



mesago

User Guide - Exhibitor Online Registration

Stuttgart

25.10.2023

Messe Frankfurt Group

Please have the following data ready in advance:

- First name, last name, email address, phone number, position and department of the main contact person, the Managing Director and the accountant.
- Your invoice email address (invoice@companyname).
- The VAT-ID.

Important: You will not be able to save the registration and will have to complete the process in one step.

Registration

Use the Login/Register button under [Exhibitor Online Application](#). Please log in now with your “Messe-Login” or register to get to the application.

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Application

Welcome!

We are pleased that you are interested in participating in Formnext 2024!
Here you can request a stand space without obligation and find useful information for a successful exhibition appearance.
Our exhibition team will be happy to answer any questions you may have.

Request stand space

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

LOG IN/REGISTER

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19 – 22 November 2024
Frankfurt/Main
An event by mesago

← Back to Formnext (Formnext)

Login

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

Email

Password

[Forgot password?](#)

Login

Register

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

Register now

Application

Once you have registered, please press Request stand space.

Application **formnext**

Welcome!

Dear

We are pleased that you are interested in participating in Formnext 2024!

Here you can request a stand space without obligation and find useful information for a successful exhibition appearance.

Our exhibition team will be happy to answer any questions you may have.

Request stand space

Here you can fill out your non-binding application form.

REQUEST STAND SPACE

Next, enter your required stand type. Here you have the option to choose between stand space only (individual stand) or a Booth package (stand space incl. stand construction) from us. You can also specify your stand type here and indicate interest in a two-storey construction.

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Application

[← Back to overview](#)

1. Stand space

2. Company

3. Contractual partner

4. Additional data

5. Summary

1. Request stand space

Let us know your wishes for your trade show appearance here.

Stand type

The choice is yours: If you would like to individually design your stand, please select "Stand space only" to book a stand space without equipment. Alternatively, you are welcome to book one of our stand packages by selecting "Complete stand". We always try to respond to your wishes regarding stand size and open sides. However, for planning reasons, there may be deviations in our stand offerings.

Stand space only

Stand space only

Booth package

Below, please indicate the required size of your booth and whether you are interested in stand construction services.

Please enter the desired stand size here.

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

Size	SQM	FRONT / DEPTH
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Interest in stand construction services

We are happy to support you for your successful company presentation!

- Yes, I would like to receive a stand construction offer from Messe Frankfurt Medien und Service GmbH, the stand construction company of Mesago Messe Frankfurt, also by e-mail.
- No, thank you. We organize everything on our own.

Now please select whether you work for the registering company itself, or whether other companies are exhibiting with you, or whether you are an employee of an agency, for example.

Exhibitor type

- My company is exhibiting alone on the requested stand space (contractual partner = exhibiting company).
- My company exhibits itself and brings other companies as co-exhibitors to the requested stand space. ⓘ
- My company does not exhibit itself, but organizes the appearance for one or more companies as an exhibitor on the requested stand space. ⓘ

In this step, please select your required package within our mandatory Sales and Marketing Services.

If you are an employee of an agency, this selection will be made when you register the exhibition customer.

Sales & Marketing Services

For maximum results from your trade show participation, we offer a wide range of Sales & Marketing Services - bundled in 4 packages. By registering for the fair, each exhibitor makes a binding commitment to purchase one of the Sales & Marketing Services (SMS) packages. By registering for the event, each exhibitor makes a binding commitment to pay for one of the Sales & Marketing Services (SMS) packages. Prices in EUR plus VAT. Please note: For companies with which you are exhibiting jointly, only the SMS package 'Basic' can currently be booked and is obligatory.

<input type="radio"/>	SMS Basic	1,140.00 EUR
<input type="radio"/>	SMS Classic -- our expert advice --	2,350.00 EUR
<input type="radio"/>	SMS Premium	7,760.00 EUR
<input type="radio"/>	SMS Supreme	17,350.00 EUR

If you are interested in a personal consultation regarding sponsorship and advertising opportunities, please indicate this here. The team from our Marketing Solutions department will then get in touch with you at an appropriate time.

Make your trade fair presence even bigger than your stand

There are numerous touchpoints in advance and on site to draw visitors' attention to your company. All advertising and sponsoring opportunities are presented in our Advertising Portfolio. Our Advertising Service will be happy to contact you for an individual consultation.

- Please contact me for an appointment.
- I am not interested in a consultation appointment.

You can indicate any additional requirements here.

Additional wishes

Description (optional)

[BACK TO THE OVERVIEW](#)

[CONTINUE TO NEXT PAGE](#)

Note: Please click on "continue to next page" afterwards

The second page is about your company. First, please select the product groups that suit you (multiple selection is possible) and then please select your main product group.

2. Your company profile

In order for us to offer you the right setting, we would like to get to know your company and your products better. Please provide us with information about the products you would like to present, their manufacture, properties and areas of application.

Product groups

(Multiple selection possible)

Software and digitalization solutions 

Materials 

AM Systems 

Ancillary process systems 

Quality Management / Metrology 

Services 

Institutes and academia 

Workforce development 

Associations, market research and media 

Main product group

Which of your product groups is the main focus? Please select one of the product groups you mentioned as your main product group:

Please define your main product group. 

Please indicate if you are a producer, distributor or other.

Further information about your company

Please feel free to provide us with more information so that we can make your exhibition presence even better.

Producer/Distributor

Please tell us if you are a producer or distributor

- Producer
 Distributor
 Other

If you want an order number on your invoice, there is the possibility to enter it here.

Order number

Optional

Please enter your order number here (if available)

PAGE BACK

CONTINUE TO NEXT PAGE

Note: Please click on "continue to next page" afterwards

Please insert your contract data. Please name the contract partner as well as its contact person, Managing Director and accountant.

When selecting "Another company will be the contractor", please re-check the exhibitor type on page 1.

3. Contract details

Please let us know who is to become our contractual partner and name the contact persons of the contractual partner.

Contractual partner

Please select & click in the drop-down menu and complete any missing information. Contractual partner = The basis for all contract-related correspondence concerning your participation in the trade fair as well as invoicing for all services provided by Mesago Messe Frankfurt GmbH in this context (stand rental and services).

My company becomes contract partner Another company becomes contractor (Please check your exhibitor type on page 1 before selecting)

Please choose an address:
Please select ▼

Main contact (m/f/d) of the contractual partner

Please name the main contact person (m/f/d) for all further communication regarding planning and preparation of a trade fair appearance.

I am main contact Someone else is main contact

Managing director (m/f/d) of the contractual partner

Please name the responsible managing director (m/f/d) of the company.

Identical with main contact Someone else is managing director

Financial accountant (m/f/d) of the contractual partner

Please name the main contact (m/f/d) of the accounting department.

Identical with main contact Someone else is accountant

PAGE BACK

CONTINUE TO NEXT PAGE

Note: Please click on "continue to next page" afterwards

In the last step your billing information will be requested. Please tell us your billing email address.

Billing address

Enter here the email address to which the invoice should be sent.

Please only enter the email address of your accounts payable department here, e.g. invoice@your-company.com (unfortunately, we cannot accept personalized email accounts, such as Klaus.Mueller@your-company.com).

Please enter the email address again.

We hereby agree that all invoices from Mesago Messe Frankfurt GmbH will be sent exclusively to this email address.

PAGE BACK

CONTINUE TO NEXT PAGE

Note: Please click on "continue to next page" afterwards

After completing this step, you will receive a final summary of the entered data. Please check it again for possible errors.

5. Please check your entries

Here you will find all your details at a glance. Before you submit the application form, please check it for accuracy and correct it if necessary.

Then confirm your entries with the button "Submit request" to place your order with us. After sending your application, you will first receive a confirmation of receipt by e-mail. We will start with the planning of the exhibition halls in March/April. Depending on how early and which stand size you have registered, you will receive our offer for your stand between the end of April and the end of June.

By submitting the application, I agree to the use of my data within the framework of the privacy policy. You can find the privacy policy [here](#). By sending the application I agree to the terms and conditions. You can find the terms and conditions [here](#).

PAGE BACK

SUBMIT REQUEST

You will then have the opportunity to register your co-exhibitors or the exhibiting company directly. Use the button "Register co-exhibitor" for this purpose.

If you would like to request additional stand space, please use the button "Request additional stand space".

6. Printing the application

If required, you can print your application here.



↓ General terms and conditions

Request another stand.

If required, you can request additional stand space here.

REQUEST ADDITIONAL STAND SPACE.

REGISTER CO-EXHIBITOR

We look forward to a joint Formnext 2024 with you!