

# 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 2021

As soon as you have made a successful new registration and/or logged in, you can apply for LOPEC 2021. 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.

LOPEC 2021 Frühbucher

March 24, 2021 - March 25, 2021

International Exhibition and Conference for the Printed Electronics Industry

Welcome to the online exhibitor application for LOPEC 2021!

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 [additional fees](#) besides your participation fee!

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

Otherwise, please contact the LOPEC Team directly. We would be pleased to advise you:

info@lopec.com

Tel. +49 89 949-20225

Start of space allocation:

October 18, 2020

[www.lopec.com](http://www.lopec.com)

You can apply until: May 31, 2020

## 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.**

Online Co-Exhibitor Application

Your language: English My Applications

Co-Exhibitor applications

Co-Exhibitor URL: <https://application.messe-muenchen.de/co/LOPEC%202020/ee5aeba4-7b81-4ca2-a05c-d7cc4298229f>

Registration name: LOPEC 2020  
Boothtype: Corner stand  
Area (m<sup>2</sup>): 12.00  
Requested Area (m<sup>2</sup>):

Date Created	Type	Status	Company	Country	Town	Actions
There are no orders to be displayed.						

**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 features 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 2021. 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.

Application Co-Exhibitor

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.

Email address:

Password:

[Forgot your password?](#)  
[Register](#)

## 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 stand space allocation:**

October 18, 2020

### **Editorial deadline for catalog entries**

**by main and co-exhibitors:**

February 01, 2021



## Contact

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