

Exhibitor Ticket Portal

LitAg Tutorial

2025



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Registration

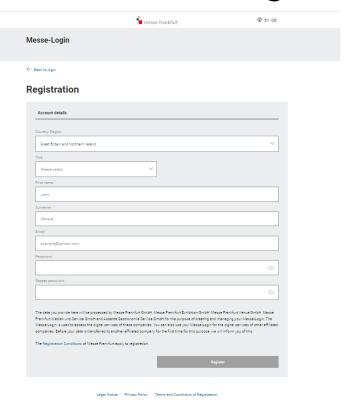
Invitation as Ticket Manager to the LitAg Ticket Portal

Frankfurter Buchmesse 2025: Ihr Zugang zum LitAg-Ticketportal /Your access to the LitAg Ticket Portal ← Allen antworten → Weiterleiten ← Antworten noreply.etickets@messefrankfurt.com Mi 04 06 2025 10:28 Aufbewahrungsrichtlinie MailboxRetentionFor12YearsThenDeletion (12 Jahre) Läuft ab 01.06.2037 i Zur Nachverfolgung. Erledigt am Montag, 23. Juni 2025. The LitAg Ticket Portal for Frankfurter Buchmesse 2025 is now open for business! As the Ticket Manager, you can create, manage and send Literary Agent Tickets. You will find all information, including a tutorial on the use of the Ticket Shop and the link for the LitAg Ticket Portal at Tickets for LitAg Participants | Frankfurter Buchmesse. This is how it works: logged the table 1.1 A2 for exhibitor and set up your personal access authorisation. Click here to register to the LitAg Ticket Portal. For this, please use the e-mail address to which this mail was sent. Please note: If you arrange meetings on Tuesday, 14 October 2025, with contacts who do not have a Literary Agent Ticket or an Exhibitor Pass, they will require a so-called Tuesday Ticket in order to get access to the fairgrounds and the LitAg. Please send them the code Tuesday2025FBM which they can use to redeem their Tuesday Ticket in the Trade Visitor Ticket Shop. If you have any questions about the LitAg Ticket Portal, please contact the Messe Frankfurt team on +49 (0) 69 7575 5151 or via e-mail to

atialista@massafrankfurt.com

You will receive an e-mail inviting you to register on the LitAq Ticket Portal.

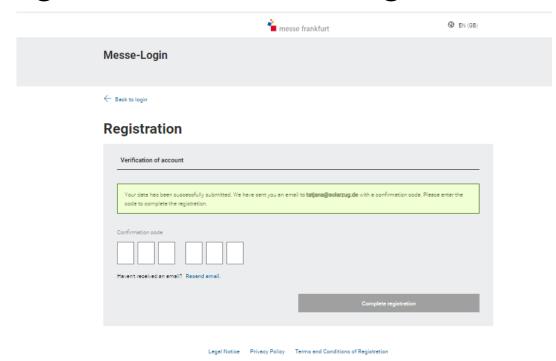




Please complete all fields.

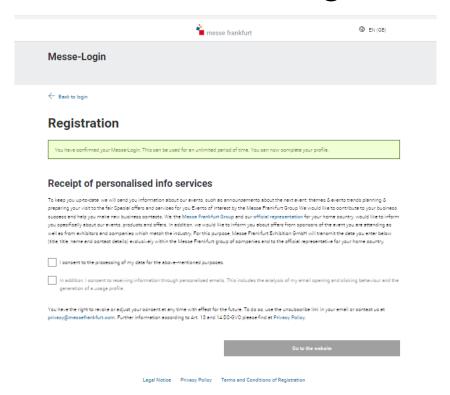
Make sure to register with the e-mail address to which the invitation e-mail was sent.





After you have saved your data, you will receive an e-mail with a confirmation code, which you should enter. (Please also check your spam or junk mail folder.)





Please complete your data and click "Go to the website"



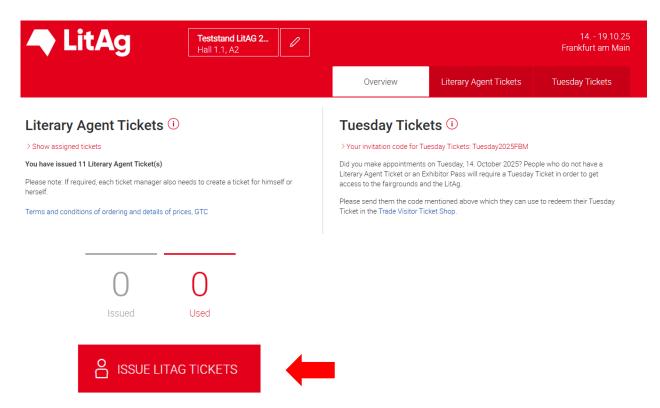


Now you can log in with your e-mail address and your chosen password.



Creating and sending Literary Agent Tickets





As a ticket manager, you can create Literary Agent Tickets for yourself and your colleagues directly in the portal.

To do this, click on "Issue LitAg Tickets".



How would you like to create Literary Agent tickets?

You can issue Literary Agent Tickets online and print them directly or send them by e-mail. You can issue them single as well as in large numbers.



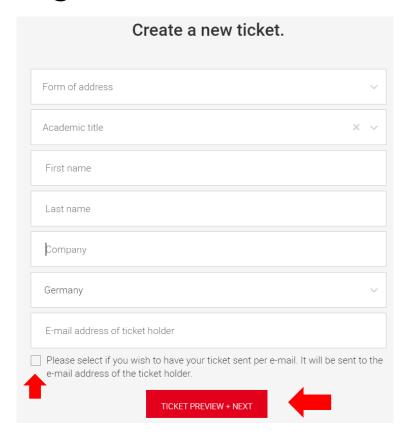
Messe Frankfurt Exhibition GmbH collects and processes the data you provide here to process your ticket request on behalf of Frankfurter Buchmesse GmbH. Please find further information in the Privacy Policy.

Select how you would like to create the Literary Agent tickets:

- You can create the tickets individually.
- Or you can enter the ticket users' data in an Excel list and upload it. This allows you to easily create several tickets at once.





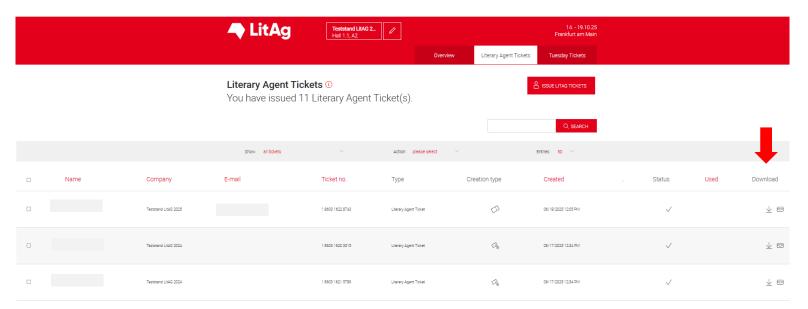


To create the Literary Agent Tickets individually, click on "Literary Agent Tickets".

Then enter the required details and click on "Ticket preview + next".

If the ticket is also to be sent to the person for whom you are creating it, please tick the corresponding box.





On the overview page, you can see how many tickets you have created and to whom you have sent tickets.

If you have not received the tickets by e-mail, you can download them here.



How to order a Tuesday Ticket



Tuesday Tickets



Tuesday Tickets 10



> Your Invitation code for Tuesday Tickets: Tuesday2025FBM

Did you make appointments on Tuesday, 14. October 2025? People who do not have a Literary Agent Ticket or an Exhibitor Pass will require a Tuesday Ticket in order to get access to the fairgrounds and the LitAg.

Please send them the code mentioned above which they can use to redeem their Tuesday Ticket in the Trade Visitor Ticket Shop. Did you make appointments on Tuesday, 14 October 2025? People who do not have a Literary Agent Ticket or an Exhibitor Pass will require a Tuesday Ticket in order to get access to the fairgrounds and the LitAg.

Please send them the code Tuesday2025FBM.

Your guests will receive a free Tuesday Ticket in the <u>Trade Visitor Shop</u>.

Detailed instructions on how to redeem the code in the ticket shop can be found here: <u>Tutorial</u> "<u>Ticket purchase and ticket code redemption for trade visitors"</u>.



Free contingent and management of further tickets



Free contingent and billing of further tickets

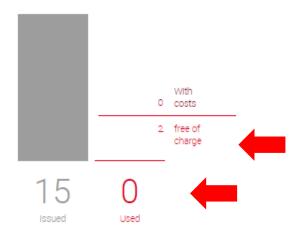
Literary Agent Tickets 1

> Show assigned tickets

You have issued 15 Ticket(s) Literary Agent.

Please note: If required, each ticket manager also needs to create a ticket for himself or herself.

Terms and conditions of ordering and details of prices, GTC



The statistics on the overview page show you the **Literary Agent Tickets** issued and used as well as your free quota.

In the screenshot, 15 LitAg Tickets have already been issued, i.e. personalised and created in the ticket portal.

This means that 13 LitAg Tickets would be subject to a charge (€ 178,50/ticket).

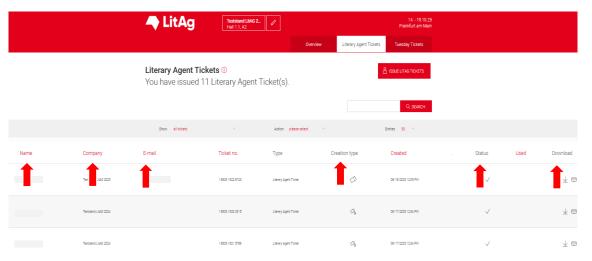
However, billing will only take place after the trade fair. Only the tickets that have actually been used to enter the book fair are taken into account.

Example:

If 10 of the 15 tickets issued were used, this would mean that 2 of the 10 tickets used would be deducted as a free quota. You will receive an invoice for 8 additional Literary Agent Tickets.



Overview LitAg Tickets



In this overview you can see how many tickets you have created. Under "Name" and "Company" you can see who the ticket was issued to.

Under "E-mail" you can see to whom you have sent the ticket.

Under "Creation type" you can see whether you have created the ticket individually or from an Excel list.

Under "Status" you can see whether it is a valid ticket.

Under "Download" you can download the ticket as a PDF or wallet.







In order to name deputy ticket managers please click the pencil symbol.

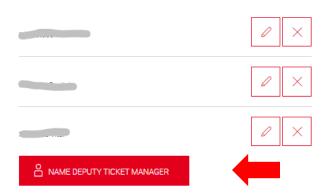




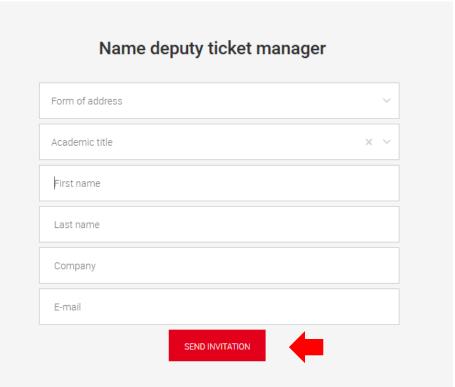
Please click on "Name Deputy Ticket Manager".

Name deputy ticket manager

The following users are currently managing tickets for this stand:







Please enter the required data and click on "Send invitation".

All fields except "Academic title" must be completed.

After you have clicked on "Send invitation", the designated deputy ticket manager will receive an e-mail and can perform all actions as a ticket manager after registering and logging in.



Name deputy ticket manager

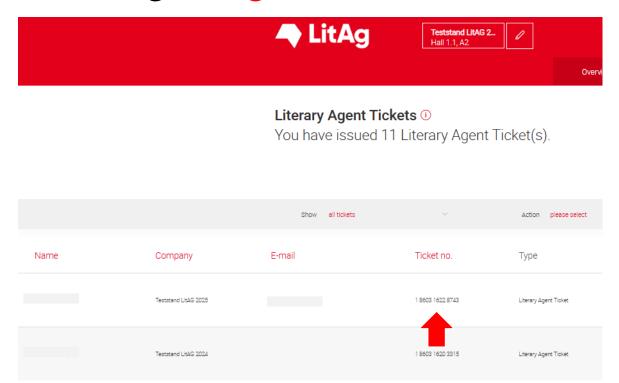
The following users are currently managing tickets for this stand:

If you want to remove deputy ticket managers, please click on the pencil in the overview again and remove them by clicking on the "X".



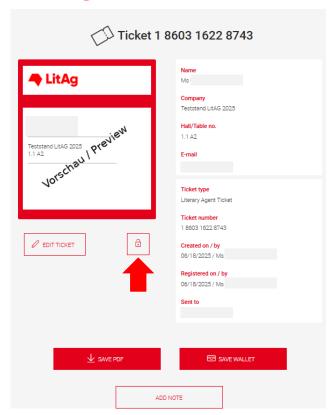






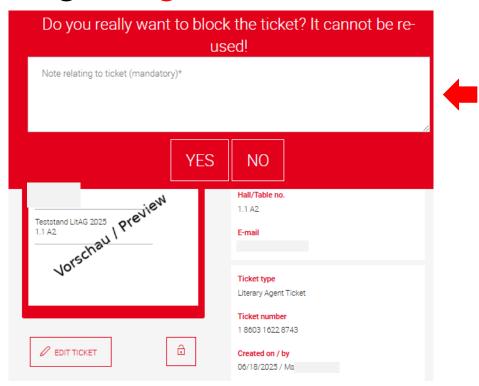
If you would like to block a LitAg ticket, please click on the corresponding ticket in the overview that you would like to block.





In order to block the ticket, please click on the lock symbol.





Please write a short note and click on "Yes" if you want to block the ticket.

Please note that the ticket can then no longer be reactivated.

