

フランクフルト見本市 出展登録マニュアル

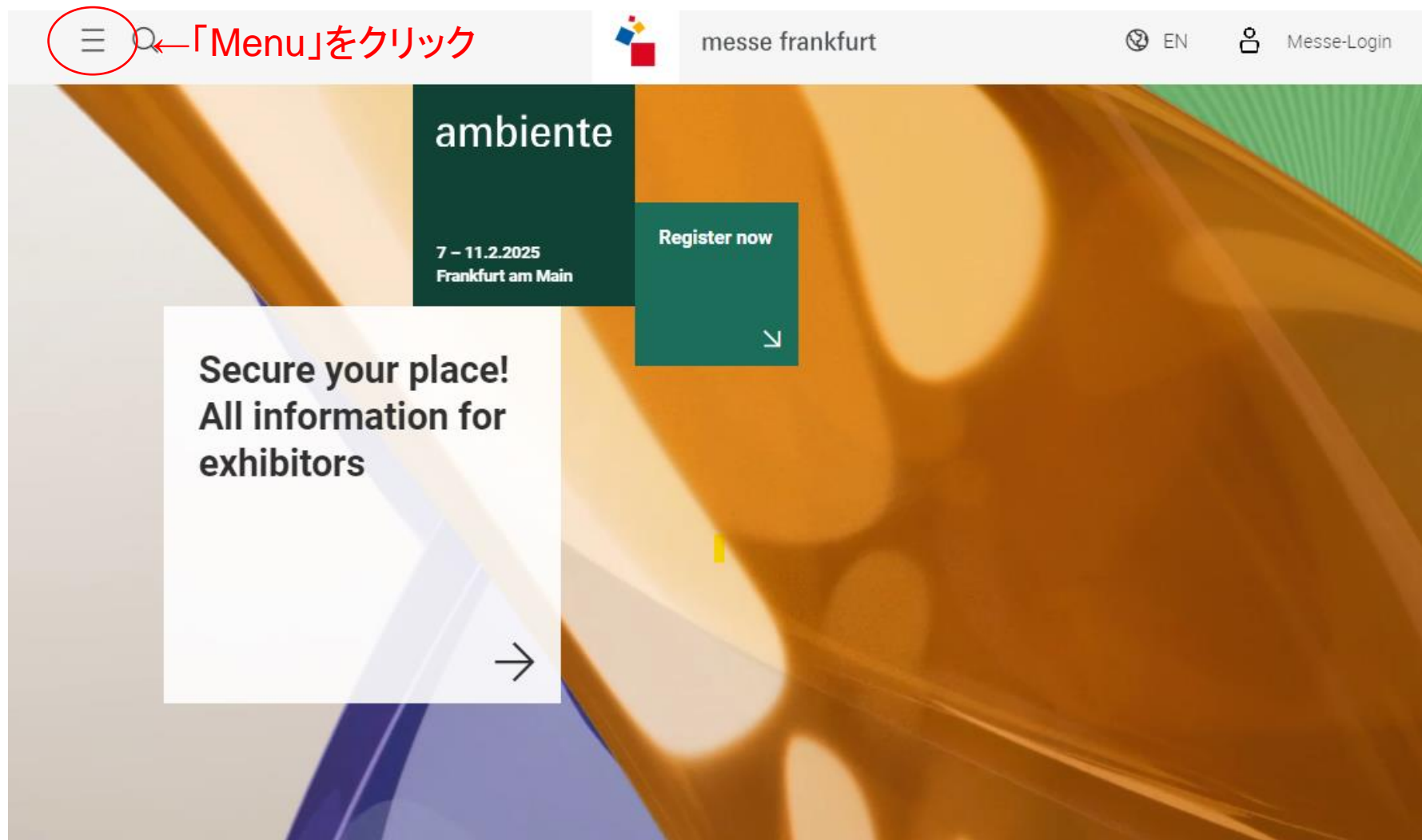
※本マニュアルの画面はサンプルです。
お手続きにあたっては
実際の画面の内容に従ってください。

更新日：2024年3月

該当の公式ウェブサイトへアクセス

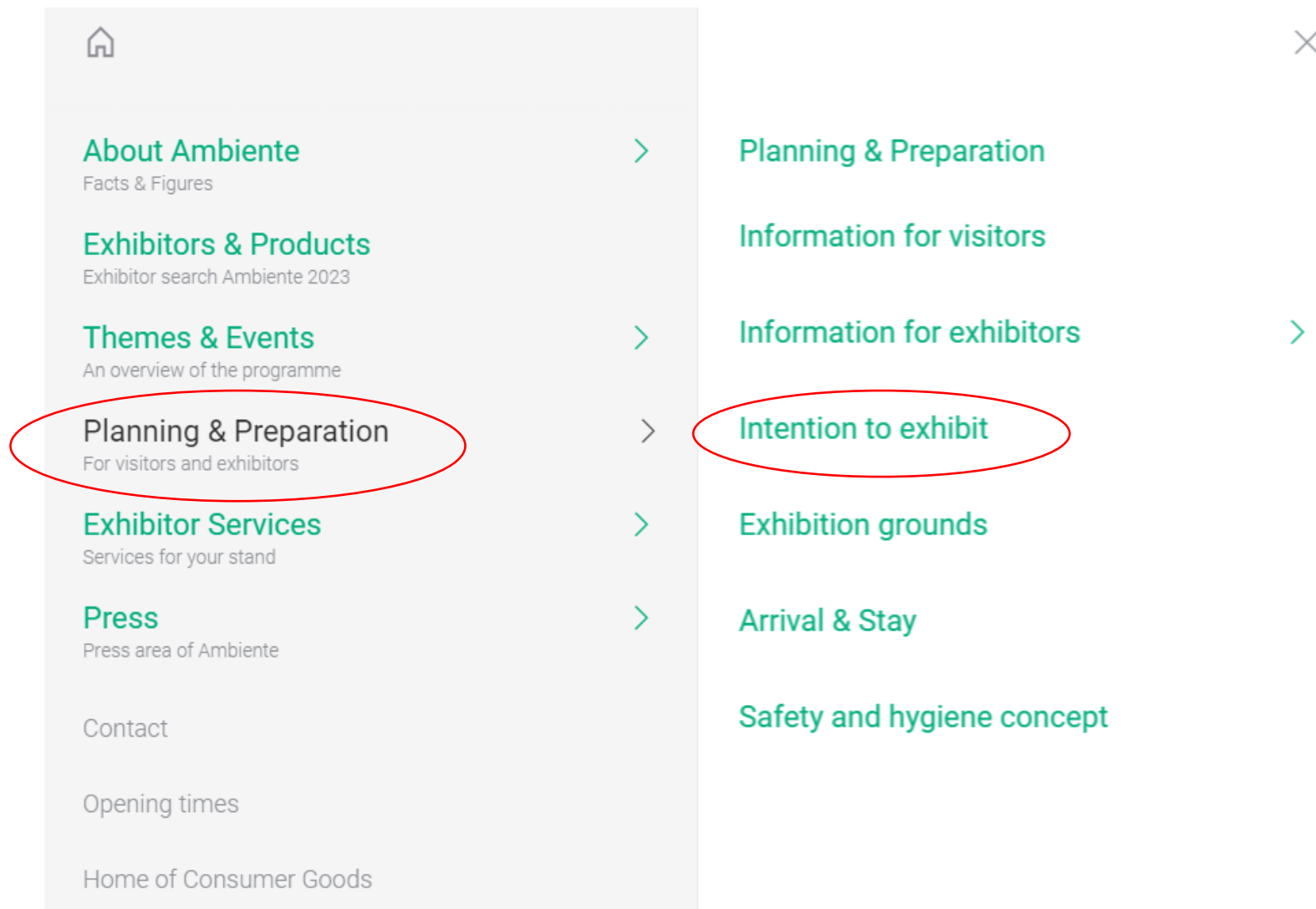
例) Ambiente の場合

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



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 2025.

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

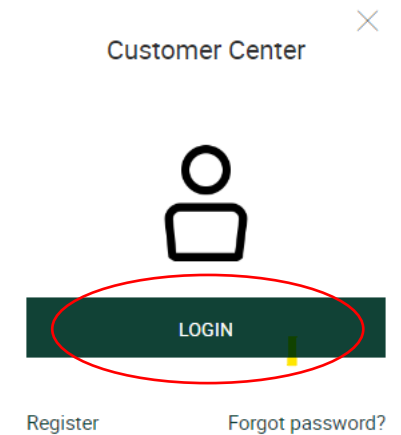
If you have any questions or would like more information, please feel free to contact the Messe Frankfurt show-team or our service hotline. Phone: +49 69 7575 5588

Requesting stand space

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

LOGIN/REGISTER

←「LOGIN/REGISTER」をクリック



↑「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 [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

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	
Open on one side0			Reuse data from last edition and edit if needed

↑ 前回の入力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.

↓ 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

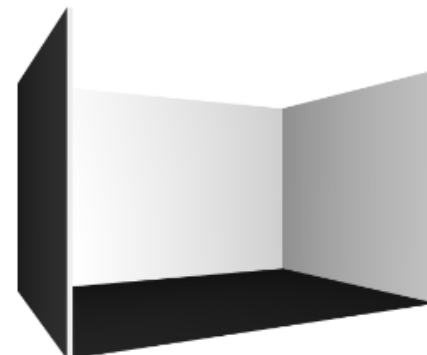
Individual stand



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)

☐ 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



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



BACK

NEXT

Intention to exhibit

← Back to Overview

✓ Stand

✓ Company

3. Contracting party

4. Additional Addresses

5. Summary

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.

Messe Frankfurt Japan Ltd.

4F Sumitomo Fudosan Chiyoda Fujimi, Tokyo



Contractual partner company

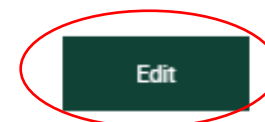
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▼



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」の修正ページ>

Messe Frankfurt Japan Ltd. Shosankan 7F, 1-3-2 Iidabashi, Tokyo		▼
Country/Region * Japan		▼
Name of company * Messe Frankfurt Japan Ltd.		
<input checked="" type="radio"/> Postal <input type="radio"/> Postbox		
Recipient company Messe Frankfurt Japan Ltd.		
Postal code [REDACTED]	Prefecture Tokyo	City * Tokyo
Street [REDACTED]		Address number
District [REDACTED]		
Room, Floor, Building [REDACTED]		
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)		
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」(納税整理番号)を入力
詳細は次ページをご確認ください

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 資金 (納付書) 報酬・料金等の 所得税徴収高計算書 領収済通知書

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

整理番号 11234567890

コード	区分	金額	コード	区分	金額	コード	区分	金額	コード	区分	金額
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							

「区分」欄の各欄には、上記の「コード表」から該当するコードをそれぞれ選んで記載してください。

住所 (所在地) (電話番号) 氏名 (名称) 様(御中)

国庫金 徴収義務者 摘要

本税 延滞税 合計額

◎ 合計額の金額欄には必ず「¥」字を枠の中に記載してください。

あて先

◎ 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。

納期等の区分 平成 年 月 支払分源泉所得税

証券受領 証券番号 証出人

(領収日付印)

左記の合計額を領収しました。

担当者情報の入力

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:

Phone number:

Fax number:

Position:

Department:

修正する場合は「Edit」をクリック

Edit

<「Main contact person」の修正ページ>

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

+81 (JP)



Phone number *

International dialing code

+81 (JP)



Mobile number (optional)

International dialing code

+81 (JP)



Fax number (optional)

Position *

..



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**

Ms

Communication

Email:
Phone number:
Fax number:
Position:
Department:

修正する場合は「Edit」をクリック

Edit

<「Managing director」の修正ページ>

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.

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 *

Company name *

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

Ms

Communication

Email:

Phone number:

Fax number:

Position:

Department:

修正する場合は「Edit」をクリック

Edit

<「Accounting responsible」の修正ページ>

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・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](#)

Country/Region * Please select	▼
-----------------------------------	---

Title * Please select	▼
--------------------------	---

First name *

Surname *

Communication

Email *

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

Position * Please select	▼
-----------------------------	---

Department * Please select	▼
-------------------------------	---

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

 Edit

Type of exhibitor



修正する場合は「Edit」をクリック

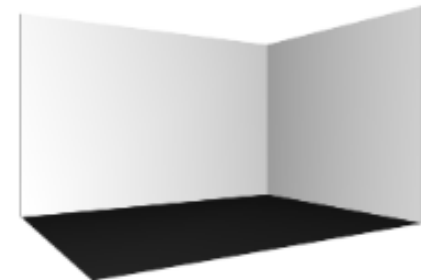
Stand

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 and 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.



PRINT

← 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

Dear

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:

Best regards from Frankfurt,

Messe Frankfurt Exhibition GmbH
Ambiente 2025

Your Ambiente Team

-

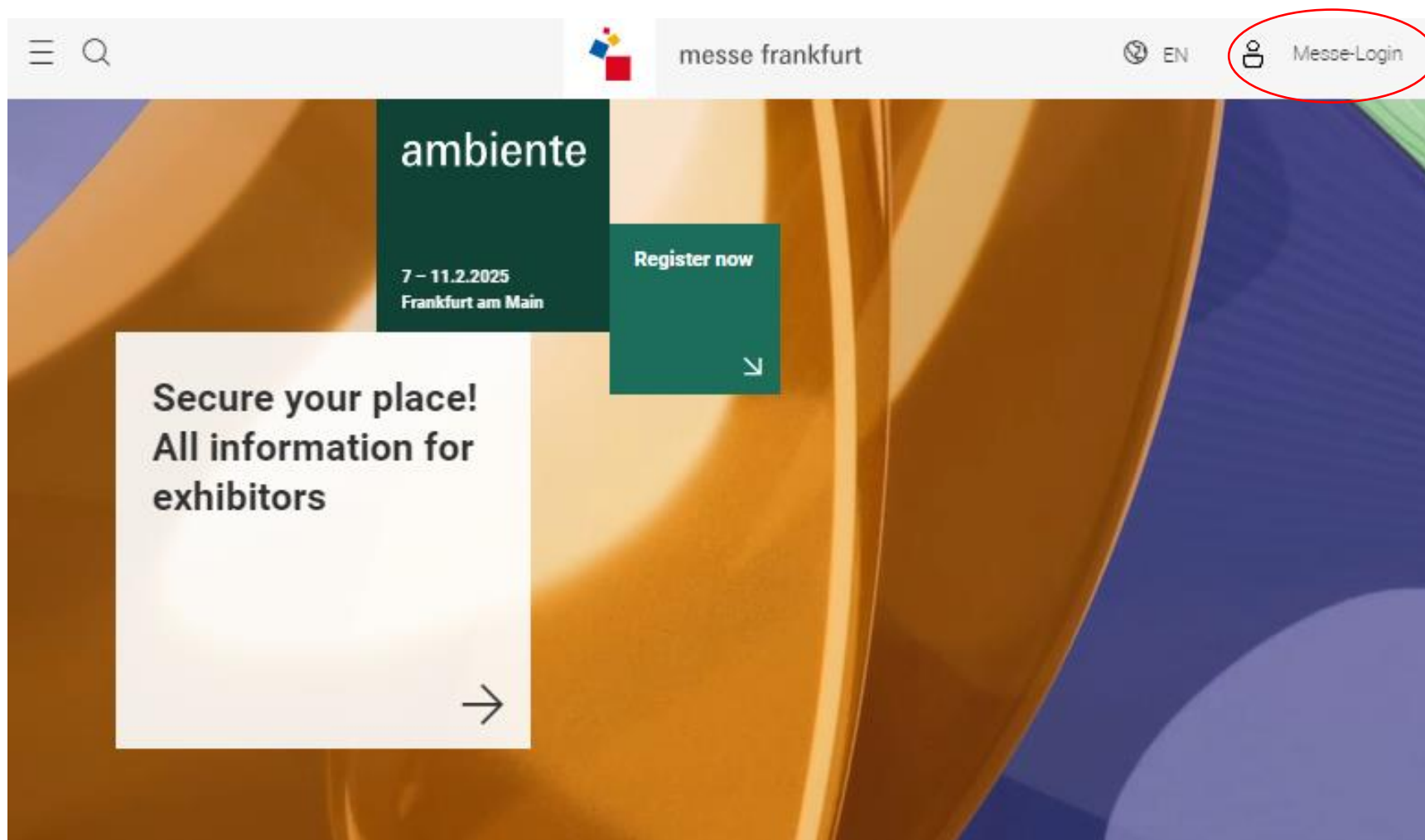
Messe Frankfurt Exhibition GmbH Ludwig-Erhard-Anlage 1 60327 Frankfurt am Main, Germany ambiente@messefrankfurt.com

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 homepage of the Messe Frankfurt website. The header includes a navigation menu, the 'messe frankfurt' logo, a language selector set to 'EN', and a user profile for 'Yoko Kawatsu'. The main banner features the 'ambiente' logo, the dates '7 - 11.2.2025', the location 'Frankfurt am Main', and a 'Register now' button. A large call-to-action box on the left says 'Secure your place! All information for exhibitors' with a right-pointing arrow. On the right side, there is a 'Customer Center' section with a user icon and links for 'Manage profile' and 'Log out'. Below this is a 'MY WATCH LIST' section. The 'For Exhibitors' section contains several links, with 'Intention to Exhibit' circled in red. Other links in this section include 'Invite Visitors', 'Create Exhibitor Passes', 'Media Package Manager', and 'Shop for Exhibitor Services'. At the bottom of the sidebar, there is a 'For Visitors' section.

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

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Requesting stand space

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[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	[REDACTED]	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**

 **Terms and Conditions** ← 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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