

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>

The image shows a screenshot of the Ambiente Frankfurt website. At the top, there is a navigation bar with a hamburger menu icon circled in red and labeled "Menu" in red text. To the right of the menu is a search icon and the text "messe frankfurt". Further right are icons for language selection (EN) and a user profile icon labeled "Messe-Login".

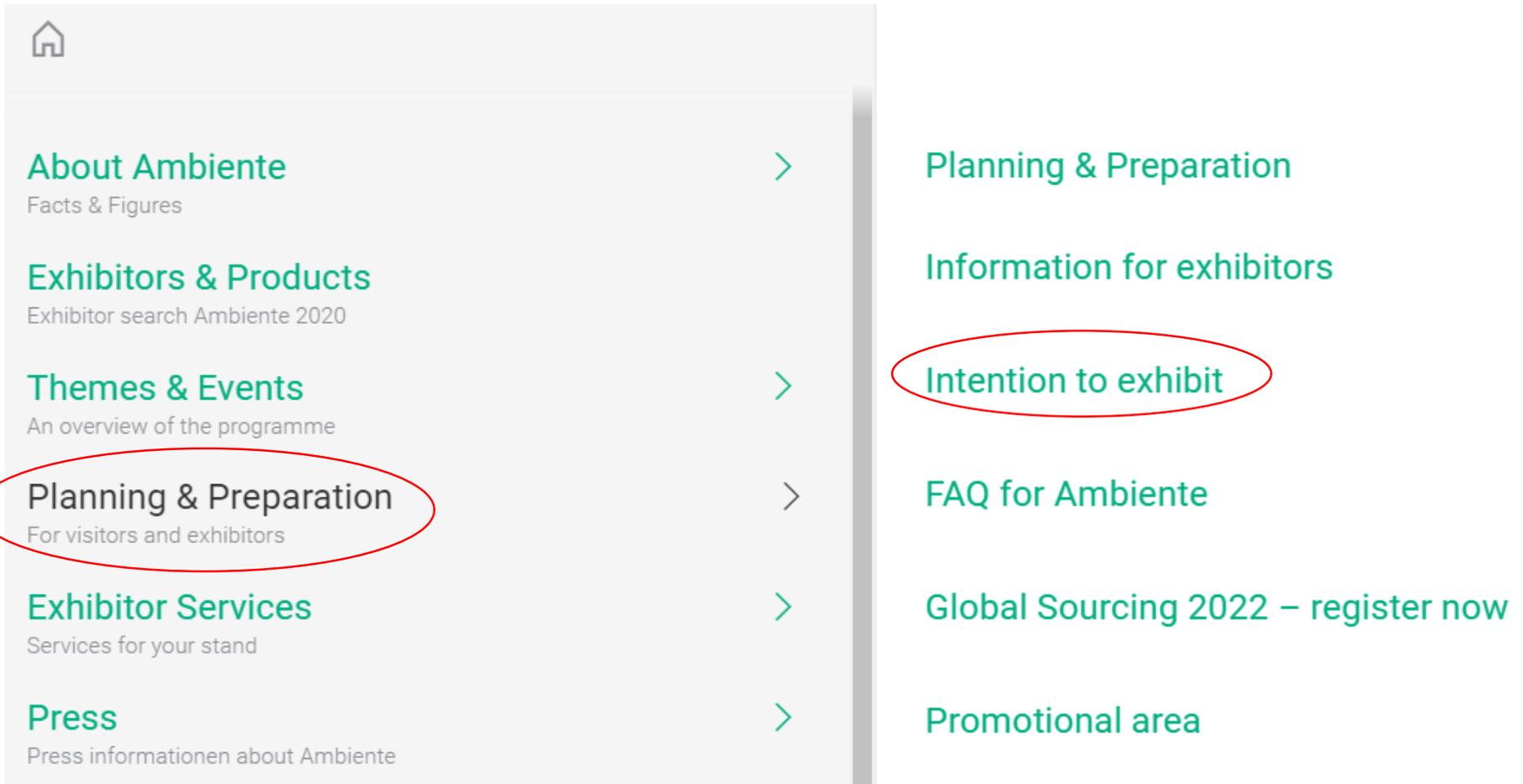
The main content area features a large green banner with the text "ambiente" in white, followed by the dates "3. - 7. 2. 2023" and the location "Frankfurt am Main". A green button with the text "Register now" and a white arrow icon is positioned to the right of the banner.

Below the banner, there is a white overlay box containing the text "Cosy Minimalism - less is more comfortable" in bold black font. The background of the website is a photograph of a modern living room with a beige armchair, a sofa, and a vase with flowers.

White arrow icons are placed around the overlay box and the "Register now" button to indicate navigation directions.

メニューから

「Planning & Preparation」→「Intention to exhibit」を選択



ambiente

Intention to exhibit

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

Requesting stand space

Please register or log on with your personal Messe-Login.

[LOGIN/REGISTER](#)

←「LOGIN/REGISTER」をクリック

ambiente

03 – 07 February 2023
Frankfurt/Main

[← Back to Corporate Website \(Ambiente\)](#)

Login

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

[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ある方

※ログインすると次のようなページへ進みます

Intention to exhibit

A warm welcome!

Dear Ms. Kawatsu!

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 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.

Intention to exhibit

[← Back to Overview](#)

Rebooking selectlist

In the first step please choose "Reuse data from last edition" and edit details if needed.

Stand type

Company

Booth location
previous event

0

Messe Frankfurt Japan
Ltd.

Reuse data from last
edition and edit if
needed

↑前回のデータを使用して登録する場合は
こちらをクリック

Intention to exhibit

← Back to Overview

1. Stand

2. Company

3. Contracting party

4. Additional Addresses

5. Summary

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

↓ ご希望の出展形態を選択してください。

-Individual stand: スペースのみ

-Complete stand: 施工装飾付きのパッケージ

Please select your desired stand type

- Open on one side
- Open on two sides
- Open on three sides
- Open on four sides

←ご希望の開放面数を選択

[↗ Stand-rental prices](#)

Define size of stand

Please enter your desired total size (sqm) or select "WIDTH / DEPTH" to specify the desired dimensions. The minimum stand size is 9 sqm.

width 5	depth 3	SQM	WIDTH / DEPTH	= 15 sqm
------------	------------	-----	---------------	----------

←ご希望のブースサイズを入力

Interested in other services relating to Messe Frankfurt

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

- Standoconstruction? 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. (i)
 - 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. (i)
-

- 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)

※ 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)

BACK TO OVERVIEW

「NEXT」をクリックして次のページへ →

NEXT

Intention to exhibit

← 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

DINING



Living



Giving



Working



出展製品の 카테고리 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
当てはまるものを選択

Interior Design (1)

- Home concepts
- Furniture
- Luminaires
- Home and dining accessories
- Carpets and rugs
- Bathroom furnishings and accessories
- Candles and accessories
- Genuine and designer jewellery

- Contract furnishings
- Outdoor furniture and accessories
- Audio and smart home products
- Home textiles
- Wall and floor design
- Room fragrances and perfumes
- Modern crafts / contemporary arts and crafts
- 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:

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.



出展企業情報をプルダウンより選択



修正する場合は「Edit」をクリック



< Contractual partner company > 「Edit」画面 >

Messe Frankfurt Japan Ltd. ▼		
Country/Region * Japan ▼		
Name of company * [Redacted]		
Recipient company [Redacted]		
Postal code [Redacted]	Prefecture Please select... ▼	City * [Redacted]
Street [Redacted]		Address number [Redacted]
Building [Redacted]		
※「Tax number」(納税整理番号) 詳細は次ページをご確認ください		
Tax number * [Redacted]		
<input type="checkbox"/> Exempt business. (The company does not have a VAT ID number / no corporation tax or sales tax number).		
Parent company (optional) [Redacted]		
Communication		
Company email (optional) [Redacted]		
International dialing code +81 (JP) ▼	Phone number (optional) [Redacted]	
International dialing code +81 (JP) ▼	Fax number (optional) [Redacted]	
Website (optional) [Redacted]		

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。

国税 取納金 資金 (納付書) 報酬・料金等の 所得税徴収高計算書 報 領収済通知書

整理番号: 32319 平成 年度: 税務署名: 麹町 税務署番号: 00031017 税務署使用欄: 110

整理番号: [Red Box]

コード	区	分									
01			07			31					
05			08			41					
06			21								

納期等の区分
平成 年 月

支払分源泉所得税

証券受領 日印 留機

内 証券受領 円
証券番号
振出人

(領収日付印)

◎ 合計額の金額頭部には必ず「¥」字を枠の中に記載してください。

◎ この用紙は直接機械で処理しますので汚したり折り曲げたりしないでください。

左記の合計額を領収しました。

住所 (所在地) (電話番号) 氏名 (名称) 様 (当中) 摘要

本税 延滞税 合計額

あて先

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 contractual partner for all further communication.

I am the principal personal contact Someone else is the principal personal contact

Ms

Email:
Fax number:
Position:
Department:

修正する場合は「Edit」をクリック

Edit

International dialing code
+81 (JP)



Phone number *

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 *

 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
+81 (JP)

Phone number *

International dialing code
+81 (JP)

Mobile number (optional)

International dialing code
+81 (JP)

Fax number (optional)

Position *

<「Edit」画面>

Managing director of the contract company

Please name the managing director of the company.

Same as main contact person Someone else is managing director

Country/Region *
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
+81 (JP)

Phone number (optional)

International dialing code
+81 (JP)

Mobile number (optional)

International dialing code
+81 (JP)

Fax number (optional)

Position *

Department *

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 person Someone else is accounting responsible

↑Main contact personと同じ場合はこちらをチェック

←Main contact personと異なる場合は
こちらをチェック

Ms

Email:

Fax number:

Position:

Department:

修正する場合は「Edit」をクリック

Edit

International dialing code

+81 (JP)



Phone number (optional)

<「Edit」画面>

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 *
Ms

First name *

Surname *

Communication

Email *
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.

② You have already entered this email address as your personal email address.

International dialing code
+81 (JP)

Phone number (optional)

International dialing code
+81 (JP)

Mobile number (optional)

International dialing code
+81 (JP)

Fax number (optional)

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!

via Email by Post

←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 expressly 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.

↑
クリックして✓を入力

「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.

[+](#) Add an additional person who is entitled to order services

BACK

「NEXT」をクリックして次のページへ →

NEXT

<「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.

 Delete additional person who is entitled to order services



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

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

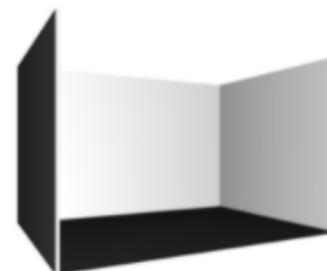
Open on one side
Please enter your desired stand size here.: 15 sqm
width: 5
depth: 3
Storeys: 1

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.

 Edit

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

 Edit

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

 Edit

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 →

SEND REQUEST

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.

登録内容を印刷する場合はこちらをクリック



[↓ 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

宛先

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: <https://ambiente.messefrankfurt.com/frankfurt/en/planning-preparation/intention-exhibit.html>

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

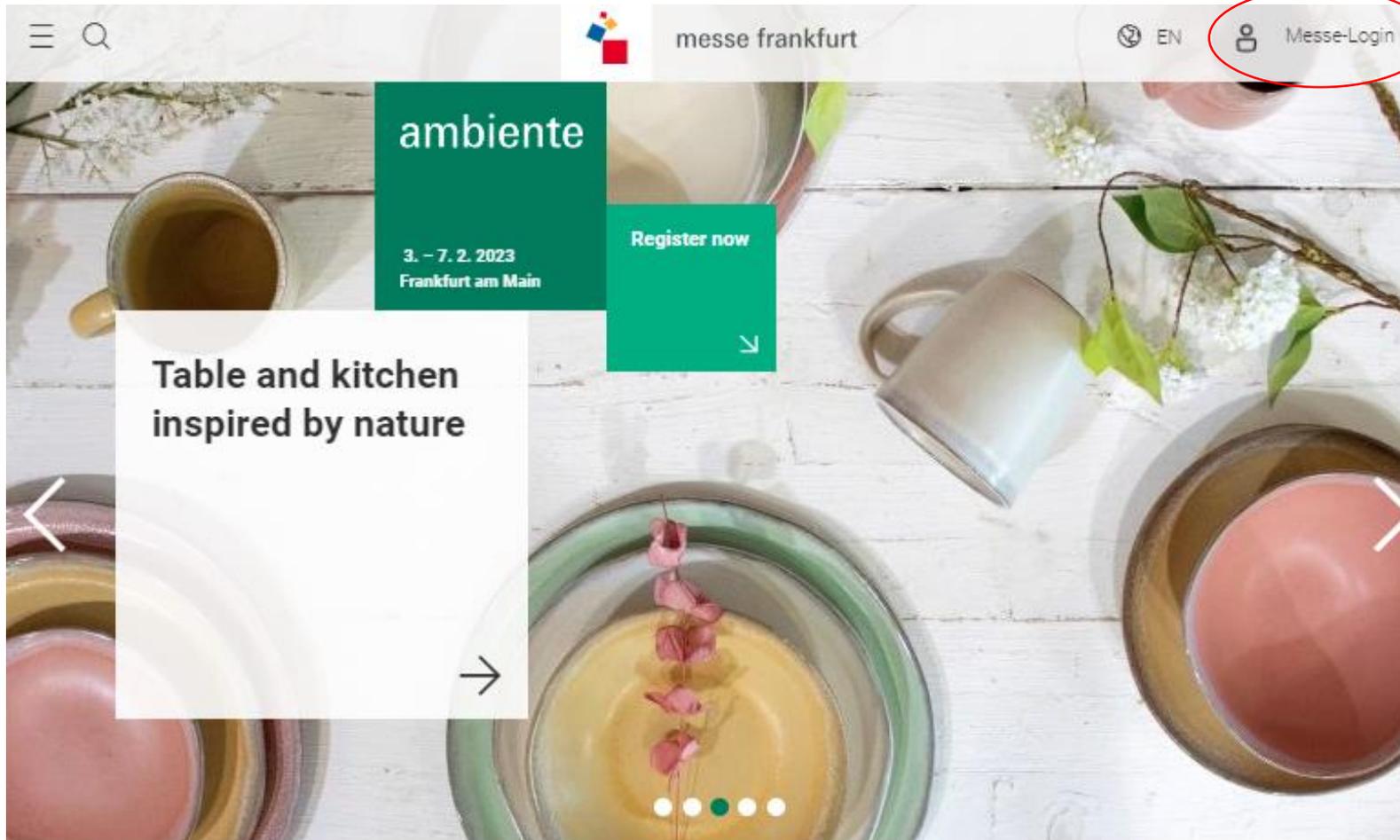
Management:
Wolfgang Marzin (Chairman),
Detlef Braun und Uwe Behm

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



③ログイン情報を入力して「LOGIN」をクリック



Messe-Login

LOGIN

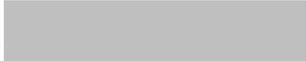
[Register](#) [Forgot password?](#)

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

こちらをクリック

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.

Name	Stand request
-	Open on one side, 15 sqm
Show detailed information of your registration ← こちらをクリックすると登録内容が表示されます ▼	



Printing

If required you can print the intention to exhibit.

登録内容の印刷は → [PRINT](#) ← 出展規定のダウンロードはこちらをクリック

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)