## フランクフルト見本市 出展登録マニュアル

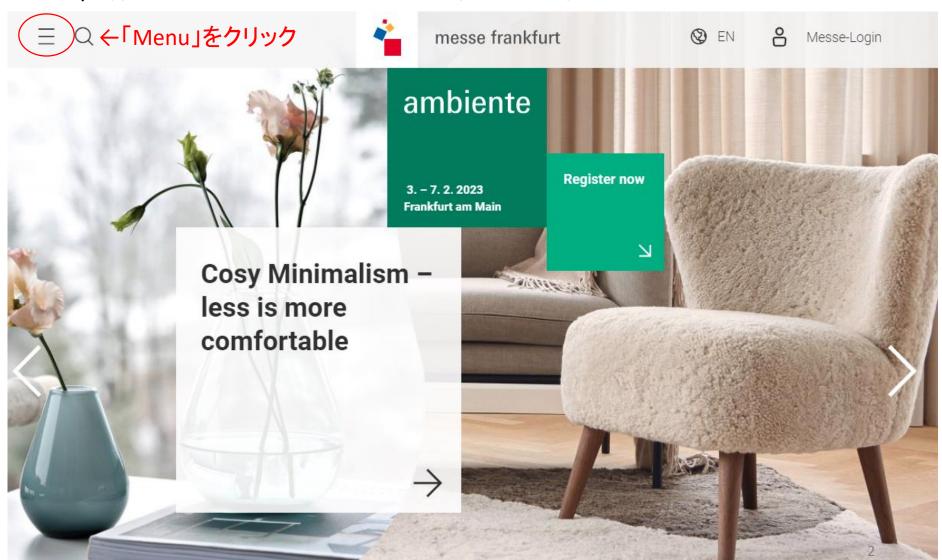
※本マニュアルの画面はサンプルです。 お手続きにあたっては 実際の画面の内容に従ってください。

作成:2022年3月

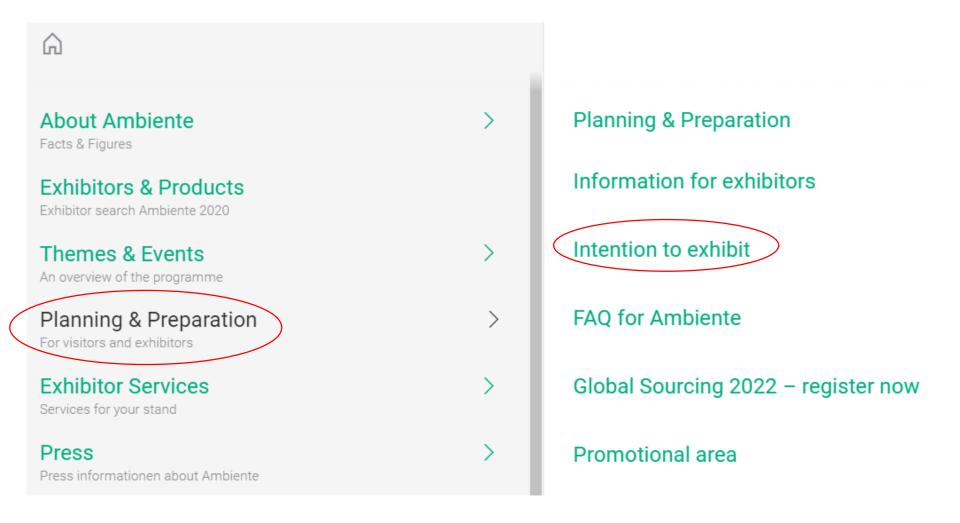
#### 該当の公式ウェブサイトへアクセス

例)Ambiente の場合

https://ambiente.messefrankfurt.com/frankfurt/en.html



#### メニューから 「Planning & Preparation」→「Intention to exhibit」を選択



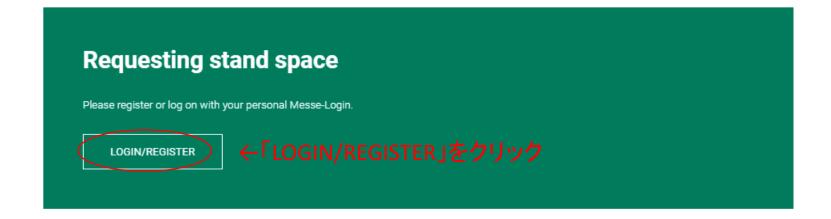


A warm welcome!

We are glad you are interested in attending Ambiente 2022.

Here you can make a non-binding request for stand space and find useful information for a successful presentation at the fair.

If you have any questions or would like more information, please feel free to contact the Messe Frankfurt show-team or our service hotline. Phone: +49 69 7575 5588





Messe-Login

## ambiente

11 – 15 February 2022 Frankfurt/Main

← Back to Corporate Website (Ambiente)

#### Login

If you already have a Messe-Login, please enter your Messe-Login details.

Email Password

Forgot password?

Login

過去にフランクフルト開催の見本市 へ出展登録をしたことのある方 (出展者情報を登録済みの方)は、 ログイン情報を入力してログイン

#### Register

Register a Messe-Login in order to use online services such as *Ambiente*. Registration is free of charge.

Register now

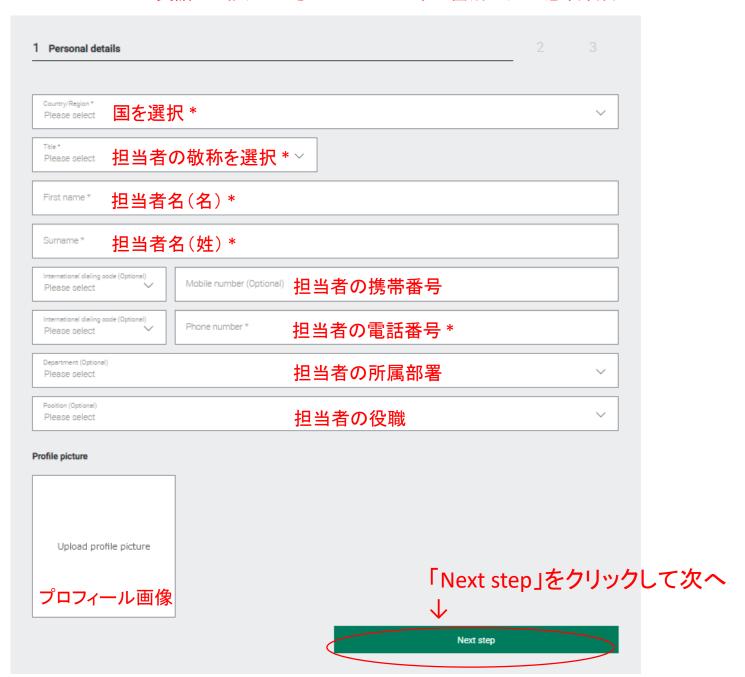
過去にフランクフルト開催の見本市 へ出展登録をしたことのない方は、 新規登録

## 過去にフランクフルト開催の見本市へ 出展登録をしたことのない方向け

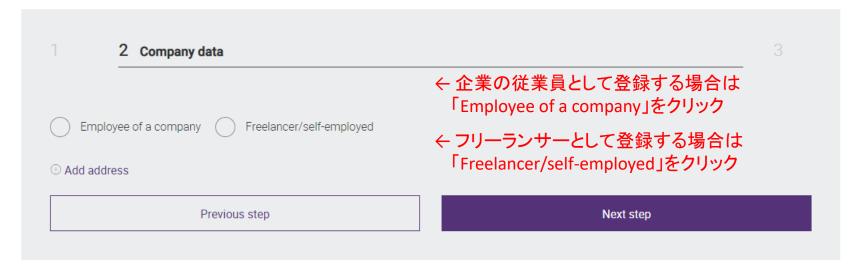
## Messe-Login 新規登録画面

※「Register now」をクリックすると次のようなページへ進みます

#### Registration ※英語でご記入ください \* 印の箇所は入力必須項目



#### Registration 会社情報の登録



All fields marked with \* are mandatory

#### 「Employee of a company」として登録する場合

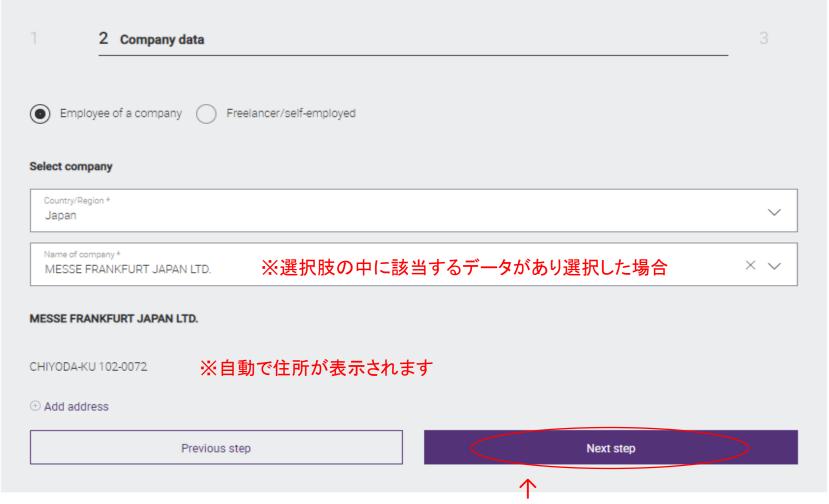
#### Registration

\* 印の箇所は入力必須項目

2 Company data		3
Employee of a company Freela	ancer/self-employed	
elect company  Country/Region * Japan		~
Name of company * Company not included in the selection? Ac	dd company.	× ^
	会社名を入力すると選択肢が表示されます	
messe frankfurt japan	• 選択肢の中に該当するデータがあれば選択	

#### 「Employee of a company」として登録する場合

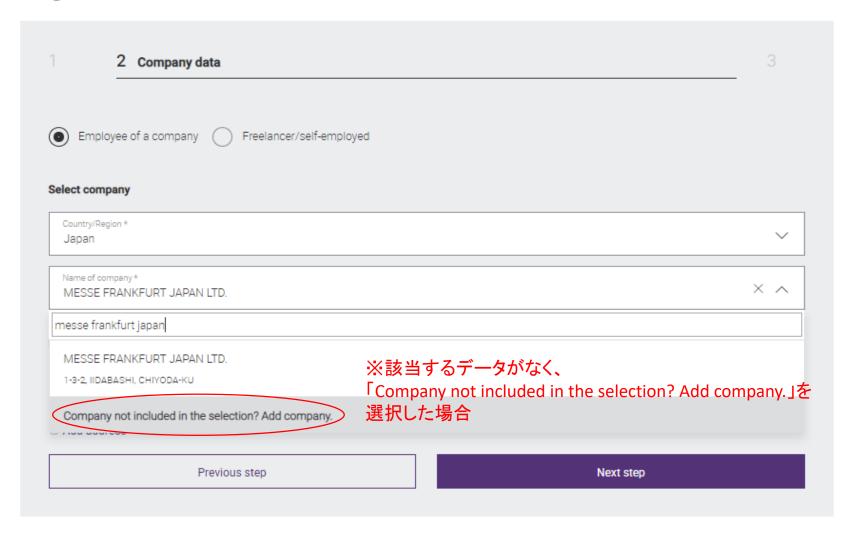
#### Registration



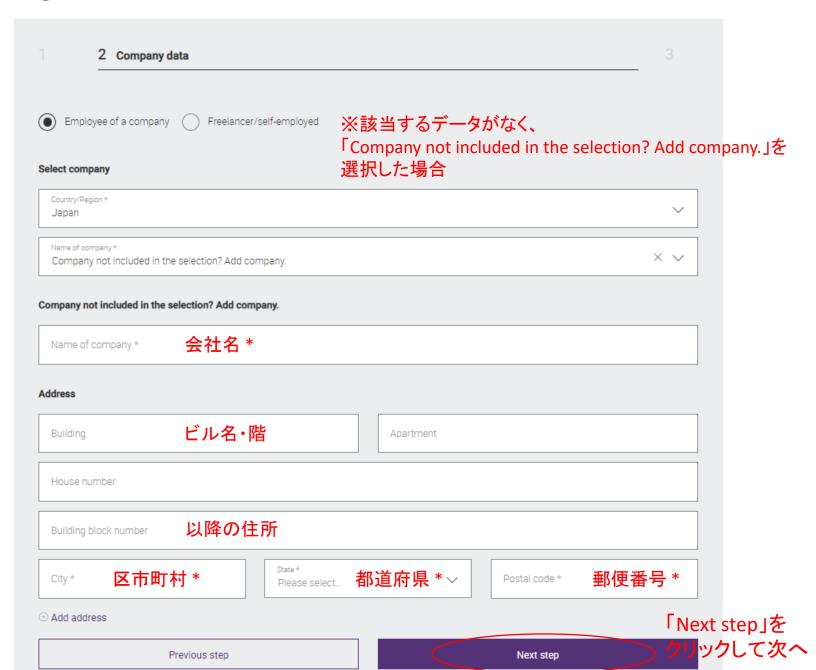
「Next step」をクリックして次へ

#### 「Employee of a company」として登録する場合

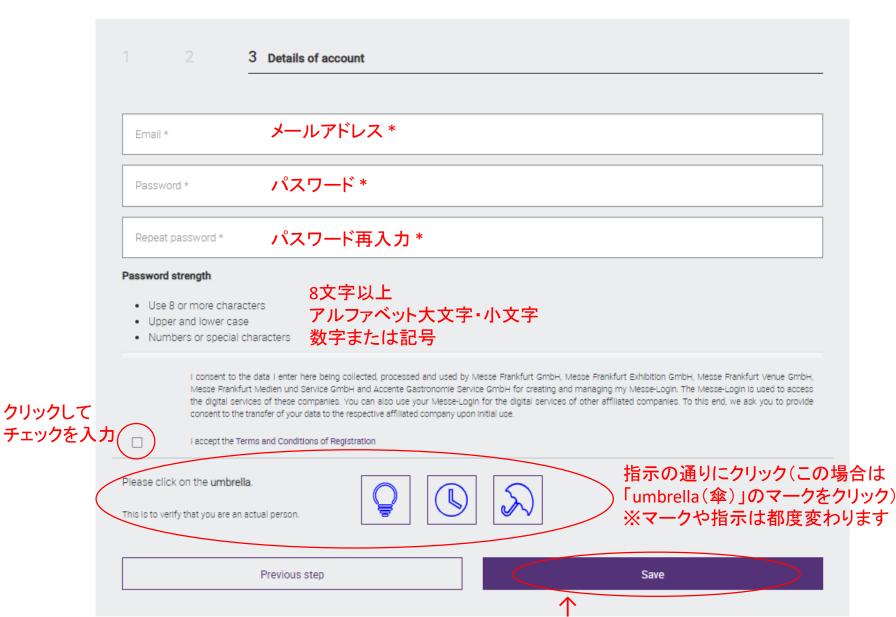
#### Registration



#### \*印の箇所は入力必須項目



#### Registration



#### 「Freelancer/self-employed」として登録する場合

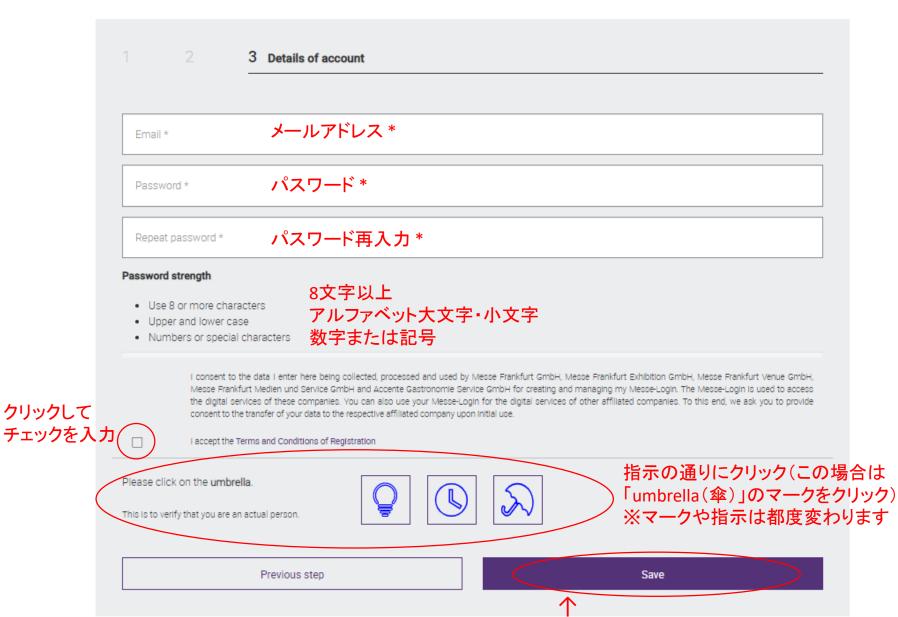
#### Registration

※英語でご記入ください

\* 印の箇所は入力必須項目

2 Company da	ta			
	Freelancer/self-employed			
Addresses				⊞ Remove address
Country/Region Japan	国			× v
Alternative company name	企業名			
Building	ビル名・階	Apartment		
House number				
Building block number	以降の住所			
City* 区市町	* State * Please select	都道府県 *	Postal code *	郵便番号*
⊕ Add address				
Pr	evious step		Next step	

#### Registration



## 登録完了後、Main contact personとして登録したメールアドレス宛てに「messe-login@messefrankfurt.com」より、以下の内容のメールが配信されます

Subject: Messe-Login: Please confirm your registration ₽ Dear Welcome-and-thank-you-for-your-interest. + + In-order-to-gain-access-to-the-various-online-services-such-as-Ambiente, you-must-confirm-your-registration-for-the-Messe-Login-with-the-email-To-activate-your-registration, please-click-on-the-following-link: + Complete registration ↓ The Messe-Login will be deleted 14 days after it is created if it is not confirmed. The confirmation link remains valid for this period. Best-regards, ·↓ Your-Messe-Login-Team-+ Messe-Frankfurt-GmbH↓ Ludwig-Erhard-Anlage-14 60327-Frankfurt-am-Main↓ www.messefrankfurt.com·↓ messe-login@messefrankfurt.com + Management: ·Wolfgang · Marzin · (Chair), · Detlef · Braun, · Uwe · Behm ↓ Frankfurt-am-Main-Local-Court-HRB-58331+

Messe-Login-is-a-service-of-Messe-Frankfurt-

## International Consumer Goods Show - Special Edition 出展登録画面

## ambiente

11 – 15 February 2022 Frankfurt/Main

← Back to Corporate Website (Ambiente) Login If you already have a Messe-Login, please enter your Messe-Login details. Password Forgot password Login 登録したメールアドレスと

パスワードでログイン

#### Register

Register a Messe-Login in order to use online services such as *Ambiente*. Registration is free of charge.

Register now

A warm welcome!

Dear Ms. Kawatsu!

We are glad you are interested in attending Ambiente 2022.

Here you can make a non-binding request for stand space and find useful information for a successful presentation at the fair.

If you have any questions or would like more information, please feel free to contact the Messe Frankfurt show-team or our service hotline. Phone: +49 69 7575 5588

#### Requesting stand space

Here you can fill in a non-binding intention to exhibit.



←「REQUESTING PARTICIPATION」をクリック

#### Overview of your intention(s) to exhibit

Here you can see all your intentions to exhibit and their processing status at a glance. If you want to check stand proposals or register co-exhibitors to one of your stands please open the related one by clicking on it.

← Back to Overview

#### **Rebooking selectlist**

Please use the data prepared for you for your intention to exhibit and adapt it if necessary.

←こちらをクリック

Take over prepared data and edit if needed

Open on four sides

✓ Stand-rental prices



#### 1. Requesting stand space

Please give us an idea of your requirements regarding size and other characteristics for your stand.

# Stand type Please tell us your desired stand. You can choose between an individual and complete stand. Individual stand Please select your desired stand type Open on one side Open on two sides Open on three sides Open on three sides

#### 

#### Interested in other services relating to Messe Frankfurt

For your company's successful presentation we shall be glad to assist you!

- Standconstruction? Furniture? Beverages? Logistics services? Please let us know about these and other services provided by Messe Frankfurt Venue GmbH, Messe Frankfurt Medien und Service GmbH and Accente Gastronomie Service GmbH.
- No, thank you. We don't need any assistance.
- 不要な場合はこちらをクリック

施工やケータリング、輸送などのサービスに ついてMesse Frankfurtグループからのご案内 を希望する場合はこちらをクリック (ご案内は各サービス担当部署から英語での 配信となります。日本語でのご案内はござい ません)

#### Type of exhibitor

- Our company will be exhibiting alone on the stand area requested.
- Our company will be exhibiting itself and will be bringing other companies as co-exhibitors (joint stand participants) to the stand area requested. NOTE: Co-exhibitors (joint stand participants) can only be registered after the intention to exhibit has been sent.
- Pure organizer: Our company will not be exhibiting itself but will be organising the presentation for one or more companies as exhibitors on the stand area requested. NOTE: The exhibiting company and/or co-exhibitors (joint stand participants) can only be registered after the intention to exhibit has been sent
- 単独出展の場合(自社のみ出展): 1番目を選択
- 自社が出展、かつ共同出展者がいる場合:2番目を選択
   ※小間位置確定後、joint-stand participants(共同出展者)の登録が必要となります
   ※共同出展者の登録は有料です
   (共同出展者分のメディアパッケージ料金が追加料金となります)
- 自社は出展せず、共同出展者のみ出展する場合:3番目を選択 ※小間位置確定後、joint-stand participants(共同出展者)の登録が必要となります ※共同出展者の登録は有料です (共同出展者分のメディアパッケージ料金が追加料金となります)

(i)

※ブースについてご要望があればご記入ください (ロケーションや出展ホールのご要望、出展可能なブースの最小・最大サイズ等)

※英語でご記入ください

#### Additional requirements

	Description (optional)	
L	//	

BACK TO OVERVIEW

「NEXT」をクリックして次のページへ →



← Back to Overview
 ✓ Stand
 2. Company
 3. Contracting party
 4. Additional Addresses
 5. Summary

## 2. Your company's profile and products

We would like to know more about your company and your products so that we can provide you with the right environment. Please give us information about the products which you wish to showcase, their manufacture, characteristic features and areas of application.

#### **Product groups**

Please state below which product groups will be presented on your exhibition space.

#### Select product groups

出展製品のカテゴリーを選択 (各カテゴリー名をクリックすると チェックボックスが表示されます)



#### **Product groups**

Please state below which product groups will be presented on your exhibition space.

#### Select product groups

DINING		~
Living (1)	各カテゴリーの中から出展製品に	^
Interior Design (1)	当てはまるものを選択	
Home concepts	Contract furnishings	
Furniture	Outdoor furniture and accessories	
Luminaires	Audio and smart home products	
✓ Home and dining accessories	Home textiles	
Carpets and rugs	Wall and floor design	
Bathroom furnishings and accessories	Room fragrances and perfumes	
Candles and accessories	Modern crafts / contemporary arts and crafts	
Genuine and designer jewellery	Publishers / associations	

#### ※英語でご記入ください

#### Principal product group

## チェックをつけた項目が表示されるので、メインの製品カテゴリーを選択

On which of your product groups do you principally focus? Please select one of the product groups you have named as your principal product group:

Home and dining accessories	~
BACK	NEXT

#### 3. Details of contract 会社情報や担当者情報の入力

Please tell us here who our contractual partner will be and give the name of the principal personal contact relating thereto.

#### Contractual partner company

Who will be our contractual partner? Please select & click in the drop-down menu and add any missing information. All details of the contractual partner are the single basis for all correspondence relating to your participation in the trade fair and the invoicing of all services provided by Messe Frankfurt in this regard (stand rental and services). Please be sure to state your full company name including the corresponding legal form as well as your Value Added Tax Number (VAT No.), or your Corporate Tax Number (CTN) - see also section 2. (3) of our General Terms and Conditions.

#### Contractual partner company

Who will be our contractual partner? Please select & click in the drop-down menu and add any missing information. All details of the contractual partner are the single basis for all correspondence relating to your participation in the trade fair and the invoicing of all services provided by Messe Frankfurt in this regard (stand rental and services). Please be sure to state your full company name including the corresponding legal form as well as your Value Added Tax Number (VAT No.), or your Corporate Tax Number (CTN) - see also section 2. (3) of our General Terms and Conditions.



#### <Contractual partner company > 「Edit」画面>



#### Tax numberについて

赤枠内の、税務署より付与されている整理番号を「Tax number」の項目にご入力ください。



#### メインコンタクト(担当者)情報の入力

#### Main contact person of contract company

-	
Please give the name here of the principal personal contact at the c	ontractual partner for all further communication.
I am the principal personal contact     Someone else is	the principal personal contact
Ms	
Communication	
Email:	
Phone number: Fax number:	・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・
Position: Department:	
Department.	



#### Main contact person of contract company

Please give the name here of the principal personal contact at the contractual partner for all further communication. I am the principal personal contact Someone else is the principal personal contact Important information: Any changes made to the data displayed will also result in your Messe-Login data being updated! Country/Region \* Japan Title \* Ms First name \* Surname \* Email \* 1) Please use a personal email address at which we can contact the registered person directly in order to send sensitive data such as a password link, if necessary. International dialing code Phone number \* +81 (JP) International dialing code Mobile number (optional) +81 (JP) International dialing code Fax number (optional) +81 (JP) Position \*

#### Managing director(会社代表者)情報の入力

Please name the managing director of the company.

#### Managing director of the contract company

● Someone else is managing director ← Main contact personと異なる場合は Same as main contact person こちらをチェック 个Main contact personと同じ場合はこちらをチェック Ms 修正する場合は「Edit」をクリック Email: Position: Edit International dialing code +81 (JP) International dialing code +81 (JP) Department \* Sales



#### Managing director of the contract company

Please name the managing director of the company. Same as main contact person Someone else is managing director Japan Title " Ms First name \* Surname ' Communication Email \* 1) Please use a personal email address at which we can contact the registered person directly in order to send sensitive data such as a password link, if necessary. (1) You have already entered this email address as your personal email address. International dialing code Phone number (optional) +81 (JP) International dialing code Mobile number (optional) +81 (JP) International dialing code Fax number (optional) +81 (JP) Position \*

#### Accounting responsible (請求関連担当者)情報の入力

※ご登録いただいたメールアドレス宛に主催者からの出展料等の請求書が送付されます。

#### Accounting responsible of contract company

For all matters regarding VAT, etc. please name an accounting responsible.

Same as main contact pe	rson	esponsible ←Main contact personと異なる場合は こちらをチェック	
Ms	_		
Email:			
Phone number:			
Fax number:		<b>ルナ</b> ナフロ	
Position:		修正する場合は「Edit」をク	リ
Department:			





### Accounting responsible of contract company

For all matters regarding VAT, etc. please name an accounting responsible. Same as main contact person Someone else is accounting responsible Country/Region \* Japan Title 8 Ms First name \* Surname\* Communication info@overseas-fairs.com ① Please use a personal email address at which we can contact the registered person directly in order to send sensitive data such as a password link, if necessary. 1 You have already entered this email address as your personal email address. International dialing code Phone number (optional) +81 (JP) International dialing code Mobile number (optional) +81 (JP) International dialing code Fax number (optional) +81 (JP) Position \* Department \*

# 4. Additional addresses

### Billing address 請求書の受け取り方法の選択・宛て先入力

How do you want to receive your invoices? Please indicate the way you want to get your invoices. Via email (pdf) or by post? IMPORTANT NOTE: If you choose email please enter only the email group address of your accounts receivables department! Essential: Please reconcile this email-address in advance with your finance department!

←Emailで請求書を受け取る場合は「via Email」を選択 ←郵送で請求書を受け取る場合は「by Post」を選択

Please name an email address for invoices. Please enter only the email group address of your accounts receivables department, e.g. invoice@companyxyz.com. (Personal names, like mike.bower@companyxyz.com will unfortunately not be accepted.) Essential: Please reconcile this email-address in advance with your finance department!

←Emailで受け取る場合、メールアドレスを入力

Please enter email address again

←Eメールアドレスを再度入力

IMPORTANT NOTE: We herewith expressely declare that all invoices of Messe Frankfurt at the Frankfurt showgrounds (Messe Frankfurt Exhibition GmbH, Messe Frankfurt Venue GmbH, Messe Frankfurt Medien und Service GmbH) shall be forwarded exclusively to the above mentioned Email address.





「Shop for Exhibitor Services」では、施工や家具、ケータリング等の各種サービスがオーダー可能です

貴社のアカウントで各種サービスをオーダーできる権限を、第三者に付与する場合は、「Add an additional person who is entitled to order services」をクリックして 担当者情報を入力

Additional attendance entitlement for one person in Shop for Exhibitor Services

Is there any other responsible who is entitled to order services in the exhibitor online shop? Please name him/her here.



BACK

「NEXT」をクリックして次のページへ →



### <「Add an additional person who is entitled to order services」をクリックした画面>

# Additional attendance entitlement for one person in Shop for Exhibitor Services

Is there any other responsible who is entitled to order services in the exhibitor online shop? Please name him/her here. X Delete additional person who is entitled to order services Country/Region \* Japan Alternative company name \* Building Apartment House number Building block number City \* Please select... Postal code \* Company email (optional) International dialing code Phone number (optional) +81 (JP) International dialing code Fax number (optional) +81 (JP)

# 5. Please check your entries 登録情報の確認

You will find here and at a glance all the information which you have entered. Please check these entries to ensure they are correct and amend them if necessary.

# ※入力情報に間違いがないかご確認ください Stand

Type of exhibitor: Pure organizer: Our company will not be

exhibiting itself but will be organising the presentation for one or more companies as exhibitors on the stand area requested. NOTE: The exhibiting company and/or co-exhibitors (joint stand participants) can only be registered after the intention to exhibit

has been sent.

Stand Open on one side

Please enter your desired stand size here.: 15 sqm

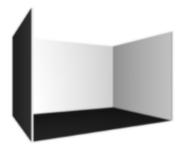
width: 5 depth: 3 Storeys: 1

Interested in other services relating to Messe Frankfurt:
Standconstruction? Furniture? Beverages? Logistics services?
Please let us know about these and other services provided by
Messe Frankfurt Venue GmbH, Messe Frankfurt Medien und
Service GmbH and Accente Gastronomie Service GmbH.

Additional requirements: We are participating in Japan Style at Hall 3..1.



### 修正する場合は「Edit」をクリック



### Contracting party

### ※入力情報に間違いがないかご確認ください



Company Main contact person Managing director Contact person accounting 修正する場合は 「Edit」をクリック

### 修正する場合は 「Edit」をクリック



#### Additional Addresses

Information on data protection in accordance with Art. 13 and 14 DS-GVO can be found here. You can find Messe Frankfurt's General Terms and Conditions

here. Art.13および14に基づく個人情報保護に関する情報、 およびメッセフランクフルトの出展規定はこちらから参照ください。

BACK

「SEND REQUEST」をクリックして出展登録完了 →



### Intention to exhibit

# Thank you very much for your request!

出展登録完了画面

← Back to overview

We appreciate your decision to present your company at the upcoming show. In the next step we will check the capabilities for a placing of your company an will contact you as soon as possible. Further information to the next steps you will find on our website by "Planning & Preparation".

# Printing your intention to exhibit

If necessary you can print the details of the intention to exhibit here.





↓ Terms and Conditions

#### Requesting an additional stand space

You need additional standspace?

REQUESTING FURTHER STAND SPACE

# 出展登録完了後、Main contact personとして登録したメールアドレス宛てに以下の内容のメールが配信されます



2022/03/31 (木) 19:19

ambiente@messefrankfurt.com

Ambiente 2023: Your intention to exhibit

Thank you very much for your intention to exhibit!

We appreciate your decision to present your company at the upcoming Ambiente 2023.

For a chronological overview of the planning process of Ambiente 2023, please see:

https://ambiente.messefrankfurt.com/content/dam/messefrankfurt-redaktion/ambiente/2023/documents/en/Ambiente\_Checkliste\_2023-englisch.pdf

You can view your intention to exhibit and its processing status at any time: <a href="https://ambiente.messefrankfurt.com/frankfurt/en/planning-preparation/intention-exhibit.html">https://ambiente.messefrankfurt.com/frankfurt/en/planning-preparation/intention-exhibit.html</a>

If you have any questions or would like more information, please feel free to give us a call or send us an email.

Best regards from Frankfurt,

Messe Frankfurt Exhibition GmbH Ambiente 2023

Your Ambiente Team

Messe Frankfurt Exhibition GmbH Ludwig-Erhard-Anlage 1 60327 Frankfurt am Main, Germany ambiente@messefrankfurt.com

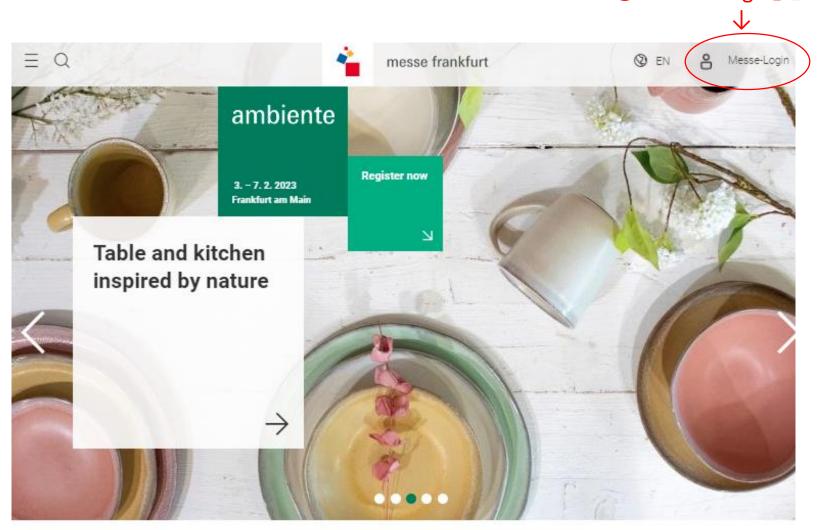
Management: Wolfgang Marzin (Chairman), Detlef Braun und Uwe Behm

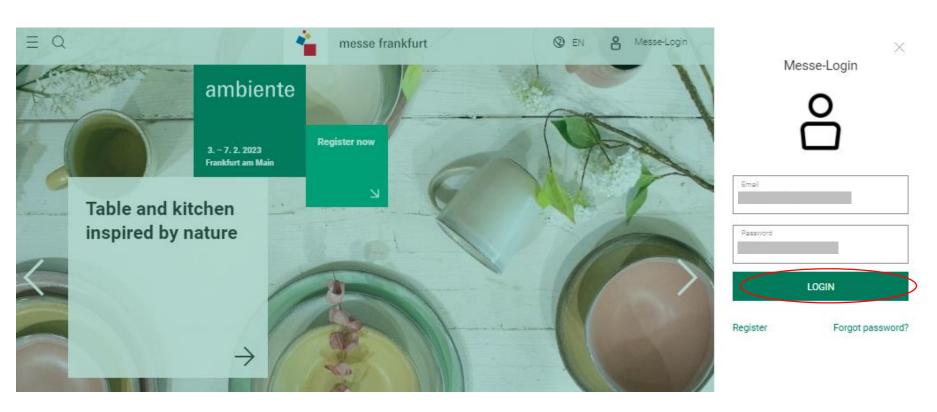
Amtsgericht Frankfurt am Main, HRB 58 331

# <出展登録済みの内容を確認する場合>

①見本市の公式ウェブサイトへアクセス

②「Messe-Login」をクリック





ログイン後、 「Intention to Exhibit to the Fair」をクリック

#### ※下へスクロールしてください

### Intention to exhibit

A warm welcome!

Dear Ms.

We are glad you are interested in attending Ambiente 2023.

Here you can make a non-binding request for stand space and find useful information for a successful presentation at the fair.

If you have any questions or would like more information, please feel free to contact the Messe Frankfurt show-team or our service hotline. Phone: +49 69 7575 5588

### Requesting stand space

Here you can fill in a non-binding intention to exhibit.

REQUESTING FURTHER STAND SPACE

# Overview of your intention(s) to exhibit

Here you can see all your intentions to exhibit and their processing status at a glance. If you want to check stand proposals or register co-exhibitors to one of your stands please open the related one by clicking on it.

Date of intention to exhibit	Name	Stand type	Hall and stand number	Status of your intentions to exhibit
31/03/2022	Messe Frankfurt Japan Ltd.	Open on one side, 15sqm		In process

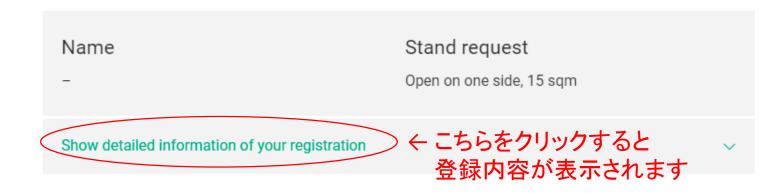
### Intention to exhibit

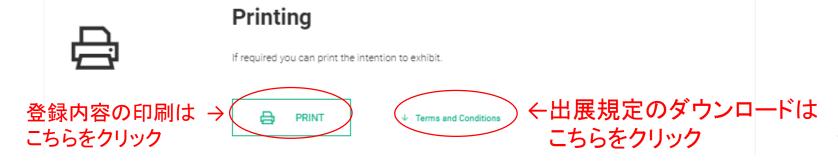
← Back to Overview

# Details of your intention to exhibit

created 31/03/2022

Here you find once more all details mentioned in your intention to exhibit and stand proposals if available. To register co-exhibitors (joint stand participants) please use the button below





### Your stand proposal

If stand space is available you will find your stand proposal here.

# Your co-exhibitor(s)

If already registered you will find your co-exhibitor(s) here.

REGISTER CO-EXHIBITOR(S)

共同出展者登録はこちら(小間位置確定後に登録可能)