of your co-exhibitor application including a PDF of your application.

## Step 3: Complete application

As soon as you have clicked “**Send application**”, the final page of the online co-exhibitor application will pop up. You have completed your application!



The screenshot shows a web form titled "Application Co-Exhibitor". Below the title is a note: "Please keep in mind that you must use your e-mail address to register once before logging on to the system for the first time. Please use the personalized e-mail address of your company's contact person for the trade fair organizer." There are two input fields: "Email address:" and "Password:". The "Password:" field has "Password" written inside it. To the right of the "Password:" field is a blue "Login" button. Below the input fields, there are two links: "Forgot your password?" and "Register".

# Useful to know

With your email address and your password, you always have access to your Messe München account. Here you can see your existing applications and add more.

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