

Registration form for exhibitors and co-exhibitors

18–22 October 2023
**FRANKFURTER
BUCHMESSE**
Guest of Honour Slovenia

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 to servicecenter@buchmesse.de or by Fax to +49 (0)69 2102-277.

填写公司名称及参展商唯一号

01 Company details

参展商唯一号，可在展位确认函及发票中找到

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 tick this box, 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 _____

勾选不同的展位类型

02 Stand registration

参展商自建的特装展位

Custom-built Stand

Custom-built Stands require prior approval (application deadline **1 Aug 2023**). 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

书展提供的标准展位

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

Open to neighbour _____

System Stand SMART

具有数字展示功能的聪展位

Stand size

4 sqm

8 sqm

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

特殊位置有额外费用产生

bordering on 1 aisle (row stand)

bordering on 3 aisles (peninsula stand, 16 sqm or larger) **+15%**

bordering on 2 aisles (corner stand or walk-through row stand)

bordering on 4 aisles (island stand, 100 sqm or larger) **+20%**

replace side walls with half-open walls (CLASSIC only, free of charge)

yes

no

+10%的面积费用

Workstations 工作站：选日期、选数量、选展馆

Wednesday, 18.10.2023

Number of Workstations

if possible in

Additional elements that can be booked for the walls at your workstation

(two wall elements, each 1 m wide, can be used per workstation).

Thursday, 19.10.2023

Number of Workstations

if possible in

Shelving unit quantity

Graphic wall quantity

Friday, 20.10.2023

Number of Workstations

if possible in

System Stand DELUXE 一站式的豪展位

If you are interested in an individually planned stand with a minimum stand area of 12 sqm, the **System Stand DELUXE** is the right product for you.

You can find information and contacts at buchmesse.de/systemstand-deluxe.



选择照明及家具 Furniture & Extras

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 see **Prices & Products 2023**.

Important: For those elements marked with * put down the position on the stand sketch on the following page.

System Stand CLASSIC 标准展位可选家具，价格见清单

Positioning as seen from the aisle.

Furniture & Light 在家具照明套装之前填写数字，可单选也可组合

Quantity	Quantity	Quantity
XS (2 spotlights)	Cabinet unit 1 m	Shelf XL
S (2 chairs, 1 table, 1 wastepaper basket, 2 spotlights)	PC lectern/cabinet*	Sloping shelf
M (3 chairs, 1 table, 1 wastepaper basket, 4 spotlights)	Counter 1.5 m*	Small sloping shelf
L (6 chairs, 2 tables, 2 wastepaper baskets, 6 spotlights)	Counter 1.5 m, with built-in cupboard*	Wardrobe bar
XL (6 chairs, 2 tables, 2 wastepaper baskets, 8 spotlights)	Counter 0.75 m*	
XXL (9 chairs, 3 tables, 2 wastepaper baskets, 10 spotlights)	Counter 0.75 m, with built-in cupboard*	

Quantity

Cubicle 1 × 1 m, with door and cabinet unit

rear left rear right

Cubicle 2 × 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 red blue

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

Rep 0910 black Rep 0985 light grey

Rep 9662 red Rep 0014 night blue

Cushions for bench cabinets:

Quantity

black grey red blue

System Stand SMART 聪展位可选家具

Quantity

PC lectern/cabinet*

Shelf XL

Sloping shelf

Small sloping shelf

Wardrobe bar

Carpet:

Standard: Rips 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

Contact person at the fair 此联系人为参展商在展会上的联系人，方便落实家具的配送

Name

Mobile phone



展位草图

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.

标准展位如果预定了信息台、储藏室等额外产品，
需简单手绘出具体需要安装的位置

View from
above

1 sqm

PC lectern/cabinet



Counter 0,75 m



Counter 0,75 m,
with built-in cupboard



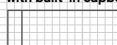
Cabinet unit 1 m



Counter 1,5 m

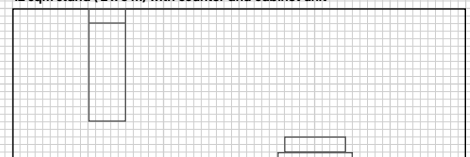


Counter 1,5 m,
with built-in cupboard



Example:

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



aisle



企业铭牌

Stand sign (available only for System Stand CLASSIC, System Stand SMART, 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.)

对展馆和位置的具体要求，约具体详细越好，不填写则由书展酌情安排

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

yes

no

公司地址

03 Company address

公司地址：登入参展商目录的公司名称及地址

如申请免税，则需要与免税申请表和营业执照上的地址保持一致

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

First name _____

Telephone _____

Surname _____

E-mail _____

The contact person named here will receive the order confirmation and all relevant documents and information about the appearance at Frankfurter Buchmesse and will automatically be appointed as the admin for 04 Digital Services.



数字服务的授权使用人

04 Access to Digital Services 如为同一人，则只需填写第一栏

Please name one person each who should have admin rights to the Frankfurter Buchmesse Digital Services. The person needs to be registered at My Book Fair with the given email-address. (buchmesse.de/login).

编辑参展商目录

Exhibitor Directory
(Editing of the company's catalogue entry)

Contact person

First name

Surname

E-mail

上传活动目录

Calendar of Events
(Entry of the company's events to the Events Calendar)

Contact person

First name

Surname

E-mail

操作参展商票务平台

Exhibitor Ticket Portal
(Creating of exhibitor passes and other admission tickets)

Contact person

First name

Surname

E-mail

发票地址

05 Debtor address

发票地址：付款单位的名称及地址
如区别于03的公司地址，则需要填写

The invoice will be issued to the address given here.

Same as company address 发票地址与03的公司名称和地址一致

Correspondence in German English

Company name

PO Box

PO Box postal code, City

Country

Telephone

Street, no.

E-mail

E-mail for invoice dispatch

Postal code, City

Contact person Will be printed on the invoice.

First name

Surname



通讯地址 通讯地址：如区别于03的公司地址，则需要填写

06 Optional (mailing) address for organisers (if different from 03)

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

Same as company address 通讯地址与03的公司名称和地址一致

Correspondence in German English

Company name	Postal code, City
_____	_____
_____	PO Box
_____	_____
_____	PO Box postal code, City
_____	_____
_____	Country
Street, no.	Telephone
_____	_____
_____	E-mail
_____	_____

Contact person

First name	Telephone
_____	_____
Surname	E-mail
_____	_____

免税申请 申请免税需填写免税申请表，提交公司营业执照副本+英文翻译件

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.

签名盖章

08 Signature

With this registration, we accept the Conditions of Participation and Technical Regulations of Frankfurter Buchmesse GmbH, which you find at buchmesse.de/en/terms-conditions.

Company name (Please using block letters)	Name
_____	_____
_____	Date
_____	Signature

手写签名+加盖公章

09 How to submit this form 扫描成一个pdf文件，文件名为公司名称，发送至kang@biz-beijing.org

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