

Guide: shop for media services & exhibitor directory

With this Guide you are able to:

- Set up your access to the Exhibitor Hub or how to log in to it by using your existing login details
- Book media services online for your trade fair presentation, such as the display of your logo
- Edit and publish your entry as exhibitor in the exhibitor directory online

 **Outcome:** Your company is presented online in the exhibitor directory and especially visible for visitors due interesting contents and a well-rounded design.

Our systems at a glance:

- **Exhibitor Hub**
→ central access to the different services like the exhibitor entry or the shop for media services
- **Shop for media services**
→ book additional marketing services
- **Entry in the exhibitor directory**
→ your public entry in the exhibitor directory on the website of your trade fair
- **Shop for services (separate login data required)**
→ i.e. stand construction, technical equipment, parking

Share

WELCOME TO THE EXHIBITOR HUB

You can easily access all Leipziger Messe systems with just one click.

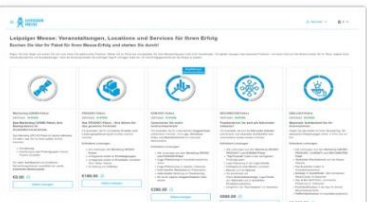
Please note: You will need your **own login details** for the **shop for services**; these will be sent to you when your stand is allocated.



Shop for services

As a registered exhibitor, you can order furniture, electricity, car park tickets and much more for your successful trade fair appearance here.

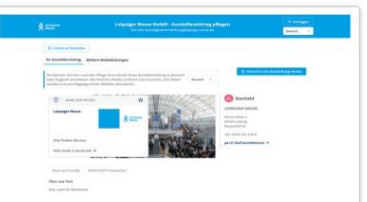
Order services



Shop for media services

Order additional media services and gain more visibility in the list of exhibitors and at the trade fair.

Order media services



Entry in the exhibitor directory

Maintain your purchased services (logo, products, advertising banners, etc.) for your presence in the exhibitor directory and at the trade fair.

Maintain in the exhibitor directory

Step-by-Step Guide

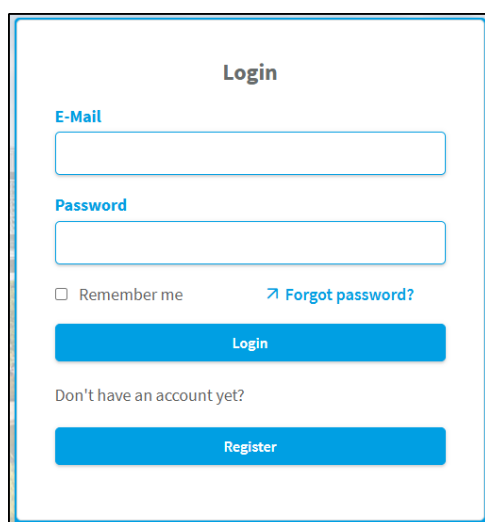
Step 1: Access to the Exhibitor Hub

🌐 Language:

The website is available in German and English. The language in the Exhibitor Hub will be set automatically for you. Depending on whether you receive the introductory email in German or English, the links to the Exhibitor Hub will already have been set up for you.

Access:

You will receive your login details, including the link to the Exhibitor Hub, from the team of media services in the introductory email for your trade fair.



Login:

- Email address of the trade fair organiser
- Your password

🔑 Per account only one mail address is deposited. If you manage more than one exhibitor you are able to access all of them with this single account.

🔑 If the fair organiser changes during the preparation, please inform the project team of the trade fair at Leipziger Messe GmbH. It usually takes two to three working days for the change to be synchronised across all systems.

Access:

- Please use the link provided in the email sent team of media services in order to set your initial password
- Follow the instructions for the registration on your screen

No password yet?

- Click on „Forgot password“
- Enter the email address of the trade fair organiser
- You will receive a link by email within 15 minutes
- Follow the link to create a password

🔑 Please ensure you able to access the email address of the trade fair organiser. After logging in you, will be redirected to the exhibitor Hub.

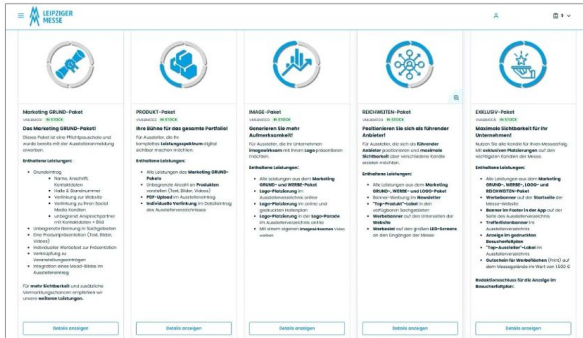
Step 2: Booking of media services

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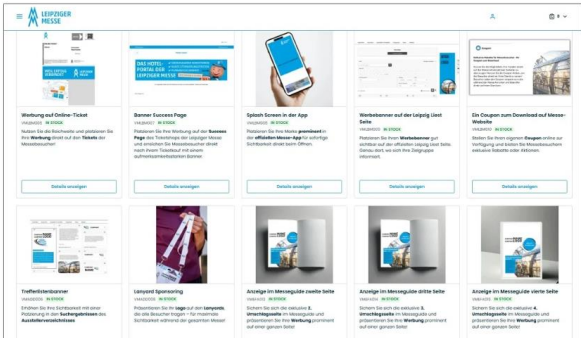
Welcome to the shop for media services!

Here you can easily expand your trade fair presence and thus ensure greater visibility. Our ready-made packages combine various advertising measures that are optimally coordinated and effectively support your presence. In addition, you will find additional advertising options that are not included in the packages under the individual services.

PACKAGES



ADDITIONAL INDIVIDUAL SERVICES



In the shop for media services, you are able to upgrade the Basic marketing package or book additional media services.

Here is how to do it:

1. Access the **shop for media services**
2. Select your preferred services
3. Add them to the **shopping cart** (top right corner)
4. Click on **“Create order”**

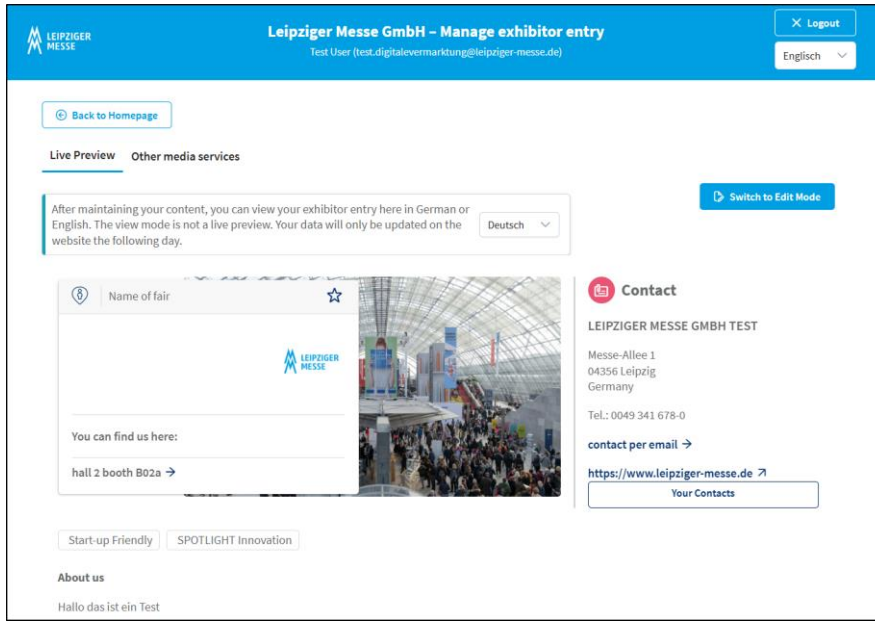
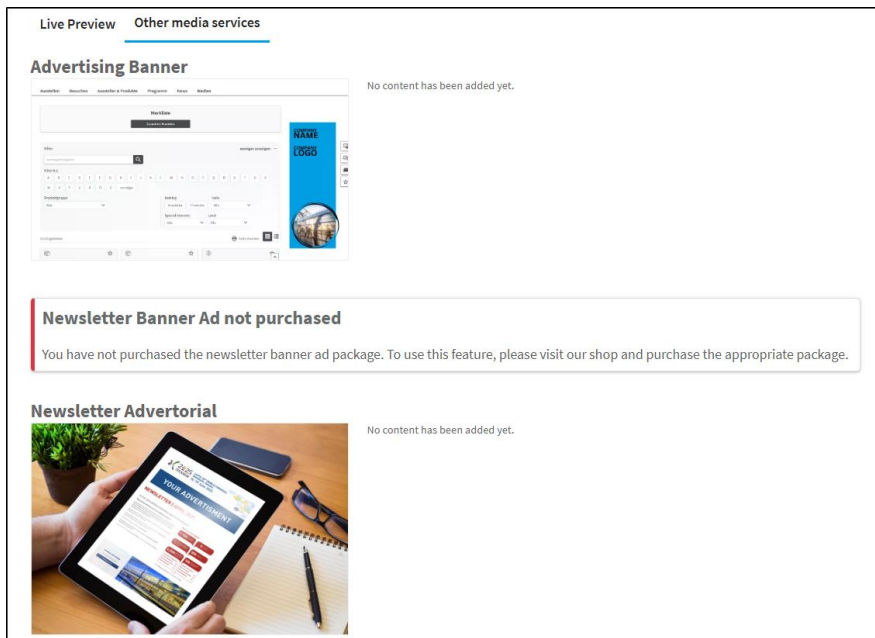
 Please note:

- Only by completing the order, the purchase has been finalised
- You will receive an order **confirmation by email**
- Afterwards, the purchased services can be edited in the exhibitor directory

Step 3: Edit your exhibitor entry

How to edit your exhibitor entry:

1. Select the option „Entry in the exhibitor directory“ to open
2. Switch to edit mode
3. Customise your contents

In the section „Live Preview“, you are able to edit:

- Your basic data
- Relevant information for your trade fair presentation

In the area „Other media services“, you are able to:

- Upload additional media services (i.e. banner, print ad)
- Check the format requirements

🔗 Please ensure to upload files in the correct size as well as formats and save your uploads, otherwise the contents cannot be published.

🔗 **Important information:**

- Only **purchased content** can be edited
- Sections, that cannot be edited, have not been purchased

Save and final product:

- Changes will be saved automatically
- Your entry will be visible in the exhibitor directory about one to two hours after editing

🔗 You are able to edit the entry at any time.

Step 4: How to book other services

For additional services as:

- Stand construction
- Technical equipment
- Parking

→ change to „Shop for services“

🔗 **Please note:**

- The access to the shop requires separate login details (“User” & “Password”)
- You will receive these with the information about your stand allocation, or if you are a returning exhibitor you may already have received them

☒ **Done!**

Your entry is now:

- Visible in the online exhibitor directory
- Up-to date and editable at any time
- Displayed in an optimal way to your visitors

 **Support**

If you have any questions, please contact the team for media services.

🔗 Contact information can be found:

- On the website of the trade fair via
Contact → media service
- Or, in the email you have received

 Please note: Warning about scammers

The Leipziger Messe GmbH creates the following material for internal usage only:

- The online **exhibitor directory**
- as well as **print products** (i.e. trade fair guide, map)

 Please note:

- Edit your data only via **official sources**.
- Ignore external offers requiring money

If you are unsure or have already been contacted:

→ please get in touch directly with **Leipziger Messe GmbH** or the **AUMA e. V.**