



Checklist for your trade show participation

Calculation of Trade Show Costs

How much is a stand at analytica 2022, including all additional costs (electrical and water connections, stand security, etc.)?

Find out now with our online budget planner:

<https://www.messebudgetplaner.de/en/analytica-2022/>

Setup times for analytica 2022

from June 17, 2022, 7.00am until June 20, 2022, 6.00pm

Dismantling times for analytica 2022

from June 24, 2022, 5.00pm until June 26, 2022, 6.00pm

For setup and dismantling please follow the traffic guide:

<https://analytica.de/en/exhibitors/plan-and-market-your-stand/logistics-traffic/>

Contact: vs@messe-muenchen.de

Exhibitor Hotline: +49 89 949 11488

Deadline

To Do`s



Individual Deadline

Book your stand

Simply use the online exhibitor application on the analytica website.

[Exhibitor Application](#)

Contact: info@analytica.de



Individual Deadline

Stand building

With your application for analytica, you have booked the **stand space without booth construction**. If you do not have a ready-to-mount booth, we recommend that you book one of our package stands, which includes all important services. (Details are in the application form – Special terms of participation B3).

[Overview of stand packages](#)

Contact: info@meplan.de





Exhibitor Online Shop

As an exhibitor, you can easily place your orders for services, advertising space or marketing materials online in our exhibitor online shop.

[Exhibitor Shop](#)

Contact: shop@analytica.de

Travel planning

Think of making your reservations on time. Accommodation information and useful tips for your stay are available at the analytica website

[Accomodations](#)

Registration of co-exhibitors

Make sure to register any co-exhibitors.

You will find the link for registering your co-exhibitors in your registration confirmation.

Contact: info@analytica.de

May 4, 2022

Order of technical services

Do you need further services such as parking tickets, stand security or cleaning? Simply book them in the Exhibitor Shop!

[Exhibitor Online Shop](#)

Technical Queries: tas3@messe-muenchen.de

If you have problems accessing the shop:

shop@analytica.de or Phone: +49 89 949-11488

Among other things, following technical services can be ordered in the Exhibitor Shop:

- Electrical installations – Stand cleaning
- Water/sanitary installations - Insurance
- Stand security service – Cranes/lifting equipment
- Telecommunications/wifi – Compressed air
- Suspensions/trussels/lighting

Individual
Deadline

Booking of conference and meeting rooms

Do you need an additional conference or meeting room? Simply reserve it via the Exhibitor Shop!

[Booking of conference and meeting rooms](#)

Contact: crs@messe-muenchen.de

May 23, 2022

Presentation at the Exhibitor Forum

Book a time slot at our analytica forum or at one of the special shows "Occupational Health and Safety" or "Digital Transformation"

[Exhibitor Forum Registration](#)



**Individual
Deadline**

Free entries in the analytica Media

Whether in the online catalogue, via mobile on the app or in the visitor guide – present your company in the official media. With the obligatory communication fee, you already have five entries in the product and service directory and two entries in the application directory.

[Media Services – Exhibitor Shop](#)

Contact: info@analytica-media.de



**Individual
Deadline**

Booking of advertising space or sponsoring

Attract attention right where the industry meets! Use our diverse range of advertising alternatives indoors, outdoors and in and around the halls.

[Advertising and Sponsoring – Exhibitor Shop](#)

Contact: mediasales.analytica@messe-muenchen.de



**Individual
Deadline**

PR Services

Media shape opinions. Precisely why you should use our professional PR work and present your company to trade journalists from around the world – before, during and after the fair. We'll take care of everything for you.

[Press Services – Exhibitor Shop](#)

Contact: marcom-events@messe-muenchen.de



**Individual
Deadline**

Registration of Exhibitor Passes

Personalize and, if required, order additional Exhibitor Passes in the Ticket Shop.

[Register Exhibitor Passes](#)

Contact: shop@analytica.de



**Individual
Deadline**

Inviting customers

We will support you with your visitor advertising. Inform your customers that you are participating in the fair and invite them to attend personally e.g., with vouchers for one-day tickets.

[Invite customers – Get vouchers for one-day tickets](#)

Contact: shop@analytica.de





Use our free services

For example:

- Voucher banner
- Personalized banners for your homepage
- Trade fair logo as advertisement inset
- Entry in the press event calendar
- Site plan / Visitor flyer

[Advertising materials – Exhibitor Shop](#)

Contact: shop@analytica.de

Logistics planning

Plan the set-up and dismantling with the help of the traffic guide. (Deposit rules, open gates, available parking spaces, etc.):

[Traffic guide](#)

Contact: vs@messe-muenchen.de

**Individual
Deadline**

Recording of visitor data and leadmanagement

Use scanners for visitor tracking to easily record your visitor data – order directly in our Exhibitor Shop!

[Scan2Lead – Exhibitor Shop](#)

Contact: contact@scan2lead.com

**Individual
Deadline**

GEMA notification

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www.gema.de

Contact: kontakt@gema.de