

Registration form for exhibitors and co-exhibitors



FRANKFURTER
BUCHMESSE

18–22 OCTOBER 2023
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.

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 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 _____

02 Registration

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)

8 sqm 12 sqm 16 sqm 20 sqm _____ sqm

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

depth _____ m × width _____ m

System Stand CLASSIC

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

4 sqm* 6 sqm 8 sqm 12 sqm
16 sqm 20 sqm _____ sqm

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

depth _____ m × width _____ m

Open to neighbour _____

*(only possible for two 4 sqm stands)

System Stand DELUXE

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

12 sqm 16 sqm 20 sqm _____ sqm

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

depth _____ m × width _____ m

System Stand GLOW

Stand size

16 sqm 20 sqm 24 sqm 32 sqm

Select the colours for the walls and carpet of your System Stand GLOW on page 2 of this form.

System Stand SMART

Stand size

4 sqm 8 sqm

System Stand GALLERY

Stand size

With 2 m depth 4 sqm 6 sqm 8 sqm 12 sqm 16 sqm 20 sqm 24 sqm 28 sqm 32 sqm
With 4 m depth 16 sqm 24 sqm

Preferred stand alignment for your Custom-built Stand or System Stand

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

bordering on 4 aisles (island stand, 100 sqm or larger)

yes

no



Please return this page to Frankfurter Buchmesse.



Workstations

Wednesday, 18.10.2023

Number of Workstations if possible in hall

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 hall

Shelving unit quantity

Graphic wall quantity

Friday, 20.10.2023

Number of Workstations if possible in hall

Furniture & Extras for your System Stand

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 next but one page.

System Stand CLASSIC

Positioning as seen from the aisle.

Furniture & Light

Quantity

- XS** (2 spotlights)
- S** (2 chairs, 1 table, 1 wastepaper basket, 2 spotlights)
- M** (3 chairs, 1 table, 1 wastepaper basket, 4 spotlights)
- L** (6 chairs, 2 tables, 2 wastepaper baskets, 6 spotlights)
- XL** (6 chairs, 2 tables, 2 wastepaper baskets, 8 spotlights)
- XXL** (9 chairs, 3 tables, 2 wastepaper baskets, 10 spotlights)

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 red blue

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

Half-open wall with shelves 2 m

front left front rights

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

Carpet:

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

Rep 0910 black Rep 0985 light grey

Rep 9662 red Rep 0014 night blue

Cushion for bench cabinet:

Quantity

black grey red blue

System Stand GLOW

Without additional costs:

Carpet:

- | | | |
|---------------------|---------------------|---------------------|
| Rep 0985 light grey | Rep 0910 black | Rep 9662 red |
| Rep 0012 dark red | Rep 0904 light blue | Rep 0014 night blue |
| Rep 9302 pink | Rep 0007 orange | Rep 0041 green |

Wall foiling:

- | | | |
|--------------|----------------|-----------------|
| 010 white | 070 black | 032 light red |
| 030 dark red | 052 light blue | 050 dark blue |
| 041 pink | 034 orange | 062 light green |

Additionally, you can book for a fee:

Quantity

- PC lectern/cabinet***
- Shelf XL**
- Sloping shelf**
- Small sloping shelf**
- Wardrobe bar**



System Stand SMART

Quantity

- PC lectern/cabinet*
- Shelf XL
- Sloping shelf
- Small sloping shelf
- Wardrobe bar

Carpet:

Standard: Rep 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

System Stand GALLERY

Quantity

- PC lectern/cabinet*
- Counter 1.5 m*
- Counter 1.5 m, with built-in cupboard*

Quantity

- Counter 0.75 m*
- Counter 0.75 m, with built-in cupboard*

Carpet:

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

Rep 0910 black

Rep 0985 light grey

Rep 9662 red

Rep 0014 night blue

Quantity

- Cubicle 1 m x 2 m, with door

rear left

rear right

Contact person at the fair

Name

Mobile phone

Stand sign (for System Stands 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.)

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

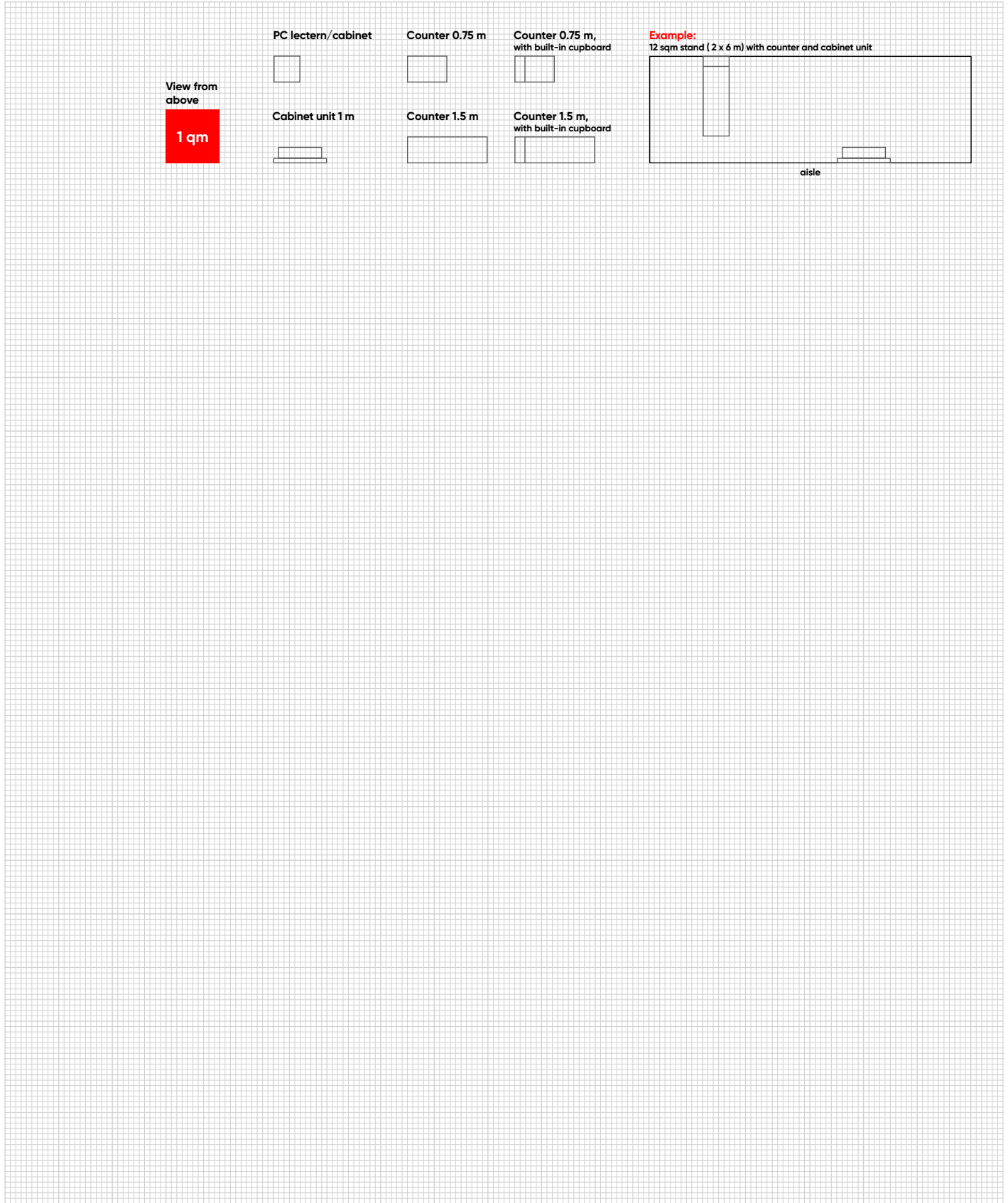
yes

no



Positioning of the equipment (System Stand)

If you have booked equipment elements marked with * on the previous pages: 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.





03 Company address

Correspondence in German English

Company name _____

Street, no. _____

Postal code, City _____

PO Box _____

PO Box postal code, City _____

Country _____

Telephone _____

E-mail _____

Website _____

VAT number _____

Telephone _____

E-mail _____

Contact person

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.

04 Access to Digital Services

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).

Exhibitor Directory

(Editing of the company's catalogue entry)

Contact person

First name _____

Surname _____

E-mail _____

Calendar of Events

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

Contact person

First name _____

Surname _____

E-mail _____

Exhibitor Ticket Portal

(Creating of exhibitor passes and other admission tickets)

Contact person

First name _____

Surname _____

E-mail _____

05 Debtor address

The invoice will be issued to the address given here.

Same as company address

Correspondence in German English

Company name _____

Street, no. _____

Postal code, City _____

PO Box _____

PO Box postal code, City _____

Country _____

Telephone _____

E-mail _____

E-mail for invoice dispatch _____

Surname _____

Contact person Will be printed on the invoice.

First name _____



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

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

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/en/vat.

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

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**.