

Exhibitor Ticket Portal for exhibitors and trade visitors

Tutorial on Registration, buying tickets and redeeming ticket codes

2023



Registration

Logging in MyBookFair



You don't have a My Book Fair profile yet?

Trade visitors register to...

- buy a trade visitor ticket
- redeem a ticket code or link (trade visitor tickets and exhibitor tickets)
- use the matchmaking tool

Exhibitors register to...

- update your company profile in the Exhibitor Directory
- gain access to the exhibitor ticket portal
- book a slot in a signing box
- publish your events in the Calendar of Events
- settle your invoices via credit card.

Journalists and Bloggers register to...

to obtain a press ticket



You can register as a trade visitor or exhibitor in three simple steps.

Enter the following URL into the address bar of your browser: https://services.buchmesse.de

Click on "Register now".

Registration MyBookFair



* Marked fields are mandatory fields

E-mail (unique address for login) *
Password
Password (at least 7 characters) *
Password, repeat to confirm *
Personal data
Prefer not to say
Acodemic title
Please choose
First name *
Pirst nome -
Last name *
Company
Longarge*
English V
Address
Record (Record Mo. 4
Street / Street No. *
Dard and a
Post code
City / Territ *
City / Town *
Please choose
Yes, I would like to receive information about the products and services of the Frankfurt Book Fair and its <u>& foreign affices in New York. New Delhi</u> , Moscow and Beijing by e-mail.
Hoscow, and Lesing by e-mole. No. I do not wish to receive information.
Privacy Statement *
Ves, I have read the <u>Bisacy Statement</u> .*
th bin kein Roboter.
Invationality incepting-
Register now 😤 Cancel 🔀

Fill in the input mask. All fields marked with an asterisk* are mandatory.

Please click on "Register now" afterwards.

Registration MyBookFair



Login with password	Login with link	Register now

E-mail	
Password	
Login & Forgotten your password? >	

After you have saved your data, you will receive an e-mail from us with an activation link, which you should confirm (please also check your spam or junk mail folder).

Please click on the link in the e-mail.

If you cannot click on the link, please copy it into the address bar of your browser.



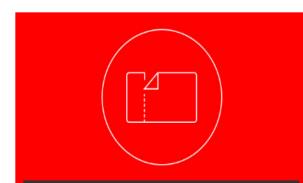
Registration MyBookFair

The Service Portal of Frankfurter Buchmesse for exhibitors, trade visitors and partners.

Login with password	Login with link	Register now
E-mail		
Password		
Login & Forgotten your passw	ord? >	

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





Tickets

All ticket services: trade visitor ticket shop, redeem ticket codes

Continue >

Purchase trade visitor ticket

For trade visitors.



After you have logged in to MyBookFair, click on "Tickets" and then on "Purchase trade visitor ticket".



1 Selection

2 3

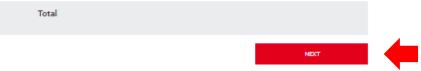
Select your Frankfurter Buchmesse ticket



Redeem a voucher

Please enter your voucher or registration code here. ()
Ticket code
REDEEMA VOUCHER

Supply by Messe Frankfurt Venue GmbH on behalf and for the account of Frankfurter Suchmesse GmbH. All prices including statutory VAT.



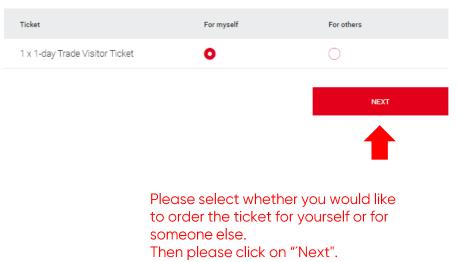
Please select which ticket and how many tickets you would like to order and then click on "Next".



1 2 Personalize 3 4

< back to Selection

Please choose for whom you are ordering tickets.





1 2 Personalize		3 4
Please personalize	the tickets you have sel	ected.
Please note that this ticket canno	t be used as a ticket for public transport.	
Please customize all tickets to continue v	ith the ordering process.	
	Ticket - 1-day Trade Visitor Tick	et
	FRANKFURTER BUCHMESSE	
	CUSTOMIZE YOUR TICKET	

Customize your Ticket
USE MY DATA In order to secure the best possible service and to enable the ticket recipient to retrieve the tickets, we require some personal data.
Email address of the tick holder
The recipient can access the ticket via this email address.
Salutation \checkmark
Title
Firstname
Name
Company
Country/Region

SAVE AND

CANCEL

Here you can now personalize the ticket for yourself by clicking on "Use My Data" or by entering the data of another person and clicking on "Save and continue".

If the ticket is for another person, they <u>do not</u> need their own MyBookFair account, just their own e-mail address.



1 2 3 Overview and payment

4

Please check the following information before sending your order:

My order data	Ø
My Tickets	
1 x 1-day Trade Visitor Ticket ⊙	
	79€
Total 1 x 1-day Trade Visitor Ticket	79,00 €
	79,00 € including VAT
_	
 I accept to receive the involce via e-mail and accept the <u>General</u> Terms and Conditions. 	ΡΑΥ

If all data is correct, please click on the "Pay" button and do not forget to accept the terms and conditions.



Total amount	Please select your preferred payment means:	
EUR Offer	Pay with a card	Choose one of the offered payment methods and follow the instructions of the payment
MF Ticketbestellung Merchant	Pay per online payment service	procedure.
Messe Frankfurt Venue GmbH (buchm.) Ludwig-Erhard-Anlage 1 60327 Frankfurt am Main Germany www.buchmesse.de	PayPal	You will then receive both the invoice and the tickets by e-mail.
	Cancel	





Purchase trade visitor ticket

For trade visitors.



Redeem ticket code

Exhibitors and trade visitors can redeem ticket codes and create fair tickets here.

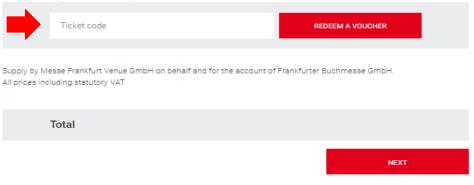


If you want to redeem a ticket code, please click on **"Continue"** under **"Redeem ticket code"**.



Redeem a voucher

Please enter your voucher or registration code here. ()



You can now redeem your ticket code or one for someone else here.

ATTENTION: Only trade visitor codes and Exhibitor Passes can be converted to MyBookFair, not General public tickets. General public codes are converted in the General public Ticket Shop.



Redeeming ticket codes for more than one person

Redeem a voucher

Please enter your voucher or registration code here. ①

Please enter the ticketcodes you wish to redeem.

When you have converted the desired ticket codes, click on "Next".

The next step is to personalize the tickets.



Supply by Messe Frankfurt Venue GmbH on behalf and for the account of Frankfurter Buchmesse GmbH. All prices including statutory VAT.

> Total 1 x Exhibitor pass

> > NEXT



1 2 Personalize 3 4

< back to Selection

Please choose for whom you are ordering tickets.

 Ticket
 For myself
 For others

 1 x Exhibitor pass (1692408365814)
 Image: Constraint of the second seco

Here you can determine whether you personalise the tickets for yourself or for others.

If the ticket is for another person, they <u>do not</u> need their own MyBookFair account, just their own email address.



3 4 2 Personalize Please personalize the tickets you have selected. Please note that this ticket cannot be used as a ticket for public transport. Please customize all tickets to continue with the ordering process. Ticket 1 of 2 -Exhibitor pass (1 6924 0836 5814) FRANKFURTER BUCHMESSE FRANKFI _ FUTHER TO THE NEXT TICKET EDIT DATA

Here you can now check the data or change it if desired.

In the next step, enter the name of the person for whom the ticket is.



Now you can enter the data of the person who needs a ticket or you can personalize the ticket with your data by clicking on "Apply my data".

If the ticket is for another person, they <u>do not</u> need their own MyBookFair account, just their own email address.

Customize your Ticket

USE MY DATA



In order to secure the best possible service and to enable the ticket recipient to retrieve the tickets, we require some personal data.

ne recipient can access the ticket via this		
IVI5		
Title	×	¢
Germany		
CANCEL	SAVE AND CONTI	



2

3 Overview and payment

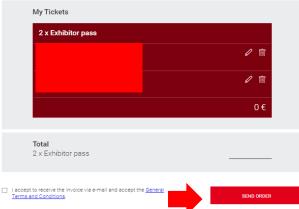
Here you can now check the data or change it if desired.

To change the data, please click on the "pencil" icon". If you wish to discard the ticket, please click on the "bin" icon.

Please do not forget to accept the "General Terms and Conditions".

Please check the following information before sending your order:





If you now click on "Send Order", you will receive both tickets by mail. The person for whom the other ticket is for will also receive their ticket by mail.

If you have redeemed a ticket code for another person, the person will receive the ticket by mail. You will also receive the same ticket by mail and can forward it to the person again if necessary.



To retrieve your ticket, you can also log into your MyBookFair account. Then please click on "Tickets



Tickets

All ticket services: trade visitor ticket shop, redeem ticket codes

Continue >



Retrieving your ticket

Please click on "Retrieve ticket". Here you can now print out your ticket or show it online

Retrieve ticket

Here you will find tickets that have already been issued.





#fbm23