

Registration form for exhibitors and co-exhibitors

19 – 23 October 2022
**FRANKFURTER
BUCHMESSE**
Guest of Honour Spain

Use this form to book your stand space for a Custom-built Stand, System Stand of your choice, or a Workstation; you can also order your stand equipment at the same time. More information at buchmesse.de/en/exhibit.



For your convenience, you can enter your details directly into this PDF. Please fill in all the requested fields.



Please make sure to sign the forms before submitting.



Send us the completed form via e-mail or fax.

01 Company details

Company name

Customer number (if known)

Co-exhibitor

You are a co-exhibitor if you co-exhibit at another exhibitor's stand without having your own stand. Please put your cross here, fill in the following two fields and then continue directly with "03 Company address".

Name of the main exhibitor

Customer number of the main exhibitor

02 Stand registration

Custom-built Stand Custom-built stands require prior approval (application deadline **1 Aug 2022**). More at buchmesse.de/custom-built.

Stand size (all measurements can only be made in 4 sqm units)

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

8 sqm 12 sqm 16 sqm 20 sqm _____ sqm depth _____ m × width _____ m

System Stand CLASSIC

Stand size (all measurements can only be made in 4 sqm units)

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

4 sqm 6 sqm 8 sqm 12 sqm depth _____ m × width _____ m
16 sqm 20 sqm _____ sqm

System Stand SMART

Stand size 4 sqm 8 sqm

Preferred stand alignment for your Custom-built Stand, System Stand CLASSIC, System Stand SMART

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) bordering on 4 aisles (island stand, 100 sqm or larger)
replace side walls with half-open walls (free of charge)
yes no

Workstations

Wednesday, 19.10.2022

Number of Workstations if possible in Hall 3 Hall 4 Hall 6

Thursday, 20.10.2022

Number of Workstations if possible in Hall 3 Hall 4 Hall 6

Friday, 21.10.2022

Number of Workstations if possible in Hall 3 Hall 4 Hall 6

Additional equipment for the rear wall of your workstation for an extra fee (max. 2 surfaces per workstation can be selected)

Presentation wall with 4 bookshelves Quantity

Presentation wall with graphics (2 x1 m) Quantity

System Stand DELUXE

If you would like your System Stand tailor-made in design, then the **System Stand DELUXE** is the right choice for you. You can find information for this product at buchmesse.de/en/system-stand-deluxe.



Furniture & Extras

Our System Stands differ significantly from each other. Please select the desired stand equipment from the product overview for the respective stand version you are booking.

System Stand CLASSIC

Furniture & Light

Quantity

XS S M L XL XXL

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

Gallery bar

Decorative grid

Stand furnishing & Extras

Positioning as seen from the aisle.

Quantity

Cubicle 1 x 1 m, with door and cabinet unit

rear left rear right

Cubicle 2 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)

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

black grey blue red

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, rep weave:

black light grey night blue tomato

Bench cabinet cushion:

Quantity

black grey blue red

System Stand SMART

Stand furnishing & Extras

Positioning as seen from the aisle

Quantity

PC lectern/cabinet*

Shelf XL

Sloping shelf

Small sloping shelf

Wardrobe bar

Gallery bar

Decorative grid

Quantity

2 m half-open wall with hanging shelves

front left front right

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

Carpet rep weave:

black light grey night blue Tomato

Fabric wall covering:

black grey blue red

Contact person at the fair

Name _____

Mobile phone _____

Important: For those elements marked with * enter the position on the following stand sketch.



Stand sketch

Please draw your fair stand to the correct measurements, and include the bordering aisles. Place the desired furnishing elements using the icons provided at the bottom of the page. Positioning as seen from the aisle.

View from above

1 sqm

PC lectern/cabinet	Counter 0,75 m	Counter 0,75 m, with built-in cupboard
Cabinet unit 1 m	Counter 1,5 m	Counter 1,5 m, with built-in cupboard

Example:
12 sqm stand (2 x 6 m) with counter and cabinet unit

aisle



Stand sign (available only for System Stand CLASSIC and System Stand SMART and Workstation)

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.)

Water connection (limited availability, to be ordered separately via the relevant service contractor.) yes no

03 Company address

Correspondence in German English

Company name _____

PO Box _____

PO Box postal code, City _____

Country _____

Telephone _____

Street, no. _____

E-mail _____

Website _____

Postal code, City _____

VAT number _____

Contact person Ms Mr diverse

First name _____

Telephone _____

Surname _____

E-mail _____

All relevant documents and information on the Frankfurter Buchmesse participation will be sent to the contact person named here. This contact person is also automatically designated as the administrator for Digital Services (see point 06). (Exception: in the case of an alternative contact person under "05 Mailing Address")



04 Invoice address

The invoice will be issued to the address given here.

Same as company address

Correspondence in German Englisch

Company name _____

PO Box _____

PO Box postal code, City _____

Country _____

Telephone _____

Street, no. _____

E-mail _____

E-mail for electronic invoice dispatch (if different) _____

Postal code, City _____

Contact person Ms Mr diverse

First name _____

Telephone _____

Surname _____

E-mail _____

05 Mailing address

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

Same as company address

Correspondence in German English

Company name _____

Postal code, City _____

PO Box _____

PO Box postal code, City _____

Country _____

Street, no. _____

Telephone _____

E-mail _____

Contact person Ms Mr diverse

First name _____

Telephone _____

Surname _____

E-mail _____



06 Using digital services

The digital services of Frankfurter Buchmesse include the **Exhibitor Directory**, entries in the **Calendar of Events** and **Exhibitor Ticket Portal**. Administrative rights are appointed to the contact person given under "03 company address" (or mailing contact) following prior registration at My Book Fair (buchmesse.de/login). Alternative contacts for access rights to the services listed below can be given here (here a prior registration at My Book Fair is also required):

Exhibitor Directory

Contact person Ms Mr diverse

First name

Surname

E-mail

Calendar of Events

Contact person Ms Mr diverse

First name

Surname

E-mail

Exhibitor Ticket Portal

Contact person Ms Mr diverse

First name

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 "03 Company address" is based in an EU country and is registered with the given VAT ID number.

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

We will submit the relevant certification to vat@buchmesse.de as soon as possible.

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/vat.

08 Signature

With this registration, we accept the Conditions of Participation and Technical Regulations of Frankfurter Buchmesse GmbH.

Company name (Please using block letters)

Name

Date Signature

09 How to submit this form

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