



Messe München

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USER GUIDE

Online application

analytica.de/application



analytica

MARCH 31–APRIL 3 | 2020

User Guide



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.

Tip: In 2020 there will be some changes to the co-exhibitor application. This guide takes you through all the important steps.



Apply as a main exhibitor

Step 1: New registration or log in

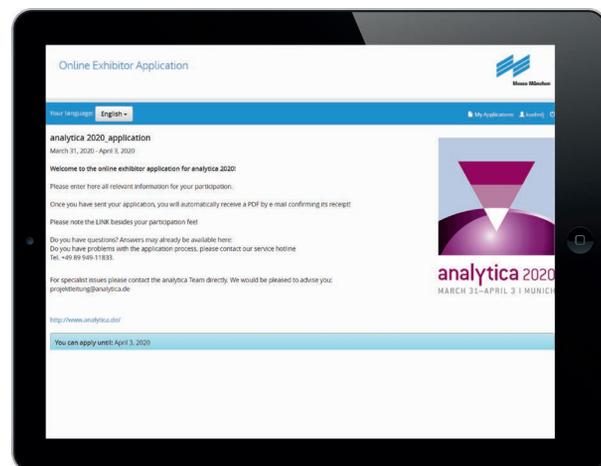
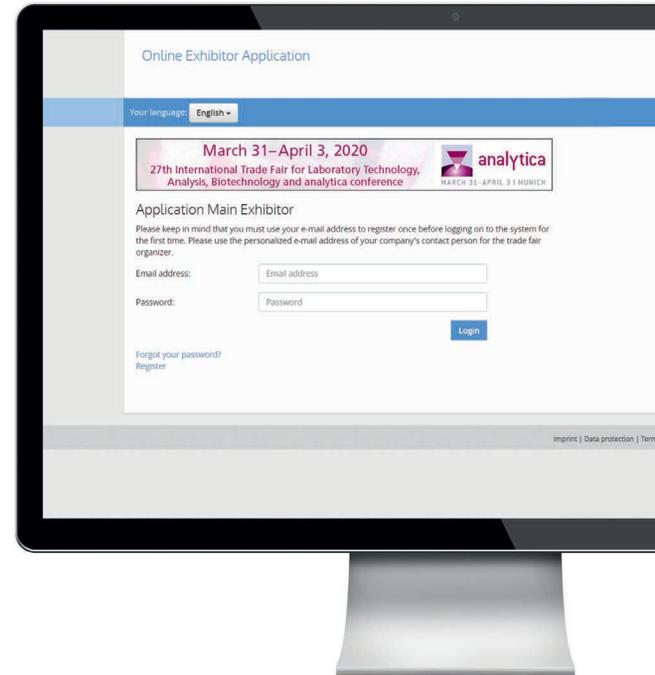
You have two possibilities:

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

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

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

Important: A new registration is also required, if the contact for the trade fair organization has changed in your company.



Step 2: Application for analytica

As soon as you have made a successful new registration or logged in, you can apply for analytica 2020. When you have filled out all the fields, please finish your application by clicking **“Create”**.

- > Now you see an overview 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.

Apply as a main exhibitor

Step 3: Use further options

A page appears confirming receipt of your application. 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 – as well as those of any co-exhibitors.

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

New
co-exhibitor
application!

Online Exhibitor Application

Your language: English ▾

Thank you!

Thank you for submitting your Registration and your interest in **analytica 2020**. You will receive an e-mail with PDF attachment summarizing your registration details. We are of course at your disposal at all times should you have any questions

projektleitung@analytica.de

If you want to order another booth, please click [here](#)

Apply Co-exhibitors:

Please send the following link to your co-exhibitors, to enable your co-exhibitors to send a co-exhibitor application for the applied stand space.

Co-exhibitor-link:

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 invite co-exhibitors to apply at any time.

1. All co-exhibitors have to fill out a co-exhibitor company profile beforehand and upload it with the co-exhibitor application. This is the only way eligibility can be checked. Please send the link to the **“Co-exhibitor company profile”** to your co-exhibitor for this purpose.
2. For your co-exhibitors to be able to apply, please send the co-exhibitor URS to your planned co-exhibitors.

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 are two special features to note for co-exhibitors when they **first** log in/register. Your main exhibitor will send you the following links:

- > a link [“**co-exhibitor URL**”] for your application as a co-exhibitor, please use it.
- > a link to a “**co-exhibitor company profile**”. Please fill out this profile beforehand. Then upload it with your co-exhibitor application. This is the only way for you to get admitted.

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.



Online Co-Exhibitor Application

analytica 2020_application_neu

March 31, 2020 - April 3, 2020

Welcome to the online co-exhibitor application for analytica 2020!

Please enter here all relevant information for your participation.

Once you have sent your application, you will automatically receive a PDF by e-mail confirming its receipt!

Please note the **cois** besides your participation fee!

Do you have questions? Answers may already be available here: [FAQ](#)

Do you have problems with the application process, please contact our service hotline
Tel. +49 89 949-11488.

For specialist issues please contact the analytica Team directly. We would be pleased to advise you:
projekteitung@analytica.de

<http://www.analytica.de/>

analytica 2020
31. MÄRZ - 3. APRIL | MÜNCHEN

- Hauptausstellerdaten
- Firmenanschrift (Rechnungsanschrift)
- Rechnungsanschrift (nur bei abweichender Anschrift)
- Anspruchspartner/-in (Mitarbeiter der Firma)
- Korrespondenzanschrift (nur bei abweichender Anschrift, nicht bei abweichendem Rechnungsempfänger)
- Schwerpunkt
- Ausstellungsbereiche
- Anhänge
- Rechnungsanschrift (nur bei abweichender Anschrift)
- Anspruchspartner/-in (Mitarbeiter der Firma)
- Korrespondenzanschrift (nur bei abweichender Anschrift, nicht bei abweichendem Rechnungsempfänger)

Step 2: Application for analytica

As soon as you have made a successful new registration or logged in with your known access details, you can apply for analytica 2020. 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!

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.

Start of space allocation:

April 3, 2019

Editorial deadline for the catalog entries of main and co-exhibitors:

February 7, 2020

Important dates and logistics information you can find here:
analytica.de/deadlines

Contact

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The screenshot shows the website for the 27th International Trade Fair for Laboratory Technology, Analysis, Biotechnology and analytica conference, held from March 31 to April 3, 2020, at Messe München. The page features a navigation bar with options like 'Trade fair', 'Exhibitors', 'Visitors', 'Press', and 'Supporting program'. The main content area is titled 'Important dates and logistics information' and includes a calendar graphic. Below the calendar, there are tabs for 'Dates & Deadlines', 'Setup & Dismantling', 'Traffic Guide', and 'Delivery of goods & Shipping'. A table lists key dates and services for participants, such as 'Start of space allocation' on April 3, 2019, and 'Exhibition takes place' from March 31 to April 3, 2020. The right sidebar contains links to 'Save the date', 'Interesting documents' (including Exhibitor brochure, Price sheet, Terms of Participation A and B), and 'Important links' (Exhibition Sectors, Prices & Participation, etc.).

Date	Services	Contact
Apr. 3, 2019	Start of space allocation	Exhibition Management
May, 2019	Email distribution of space/stand proposals	Exhibition Management
mid. Oct. 2019	Dispatch of admission invoice (by email) Due date of payment: mid-January 2020	Exhibition Management
Nov., 2019	Email distribution of access login for the online → Exhibitor Shop Prerequisite: Confirmation of your stand proposal	Exhibition Management
Nov. 13 / 20 / 27, 2019	→ Online training courses (free of charge) → Your key to trade-fair success	MEPLAN
Jan. 22 / 29, 2020	→ Online training courses (free of charge)	MEPLAN
Feb. 5, 2020	→ Online training courses (free of charge)	MEPLAN
Feb. 7, 2020	Deadline for company entry in Online catalog, App and Catalog (1)	jl.medien
Feb. 7, 2020	Deadline for submitting technical orders and stand construction plans	jl.medien
Mar. 27–30, 2020	Set up	Technical Exhibitor Service
Mar. 31–Apr. 3, 2020	Exhibition takes place	Exhibition Management Exhibitor Service Office