

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。

更新日：2024年3月

該当の公式ウェブサイトへアクセス

例) Ambiente の場合

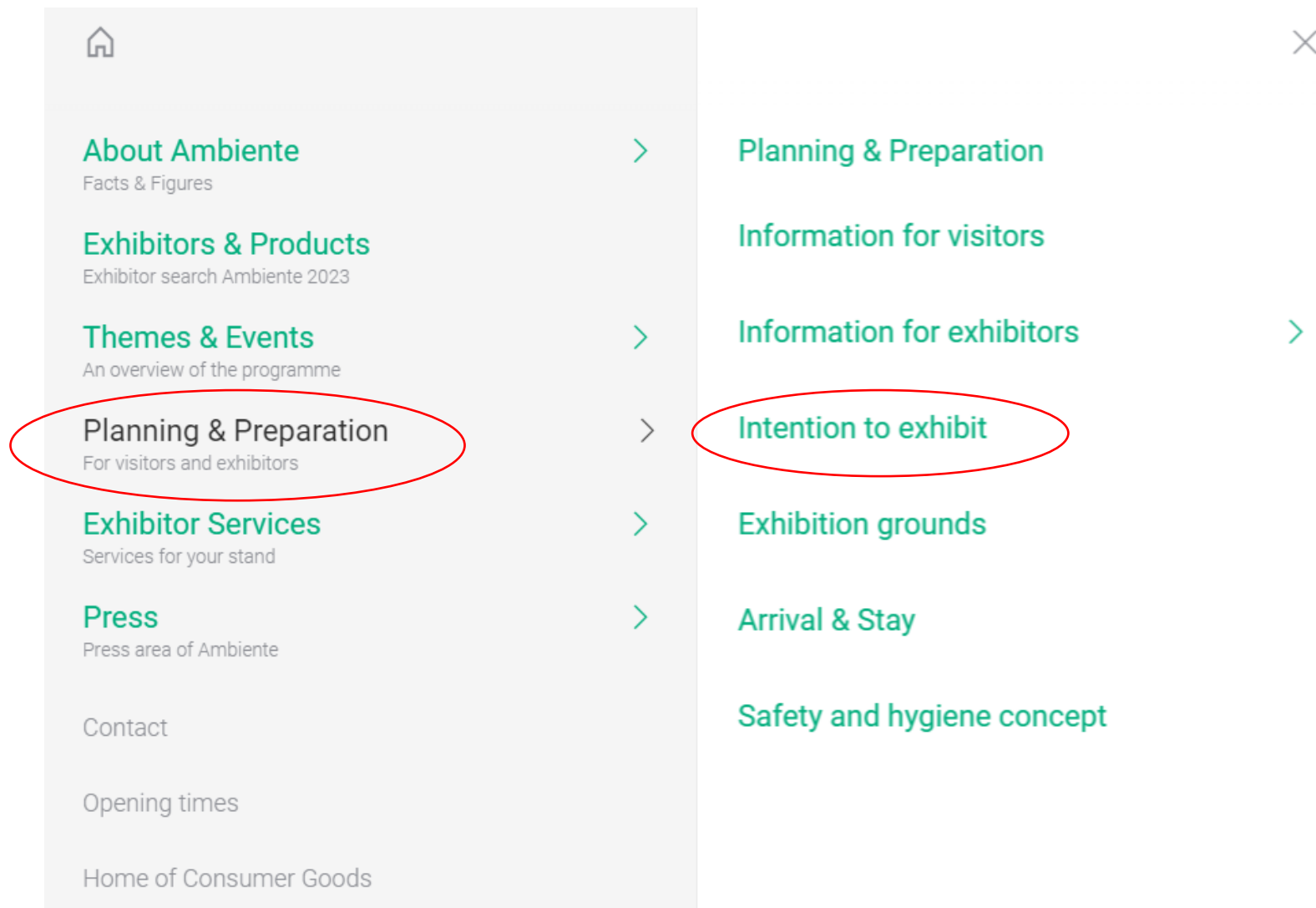
<https://ambiente.messefrankfurt.com/frankfurt/en.html>

The screenshot shows the top navigation bar of the Ambiente website. On the left, a hamburger menu icon (three horizontal lines) is circled in red, with a red arrow pointing to it and the text 「Menu」をクリック. To the right of the menu is a search icon. Further right is the Messe Frankfurt logo, which consists of a stylized 'M' made of four colored squares (blue, red, yellow, green). To the right of the logo is the text 'messe frankfurt'. On the far right of the navigation bar are two icons: a globe icon with 'EN' next to it, and a person icon with 'Messe-Login' next to it.

The main content area features a large orange and green background. In the center, the word 'ambiente' is written in white on a dark green rectangular background. Below it, the dates '7 - 11.2.2025' and the location 'Frankfurt am Main' are displayed. To the right of this text is a dark green button with the text 'Register now' and a white downward-pointing arrow. In the lower-left quadrant, a white box contains the text 'Secure your place! All information for exhibitors' and a white right-pointing arrow.

メニューから

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





messe frankfurt

EN

Messe-Login

ambiente

Intention to exhibit

A warm welcome!

We are glad you are interested in attending Ambiente 2025.

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



Customer Center



LOGIN

Register

Forgot password?

↑「LOGIN」をクリック

Messe-Login


[← Back to the website](#)

Login

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

Email

Password

[Forgot password?](#)

Login

Register

Register a Messe-Login to be able to use all trade fair services.

Registration is free.

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、こちらから新規登録

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(Messe-loginアカウントをお持ちの方)は、こちらからログイン

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新規の方

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

Account details

Country/Region

Great Britain and Northern Ireland

国名を選択



Title

Please select...

担当者の敬称を選択



First name

John

担当者名(名)

Surname

Sample

担当者名(姓)

Email

info@overseas-fairs.com

担当者のメールアドレス

Password

.....

パスワードの設定



Repeat password



The data you provide here will be processed by Messe Frankfurt GmbH, Messe Frankfurt Exhibition GmbH, Messe Frankfurt Venue GmbH, Messe Frankfurt Medien und Service GmbH and Accente Gastronomie Service GmbH for the purpose of creating and managing your Messe-Login. The Messe-Login is used to access the digital services of these companies. You can also use your Messe-Login for the digital services of other affiliated companies. Before your data is transferred to another affiliated company for the first time for this purpose, we will inform you of this.

The [Registration Conditions](#) of Messe Frankfurt apply to registration.

↓「Register」をクリックして次へ

Register

登録したメールアドレス宛に、6桁のコンファメーションコードが送付されます

From: **Messe-Login** <no-reply@login-messefrankfurt.com>

日付: 2024年3月8日(金) 13:08

件名: Messe-Login: Confirm your action

To: 

Hello,

You need to enter a confirmation code to complete the process. Your code is:



Best regards,
Your Messe-Login Team

--

Messe Frankfurt GmbH
[Ludwig-Erhard-Anlage 1](#)
[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 provided by Messe Frankfurt

6桁のコンファメーションコードを入力後、「Complete registration」をクリック

Registration

Verification of account

Your data has been successfully submitted. We have sent you an email to [redacted] with a confirmation code. Please enter the code to complete the registration.

Confirmation code

Haven't received an email? [Resend email.](#)

Complete registration

個人情報データの取り扱いに関するご意向の確認

Registration

You have confirmed your Messe-Login. This can be used for an unlimited period of time. You can now complete your profile.

Receipt of personalised info services

To keep you up-to-date, we will send you information about our events, such as announcements about the next event, themes & events trends planning & preparing your visit to the fair Special offers and services for you Events of interest by the Messe Frankfurt Group We would like to contribute to your business success and help you make new business contacts. We, the [Messe Frankfurt Group](#) and our [official representation](#) for your home country, would like to inform you specifically about our events, products and offers. In addition, we would like to inform you about offers from sponsors of the event you are attending as well as from exhibitors and companies which match the industry. For this purpose, Messe Frankfurt Exhibition GmbH will transmit the data you enter below (title, title, name and contact details) exclusively within the Messe Frankfurt group of companies and to the official representative for your home country.

- I consent to the processing of my data for the above-mentioned purposes.
- In addition, I consent to receiving information through personalised emails. This includes the analysis of my email opening and clicking behaviour and the generation of a usage profile.

You have the right to revoke or adjust your consent at any time with effect for the future. To do so, use the unsubscribe link in your email or contact us at privacy@messefrankfurt.com. Further information according to Art. 13 and 14 DS-GVO please find at [Privacy Policy](#).

上記の内容を確認後、
こちらをクリックして出展登録ページへ →

Go to the website

Intention to exhibit

A warm welcome!

Dear [REDACTED]

We are glad you are interested in attending Ambiente 2025.

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 STAND SPACE](#)

← 「REQUESTING STAND SPACE」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

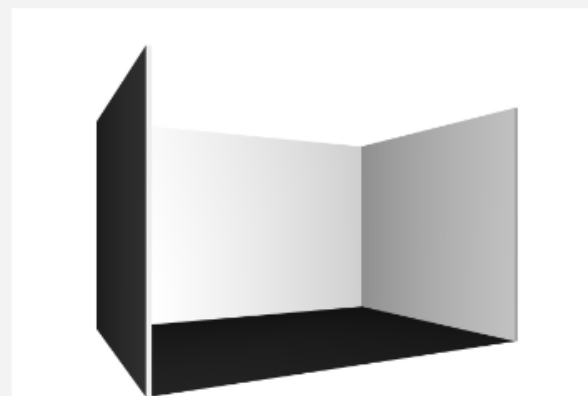
-Individual stand: スペースのみ

-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



Please choose the desired number of storeys here.

One storey (ground floor)

Two storeys (with upper-storey area, subject to charge*) ← 2階建ての小間をご希望の方のみこちらにチェックしてください
(追加料金が課金されます)

* IMPORTANT NOTE: Two-storey construction involves additional costs per sqm of overbuilt area in accordance with the current price list, plus additional costs for safety inspections, such as static equilibrium, fire safety, etc.

Define size of stand

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

Please enter your desired stand size here.

SQM

WIDTH / DEPTH

←ご希望の小間サイズを入力

Interested in other services relating to Messe Frankfurt

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

- 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.

↑
ブース施工やケータリング、輸送などのサービスについて、
主催者である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)

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
※出展登録完了後、Co-exhibitor(共同出展者)の登録が別途必要です。
※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
※出展登録完了後、Co-exhibitor(共同出展者)の登録が別途必要です。
※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)

※必ず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



Digital services & solutions



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
当てはまるものを選択

Interior Design (1)

- | | |
|---|---|
| <input type="checkbox"/> Home concepts | <input type="checkbox"/> Contract furnishings |
| <input type="checkbox"/> Furniture | <input type="checkbox"/> Outdoor furniture and accessories |
| <input type="checkbox"/> Luminaires | <input type="checkbox"/> Audio and smart home products |
| <input checked="" type="checkbox"/> Home and dining accessories | <input type="checkbox"/> Home textiles |
| <input type="checkbox"/> Carpets and rugs | <input type="checkbox"/> Wall and floor design |
| <input type="checkbox"/> Bathroom furnishings and accessories | <input type="checkbox"/> Room fragrances and perfumes |
| <input type="checkbox"/> Candles and accessories | <input type="checkbox"/> Modern crafts / contemporary arts and crafts |
| <input type="checkbox"/> Genuine and designer jewellery | <input type="checkbox"/> Publishers / associations |



Principal product group

主たる出展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



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「NEXT」をクリックして次のページへ →

NEXT

Brands and/or trademarks

Here you can name the brands and/or trademarks which you sell.

ブランド名や商標名を入力 ※任意

(optional)

Description

出展製品の詳細を入力 ※任意

Here you can describe your products in more detail, so when planning the arrangement of the halls we can find the best possible location in which to place you.

(optional)

Further information about your company

You may like to give us some further information about your company.

Association membership **加盟している関連協会団体名を入力 ※任意**

If your company is a member of a trade or professional association, you may wish to give its name here.

(optional)

Other shows

出展を予定している他見本市名を入力 ※任意

Your company is exhibiting at other trade-fairs as well? Here you can list them.

(optional)

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「NEXT」をクリックして次のページへ →

NEXT

3. Details of contract

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

会社情報や担当者情報の入力

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.

My company is the contractual partner Another company is the contractual partner

Country/Region *
Japan

Name of company *
Please enter at least 3 characters.

会社名を入力すると選択肢が表示されます

- 選択肢の中に該当するデータがあれば選択
- 該当するデータがなければ

「Company not included in the selection? Add company.」を選択

My company is the contractual partner Another company is the contractual partner

MESSE FRANKFURT JAPAN LTD.

Name of company:

Address:

Website:

Tax number *

←「Tax number」(納税整理番号)を入力 ※次頁参照

Exempt business. (The company does not have a VAT ID number / no corporation tax or sales tax number).

Parent company (optional)

Communication

Company email (optional)

International dialing code

+81



Phone number (optional)

International dialing code

+81



Fax number (optional)

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。

国税収納金 (納付書) 報酬・料金等の所得税徴収高計算書 領収済通知書

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

整理番号: [Red Box]

コード	区分	コード	区分	コード	区分	コード	区分
01	原稿料、著作権の使用料、放送謝金等※	07	芸能人の役務の提供を内容とする事業を行う個人の報酬・料金	31	広告宣伝のための賞金		
05	外交員等の報酬・料金※	08	ホステス等の報酬・料金	41	公的年金等		
06	映画、演劇の俳優等の報酬・料金※	21	役務提供についての契約金				

納期等の区分
平成 年 月
支払分源泉所得税

証券受領 日取用印

内証券受領 証券番号 振出人 円

(領収日付印)

本税
延滞税
合計額

◎ 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

あて先

担当者情報の確認

Main contact person of contract company

Please name the main personal contact of the contractual partner for ALL further communication regarding the planning and preparation of your trade show appearance. IMPORTANT: Please note that only the contact person specified here will have access to the registration information.

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

Ms

Communication

Email:

修正する場合は「Edit」をクリック

Edit

International dialing code

+81



Phone number *

03-3262-8444

Position *

Employee



Department *

Sales



■ Managing director (会社代表者) 情報の入力

Managing director of the contract company

Please name the managing director of the company.

- Same as main contact person Someone else is managing director ← **Main contact personと異なる場合はこちらをチェックして、担当者情報を入力**
-

■ 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と異なる場合はこちらをチェックして、担当者情報を入力**
-

■ マーケティング/PR担当者情報の入力

Contact person marketing/ PR of contract company

Please name the responsible contact person for marketing/ PR of your company.

- Same as main contact person Someone else is accounting responsible ← **Main contact personと異なる場合はこちらをチェックして、担当者情報を入力**
-

4. Additional addresses

Billing address 請求書の受け取り方法の選択・送付先の入力

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」を選択し、メールアドレスを入力
- 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.)

Email address for invoices

Please enter email address again

Email address for invoices

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.

↑ 内容を確認しチェックを入れる

[+](#) Add an additional contact for billing

「Shop for Exhibitor Services」は、ブース施工や家具、駐車券、ケータリング等の各種サービスがオーダーいただくためのポータルサイトです

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

<「Shop for Exhibitor Services」のオーダー権限付与の登録ページ>

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

Communication

International dialing code Please select	Phone number (optional)
---	-------------------------

International dialing code Please select	Mobile number (optional)
---	--------------------------

International dialing code Please select	Fax number (optional)
---	-----------------------

Business information

5. Please check your entries

登録内容の確認

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



 Edit

修正する場合は「Edit」をクリック

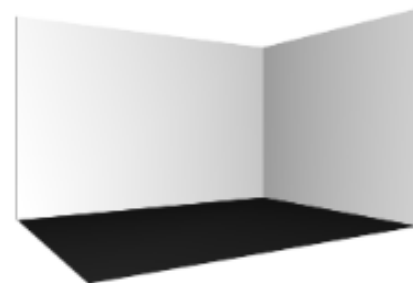
Stand

Open on two sides

Please enter your desired stand size here.: 15 sqm

Storeys: 1

Additional requirements:



Company

 Edit

Product groups

Porcelain (Principal product group)

Ceramics

Glass

Furniture

Additional product information

Additional information

修正する場合は
「Edit」をクリック

※入力情報に間違いがないかご確認ください

Contracting party

 Edit

Company

Main contact person

Managing director

Contact person accounting

修正する場合は
「Edit」をクリック

 Edit

Additional Addresses

Billing e-mail-address

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](#).

DS-GVO第13条、第14条に基づくデータ保護に関する情報
およびMesse Frankfurt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

Thank you very much for your request!

[← 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


↓ 共同出展者の登録はこちら

CO-EXHIBITOR APPLICATION

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。

件名： <見本市名>: Your intention to exhibit for <<貴社名>>

Ambiente 2025: Your intention to exhibit for Messe Frankfurt Japan Ltd.

 ambiente@messefrankfurt.com
宛先 [redacted]

Dear [redacted]

Thank you very much for your intention to exhibit! We appreciate your decision to present your company, Messe Frankfurt Japan Ltd., at the upcoming Ambiente.

For more information on the planning process of Ambiente 2025, you can visit our website or click [here](#).

You can view your intention to exhibit and its processing status [here](#) at any time. Please be aware that only the main contact, Ms Yoko Kawatsu, can view the intention to exhibit and register co-exhibitors.

If you have any questions or would like more information, please feel free to give us a call or send us an email. For faster processing, please keep the following reference number at hand: [redacted].

Best regards from Frankfurt,

Messe Frankfurt Exhibition GmbH
Ambiente 2025

Your Ambiente Team

-

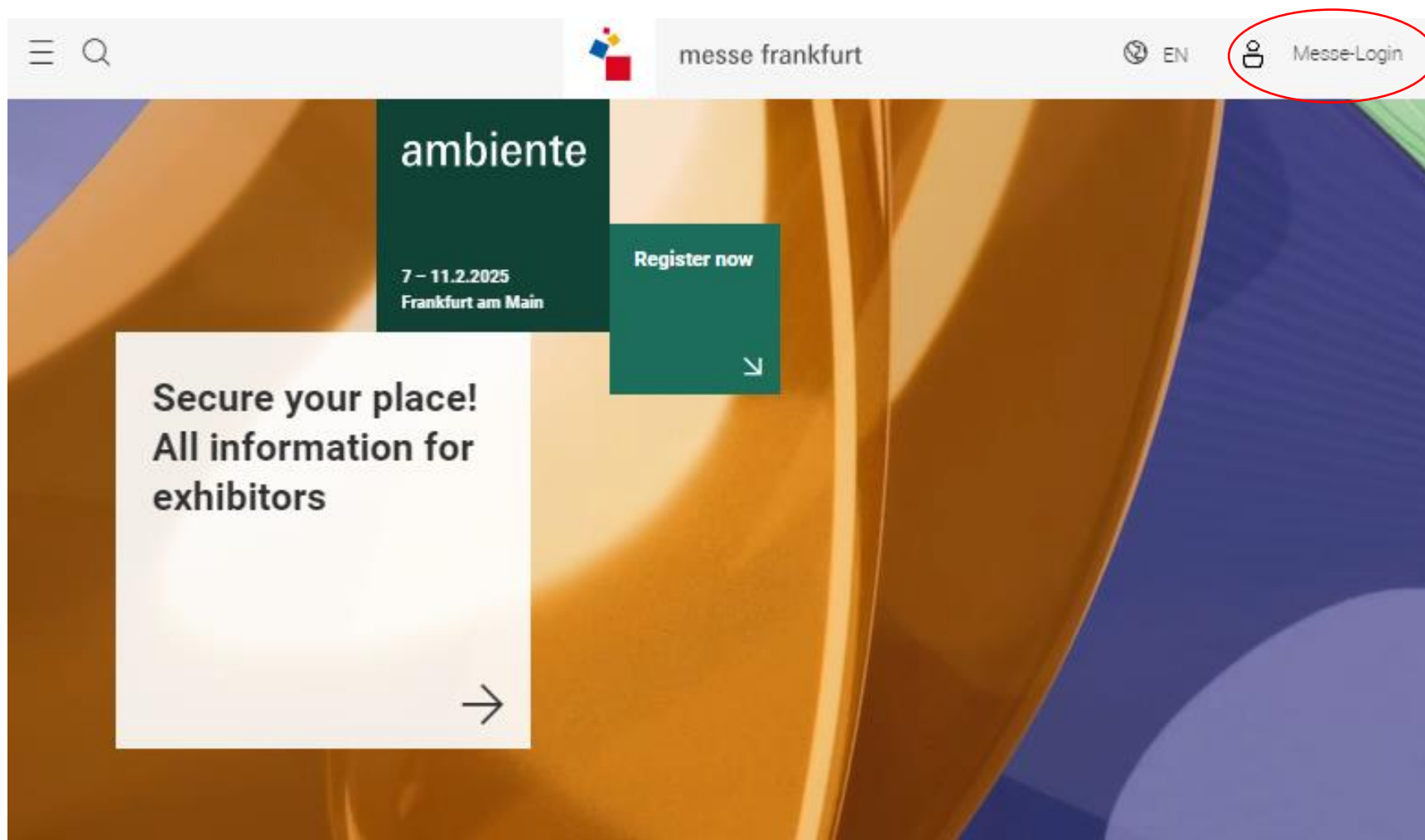
Messe Frankfurt Exhibition GmbH Ludwig-Erhard-Anlage 1 60327 Frankfurt am Main, Germany ambiente@messefrankfurt.com

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方法>

見本市の公式ウェブサイトへアクセスし、「Messe-Login」にログイン



The screenshot shows the website for 'messe frankfurt' with a navigation bar at the top. The main content area features a large banner for 'ambiente' with dates '7 - 11.2.2025' and location 'Frankfurt am Main'. A 'Register now' button is visible. A callout box on the left says 'Secure your place! All information for exhibitors'. On the right, a 'Customer Center' sidebar is open, displaying a user profile icon and options: 'Manage profile', 'Log out', 'MY WATCH LIST', and a section for 'For Exhibitors'. The 'Intention to Exhibit' link is circled in red. Below this are links for 'Invite Visitors', 'Create Exhibitor Passes', 'Media Package Manager', and 'Shop for Exhibitor Services'. A 'For Visitors' section is also visible at the bottom of the sidebar.

Customer Center

Manage profile

Log out

MY WATCH LIST

For Exhibitors

Intention to Exhibit

Invite Visitors

Create Exhibitor Passes

Media Package Manager

Shop for Exhibitor Services

For Visitors

「Intention to Exhibit」をクリック



messe frankfurt

EN



ambiente

Intention to exhibit

A warm welcome!

※下へスクロールしてください

Dear [REDACTED]

We are glad you are interested in attending Ambiente 2024.

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

Intention to exhibit

A warm welcome!

Dear Ms. Kawatsu!

We are glad you are interested in attending Ambiente 2025.

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
05/03/2024		Open on two sides, 15 sqm		In process


← [こちらをクリック](#)

Details of your intention to exhibit

created 05/03/2024

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 two sides, 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

【出展登録に関するお問い合わせ】

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