

Event Guide

information to prepare your event

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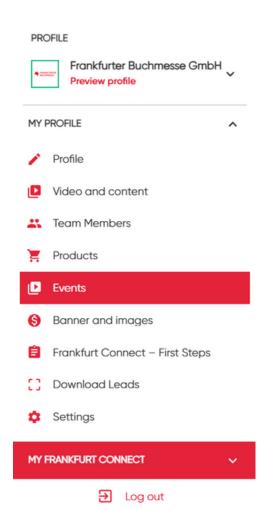
Entry of your Event in the Event Calendar

Please enter your event promptly in the Frankfurter Buchmesse Calendar of Events. Use your Frankfurt Connect access for the entries. To help you make the best possible preparations, you will find instructions for your event entry below.

How-to Calendar of Events



- Login to Frankfurt Connect.
- Using your company profile, click on "My Profile" and then on "Events".
- The menu will guide you through adding event details and information on possible risks.
- In your event details, you can list your panelists/authors in the description text and also mention any subsequent book signing sessions.
- Once you are done, click Save this will send the event to us for review and approval.
- Once approved, your event will appear shortly in the Calendar of Events on Frankfurt Connect.



If you have any trouble regarding your entry please contact support-connect@buchmesse.de

How-to Calendar of Events



The input form for events does not currently allow saving your entries temporarily. We have therefore compiled a checklist for you so that you have all the information you need before you start the event entry. In any case, please start by creating the speakers you want to assign to the events. Here are two possible ways to do this:

- 1) You can create the speaker as a team member yourself. If you would like them to appear in the publicly visible list of speakers, please send us a message to speaker- connect@buchmesse.de.
 - 2) You can have spokespersons who are not members of your team (and should not be contacted, for example) created by us. To do this, please send an e-mail to speaker-connect@buchmesse.de.

Using both methods, the speakers will appear in the selection list after they have been created and can be assigned.

Checklist





- Type of Event (off site/on site/online)
- Photo upload
- Title of Event
- Language of Event
- Date, start and end time
- **Location**
- Event Description
- Event Categories
- Speakers

Risk Assessment



As the organiser, the safety of all participants at Frankfurter Buchmesse is very important to us. In order to check and approve your event, we ask you to assess the risk of various aspects that may be relevant to the seamless running and safety of your event.

For the registration and approval of your event, we will ask you about various risks and whether you classify them as non-critical or critical in your assessment and how many visitors you expect.

Risk Assessment



- What is the maximum number of visitors you expect?
- Do you expect an increased number of visitors?
- ! Is the topic/content of the event critical?
- Do you expect authors, speakers or participants an your event who could polarize through their presence?
- Do you expect people who are under police protection to attend? If yes, please indicate the person in the free text field and also indicate whether you will be bringing your own security.
- Do you expect guests or visitors in the audience who could polarize through their presence or make polarizing statements at your event?
- Do you expect disturbances or demonstrations?
- Do you expect increased media interest?
- Are you planning a ticketing or queue management system for your event? If yes, you will be asked to elaborate.

Catering Deadlines Accente



If you are interested in a catering service for your event, please consult with the responsible stage manager and then send your request directly to the following email address: catering@accente.com.

Your orders will be handled by Ms. Iva Zeleva from Accente and forwarded within her team.

Important Deadlines:

- Catering Orders: Please place your catering order at least 8 weeks before the start of the event. The deadline for this is 18 August 2025.
- Order Confirmation: An order confirmation with a signature must be submitted no later than 4 weeks before the start of the event; otherwise, a surcharge of 25% will apply. The deadline for this is 14 September 2025.

Instructions for Redeeming Ticket Codes



You will find instructions for purchasing and/or redeeming trade and private visitor tickets following these links:

- Tutorial for purchasing general public tickets
- <u>Tutorial for redeeming general public ticket codes</u>
- <u>Tutorial for purchasing and redeeming trade visitor tickets</u>

Hall Plan and Arrival



