

# Registration form for exhibitors and co-exhibitors



FRANKFURTER  
BUCHMESSE

16 – 20 OCTOBER 2024  
GUEST OF HONOUR ITALY

Use this form to book your stand space for a Custom-built Stand, System Stand of your choice, or a Workstation. You can also add stand equipment as well as a Digital Presence. Book your stand equipment and Digital Presence at the same time. Details and prices on [buchmesse.de/en/exhibit](https://buchmesse.de/en/exhibit).



Please enter your details directly into this PDF and make sure you fill in all the requested fields.



Please make sure to sign the forms before submitting.



Send us the completed form via e-mail to [servicecenter@buchmesse.de](mailto:servicecenter@buchmesse.de) or by Fax to +49 (0)69 2102-277.

## 01 Company details

Company name \_\_\_\_\_

Customer number (if known) \_\_\_\_\_

### Co-exhibitor

You are classed as a co-exhibitor if you exhibit at another exhibitor's stand without booking your own stand. Please tick this box, fill in the following two fields and then continue directly with „03 Registration Digital Presence“.

Name of the main exhibitor \_\_\_\_\_

Customer number of the main exhibitor \_\_\_\_\_

## 02 Registration Stand & Workstation

### Custom-built Stand

Custom-built Stands require prior approval (application deadline: **1 Aug 2024**). More at [buchmesse.de/custom-built](https://buchmesse.de/custom-built).

Stand size (all measurements in 4 sqm units only)

8 sqm    12 sqm    16 sqm    20 sqm    \_\_\_\_\_ sqm

Stand measurements (all measurements can only be made in 2 m units)

depth \_\_\_\_\_ m × width \_\_\_\_\_ m

### System Stand CLASSIC

Stand size (all measurements in 4 sqm units only)

4 sqm    6 sqm    8 sqm    12 sqm

16 sqm    20 sqm    \_\_\_\_\_ sqm

Stand measurements (all measurements can only be made in 2 m units)

depth \_\_\_\_\_ m × width \_\_\_\_\_ m

Open to neighbour \_\_\_\_\_

(only possible for two 4 sqm stands)

### System Stand DELUXE

Stand size (all measurements in 4 sqm units only)

12 sqm    16 sqm    20 sqm    \_\_\_\_\_ sqm

Stand measurements (all measurements can only be made in 2 m units)

depth \_\_\_\_\_ m × width \_\_\_\_\_ m

### System Stand SMART

Stand size

4 sqm    8 sqm

### System Stand GLOW

Stand size

16 sqm    20 sqm    24 sqm    32 sqm

Please select the colours for the walls and carpet of your System Stand GLOW on page 3 of this form.

### System Stand GALLERY

Stand size

available at 2 m depth    4 sqm    6 sqm    8 sqm    12 sqm    16 sqm    20 sqm    24 sqm    28 sqm    32 sqm

available at 4 m depth    16 sqm    24 sqm

### Preferred stand orientation for your stand

bordering on 1 aisle (row stand)

bordering on 3 aisles (peninsula stand, 16 sqm or larger)

bordering on 2 aisles (corner stand or walk-through row stand)  
replace side walls with half-open walls (CLASSIC only, free of charge)

bordering on 4 aisles (island stand, 100 sqm or larger)

yes

no



Please return this page to Frankfurter Buchmesse.



## Workstations

### Wednesday 16.10.2024

Number of Workstations if possible in hall

**Additional elements that can be booked for the walls at your Workstation**  
(a maximum of two 1 m wall elements can be booked per Workstation).

### Thursday, 17.10.2024

Number of Workstations if possible in hall

**Shelving unit** quantity

**Graphic wall** quantity

### Friday, 18.10.2024

Number of Workstations if possible in hall

## Furniture & Extras for your System Stand

For information on the basic features included in the price as well as descriptions, prices and illustrations of the additional equipment that can be booked below, please see **Prices & Products 2024**.

**Important:** For those elements marked with \* put down the position on the stand sketch on the next but one page.

## System Stand CLASSIC

Positioning as seen from the aisle.

### Furniture & Light

Quantity

**XS** (2 spotlights)

**S** (2 chairs, 1 table, 1 wastepaper basket, 2 spotlights)

**M** (3 chairs, 1 table, 1 wastepaper basket, 4 spotlights)

**L** (6 chairs, 2 tables, 2 wastepaper baskets, 6 spotlights)

**XL** (6 chairs, 2 tables, 2 wastepaper baskets, 8 spotlights)

**XXL** (9 chairs, 3 tables, 2 wastepaper baskets, 10 spotlights)

Quantity

**Cabinet unit 1 m\***

**PC lectern/cabinet\***

**Counter 1.5 m\***

**Counter 1.5 m, with built-in cupboard\***

**Counter 0.75 m\***

**Counter 0.75 m, with built-in cupboard\***

Quantity

**Shelf XL**

**Sloping shelf**

**Small sloping shelf**

**Wardrobe bar**

Quantity

**Cubicle 1 m x 1 m, with door and cabinet unit**

rear left

rear right

**Cubicle 2 m x 2 m** (only bookable for 12 sqm stands or larger)

without door

with door

rear left

rear right

front left

front right

\_\_\_\_\_ m from left \_\_\_\_\_ m from the front  
(measurements only possible in 2 m units)

Quantity

**Half-open wall with shelves 2 m**

front left

front right

\_\_\_\_\_ m from left \_\_\_\_\_ m from the front  
(measurements only possible in 2 m units)

**Carpet:**

Standard: Rep 0905 grey (part of the basic features, no additional costs)

Rep 0910 black

Rep 0985 light grey

Rep 9662 red

Rep 0014 night blue

**Cushion for bench cabinet:**

Quantity

black

grey

red

blue

**Fabric wall covering** (Cabinet walls and doors are also covered):

black

grey

red

blue

## System Stand SMART

Quantity

**PC lectern/cabinet\***

**Shelf XL**

**Sloping shelf**

**Small sloping shelf**

**Wardrobe bar**

**Carpet:**

Standard: Rep 0905 grey (Part of the basic features, no additional costs)

Rep 0910 black

Rep 0985 light grey

Rep 9662 red

Rep 0014 night blue

**Fabric wall covering:**

black

grey

red

blue





## System Stand GLOW

### Without additional costs:

#### Carpet:

Rep 0985 light grey	Rep 0910 black	Rep 9662 red
Rep 0012 dark red	Rep 0904 light blue	Rep 0014 night blue
Rep 9302 pink	Rep 0007 orange	Rep 0041 green

#### Wall foiling:

010 white	070 black	032 light red
030 dark red	052 light blue	050 dark blue
041 pink	034 orange	062 light green

### In addition to the equipment included in the price, you can book the following for a fee:

Quantity

- Additional seating area** (1 more table with 3 chairs)
- Additional high table group** (1 high table with 3 high stools)
- PC lectern/cabinet\***
- Shelf XL**
- Sloping shelf**
- Small sloping shelf**
- Wardrobe bar**

### In the following instance, you will receive a discount:

We participated last year with a System Stand GLOW of the same size and kept the fabric wall graphics. We will bring them with us and assemble them ourselves on the finished stand.

## System Stand GALLERY

Quantity

**PC lectern/cabinet\***

**Counter 1.5 m\***

**Counter 1.5 m, with built-in cupboard\***

Quantity

**Counter 0.75 m\***

**Counter 0.75 m, with built-in cupboard\***

**Carpet:**

Standard: Rep 0905 grey (Part of the basic features, no additional costs)

Rep 0910 black

Rep 0985 light grey

Rep 9662 red

Rep 0014 night blue

Quantity

**Cubicle 1 m x 2 m, with door**

rear left

rear right

### Stand sign (for System Stands and Workstations)

No stand sign required

Company name

Place of business (country)

### Stand positioning – important for your allocation!

Please describe your preferred stand positioning in as much detail as possible (type of neighbouring stands, thematic focus, etc.)

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**Water connection** (limited availability, depending on stand position. Needs to be ordered through the service contractor, at a fee.)

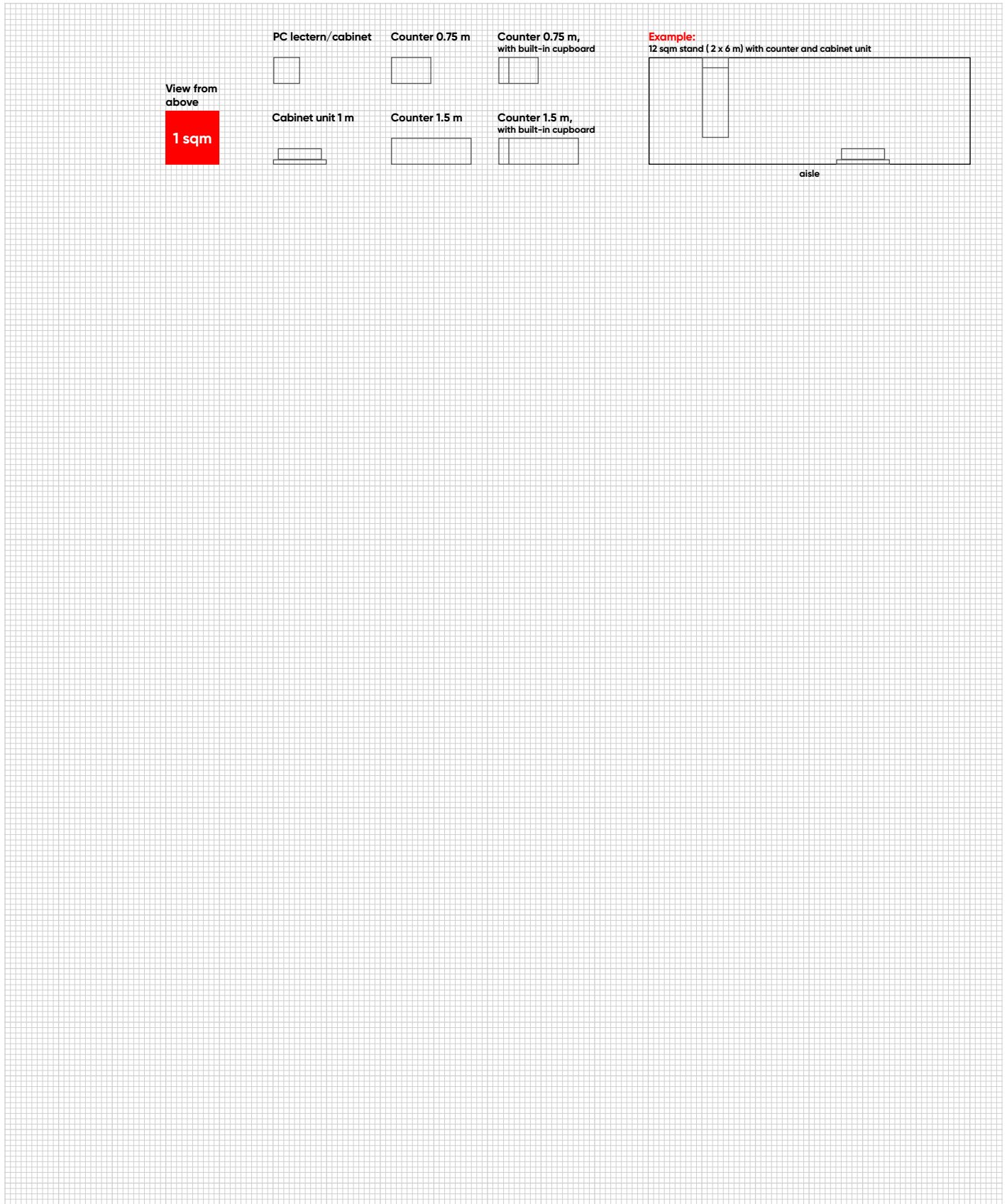
yes

no



## Positioning of the equipment (System Stand)

If you have booked equipment elements marked with an \* on the previous pages: Please draw your stand to the correct measurements, and include the bordering aisles. Place the desired furnishing elements using the icons provided. Positioning as seen from the main aisle





## 03 Registration Digital Presence

The Exhibitor Directory and the Calendar of Events will be further developed for 2024 and expanded to include numerous digital services. Choose your Digital Presence. Details in **Prices & Products 2024**.

Service	Plus 950 €	Pro 600 €	Eco 400 €	Basic entry 0 €
Company Profile	√	√	√	√
Events/Sessions	√	√	√	√
Word of Mouth	√	√	√	√
Entry for team members	√	√	√	√
Number of admins	unlimited	15	10	3
Access to views and usage	√	√	√	×
Product/Programme presentation	unlimited	25	10	×
Badge Scan	√	√	√	×
Video calls	√	√	×	×
Upload for marketing materials	unlimited	15	×	×
Premium Profile	√	√	×	×
Top of the list	√	×	×	×
Logo in online hall plan	√	×	×	×
Banner (Web & App)	√	×	×	×
Pop-up profile banner	√	×	×	×

We are not making a decision today and would like to know more about the Digital Presence in spring of 2024.

### Contact person Digital Presence

First name \_\_\_\_\_ Surname \_\_\_\_\_ E-mail \_\_\_\_\_

## 04 Exhibitor Passes and other entrance tickets

### Contact person Ticket Manager

With the opening of the ticket portals in early summer 2024, the person named here will be able to order and manage Exhibitor Passes and other tickets as well as appoint a substitute as ticket manager.

First name \_\_\_\_\_  
Surname \_\_\_\_\_  
E-mail \_\_\_\_\_

## 05 Company address

Correspondence in  German  English

Company name \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Street, no. \_\_\_\_\_  
\_\_\_\_\_

Postal code, City \_\_\_\_\_  
Country \_\_\_\_\_  
Telephone \_\_\_\_\_  
E-mail \_\_\_\_\_  
Website \_\_\_\_\_  
VAT number \_\_\_\_\_

### Contact person

The contact person named here will receive the order confirmation and all relevant documents and information about the appearance at Frankfurter Buchmesse.

First name \_\_\_\_\_  
Surname \_\_\_\_\_  
Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

### Contact person at the fair

First name \_\_\_\_\_  
Surname \_\_\_\_\_  
Mobile \_\_\_\_\_ E-mail \_\_\_\_\_



## 06 Debtor address

The invoice will be issued to the address given here.

Same as company address

Correspondence in German English

Company name

Telephone

E-mail

E-mail for invoice dispatch

Street, no.

Contact person (will be printed on the invoice)

Postal code, City

First name

Country

Surname

## 07 Optional (mailing) address for organisers (if different from 05)

All relevant documents and information on participation at Frankfurter Buchmesse will be sent by e-mail to the contact person named here.

Same as company address

Correspondence in German English

Company name

Postal code, City

Country

Telephone

E-mail

Street, no.

Contact person

First name

Telephone

Surname

E-mail

## 07 Tax exemption for companies outside of Germany

Exhibitors outside of Germany who are economically active as companies may, under certain conditions, be invoiced without value-added tax.

Please provide the following information to enable an appropriate check:

With this registration we confirm that the address of the exhibiting company listed under "05 Company address" is based in an EU country and is registered with the given VAT ID number.

We will submit the relevant certification to [vat@buchmesse.de](mailto:vat@buchmesse.de) as soon as possible.

As a commercially active company with its registered office outside of the EU, we provide with this registration proof of our status as an entrepreneur from the relevant authority.

The exhibiting company is not economically active in terms of VAT and is therefore not eligible for the above-mentioned review.

For more information, please visit [buchmesse.de/en/vat](https://www.buchmesse.de/en/vat).

## 09 Signature

With this registration, we accept the Terms & Conditions of Participation of Frankfurter Buchmesse GmbH, which you can download at [buchmesse.de/en/terms-conditions](https://www.buchmesse.de/en/terms-conditions).

Company name (Please using block letters)

Name

Date

Signature

## 10 How to submit this form

Please return the **completed, signed and dated form** to us by e-mail: [servicecenter@buchmesse.de](mailto:servicecenter@buchmesse.de) or Fax: **+49 (0)69 2102-277**.