

# International Consumer Goods Show – Special Edition 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：2020年10月

# International Consumer Goods Show – Special Edition 公式ウェブサイトへアクセス

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

☰ Menu ←「Menu」をクリック messe frankfurt EN Messe-Login

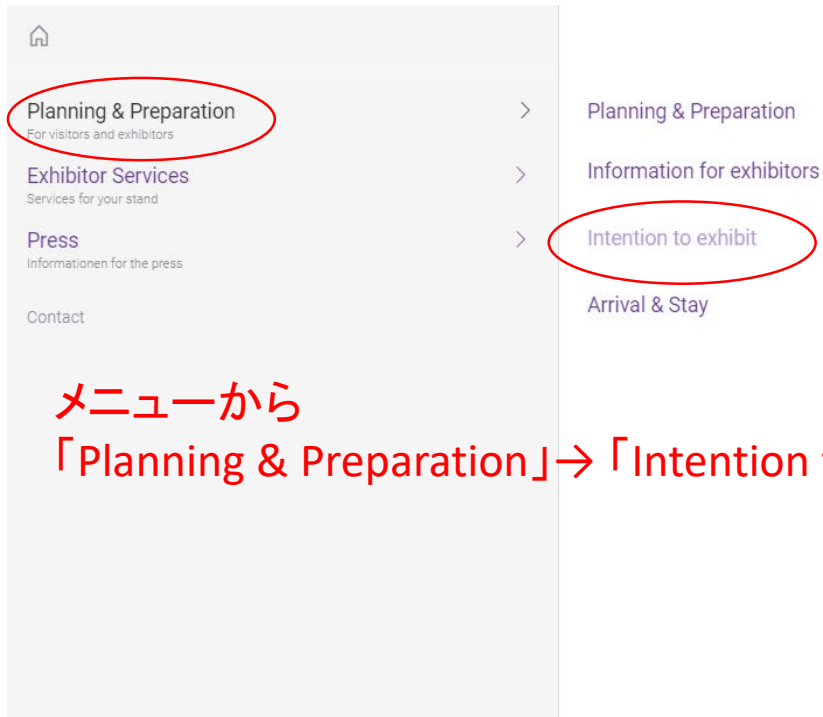
International Consumer Goods Show Special Edition  
Incl. Consumer Goods Digital Days

NOTHING IS FOREVER.  
AND THIS IS FOR NOW.  
our one time only special event.

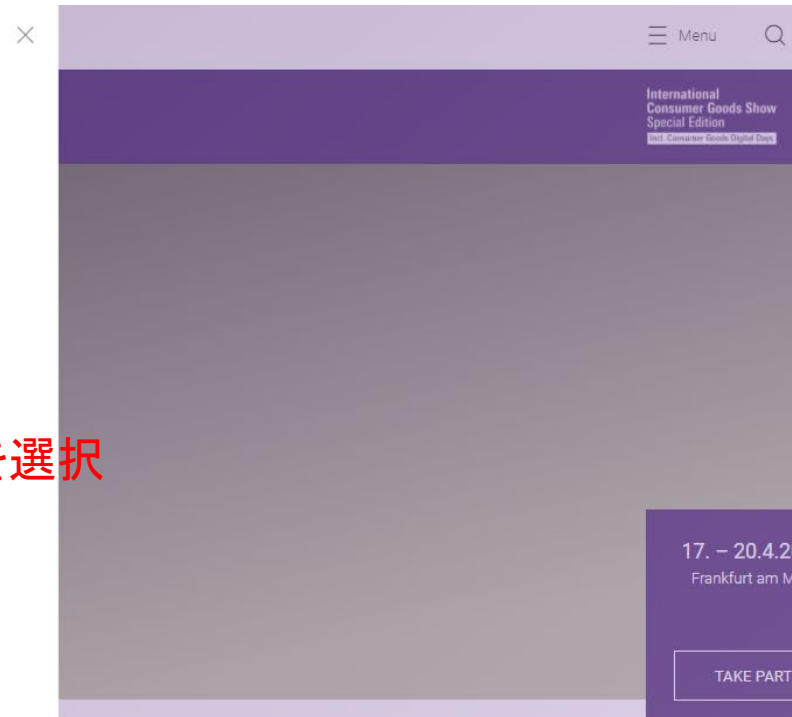
17. – 20.4.2021  
Frankfurt am Main

TAKE PART

**International Consumer Goods Show  
– Special Edition**



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



## Intention to exhibit

A warm welcome!

We are delighted that you are interested in participating in the International Consumer Goods Show – Special Edition and the Consumer Goods Digital Days 2021. On the following pages you can request without obligation a physical stand area – this also includes participation in the virtual trade fairs free of charge for exhibitors. A binding contract for your physical exhibition stand will only be concluded once you sign and return the location proposal, which we will send you in the next few weeks. In the case of purely virtual participation, your booking is binding.

We offer three different participation options:

A. Hybrid participation with your own exhibition stand at the International Consumer Goods Show and a Digital Package for the Consumer Goods Digital Days, which is free of charge for you.

B. Hybrid participation with an All-Inclusive Package (area and stand construction) at the International Consumer Goods Show and a Digital Package for the Consumer Goods Digital Days, which is free of charge for you.

C. Digital participation as a purely virtual exhibitor during the Consumer Goods Digital Days.

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 participation

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

LOGIN/REGISTER

←「LOGIN/REGISTER」をクリック

# International Consumer Goods Show - Special Edition

17 April 2021 – 20 April 2021  
Frankfurt/Main

← [Back to Corporate Website \(International Consumer Goods Show - Special Edition\)](#)

## Login

If you already have a Messe-Login for *International Consumer Goods Show - Special Edition*, 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 *International Consumer Goods Show - Special Edition*. 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

B. Hybrid participation with an All-Inclusive Package (area and stand construction) at the International Consumer Goods Show and a Digital Package for the Consumer Goods Digital Days, which is free of charge for you.

C. Digital participation as a purely virtual exhibitor during the Consumer Goods Digital Days.

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 participation**

Here you can fill in an intention to exhibit.

[REQUESTING PARTICIPATION](#) ←「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

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

0

[←こちらをクリック](#)

Take over prepared data and edit if needed



# Intention to exhibit

← Back to Overview

1. Trade fair participation

2. Company

3. Contracting party

4. Additional Addresses

5. Summary

## 1. Requesting participation

If you would like to design your own stand, please select "Individual Stand" to book a stand area without furnishings/equipment. The Basic Digital Package for the Consumer Goods Digital Days is included free of charge. Alternatively, we offer All-Inclusive Packages with virtual trade fair presence included free of charge. To choose this option, please select "All-Inclusive Package including Digital Basic Package". If you are not going to be present at the fair and are planning to participate purely virtually in the Consumer Good Digital Days, please select the "Purely virtual participation" option.

### Stand type

スペースのみご希望の方は  
「Individual stand including Digital Basic Package」をクリック  
(JAPAN STYLEで出展の場合はこちらを選択)

It's your choice: If you would like to design your own stand, please select "Individual Stand" to book a stand area without furnishings/equipment. Alternatively, you can book one of our packages by choosing "All-Inclusive incl. Digital Basic Package / Purely virtual participation"

Individual stand including Digital Basic Package	▼
Individual stand including Digital Basic Package	
All-Inclusive incl. Digital Basic Package / Purely virtual participation	

## 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](#)

## Please choose the desired number of storeys here.

- One storey (ground floor)
- Two storeys (with upper-storey area, subject to charge\*)

\* 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 state your desired size here. The minimum size is 18 sqm.

Please enter your desired stand size here.

SQM

WIDTH / DEPTH

←ご希望のブースサイズを入力  
(最小サイズ:18m<sup>2</sup>)

## 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. (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

✓ Trade fair participation

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

LIVING powered by Ambiente

GIVING powered by Ambiente

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)

例: インテリア関連アクセサリー  
→「LIVING powered by Ambiente」



# Product groups

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

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

## Select product groups

---

### LIVING powered by Ambiente (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"/> Pictures and frames                          |
| <input type="checkbox"/> Wall and floor design                  | <input type="checkbox"/> Bathroom furnishings and accessories         |
| <input type="checkbox"/> Room fragrances and perfumes           | <input type="checkbox"/> Modern crafts / contemporary arts and crafts |
| <input type="checkbox"/> Genuine and designer jewellery         |   |

---

### GIVING powered by Ambiente ∨

---

### TABLE powered by Ambiente ∨

---

### KITCHEN powered by Ambiente ∨

※英語でご記入ください

## Principal product group

チェックをつけたものが表示されるので、  
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	▼
Please designate the principal product group.	
Home and dining accessories	

## Brands and/or trademarks

ブランド名や商標を入力(任意)

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

(optional)
------------

出展製品の説明(任意)

## Description

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)
------------

0 / 500



※英語でご記入ください

## Further information about your company

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

### Association membership 加盟している協会があれば入力(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 他に出展している見本市名があれば入力(任意)

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

(optional)

BACK

「NEXT」をクリックして次のページへ →

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 (participation 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 (participation 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

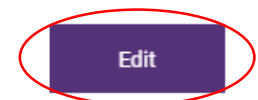


Name of company:  
Address:



Tax number:  
Company email:  
Phone number:  
Fax number:  
Website:

修正する場合は「Edit」をクリック



## <「Edit」画面>

[Redacted]		▼
Country/Region *		▼
Japan		
Name of company *		
[Redacted]		
Alternative company name		
[Redacted]		
Building	Apartment	
[Redacted]		
House number		
[Redacted]		
Building block number		
[Redacted]		
City *	State *	Postal code *
[Redacted]	[Redacted] × ▼	[Redacted]
Tax number *		
[Redacted]		
<b>※「Tax number」(納税整理番号) 詳細は次ページをご確認ください</b>		
<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]		
Company email (optional)		
[Redacted]		
International dialing code	Phone number (optional)	
+81 (JP) ▼	[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 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 麴町 税務署番号 00031017 税務署使用欄 110

整理番号

コード	区	分	コード	区	分	コード	区	分	コード	区	分
01			07			31					
						41					
05			08								
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 領 書 用 票

内 証券受領 証券番号 振出人 円

(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。

数字は記入例を見て黒のボールペンで力を入れて 枠からはみださないように記載してください。

## Main contact person (出展担当者)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:

Phone number:

Fax number:

Position:

Department:

修正する場合は「Edit」をクリック

Edit

## 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 \*

[Redacted]

Surname \*

[Redacted]

Email \*

[Redacted]

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 \*

[Redacted]

International dialing code

+81 (JP)



Mobile number (optional)

International dialing code

+81 (JP)



Fax number (optional)

[Redacted]

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

↑Main contact personと同じ場合はこちらをチェック

Ms

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

修正する場合は「Edit」をクリック

Edit



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

### 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

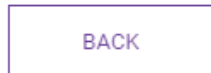
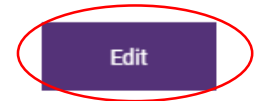
← Main contact personと異なる場合は  
こちらをチェック

↑ Main contact personと同じ場合はこちらをチェック

Ms  
[Redacted]  
Email:  
Phone number:  
Fax number:  
Position:  
Department:

[Redacted]

修正する場合は「Edit」をクリック



「NEXT」をクリックして次のページへ →



## 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 address for invoices

←Emailで受け取る場合、メールアドレスを入力

Please enter email address again

Email address for invoices

←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.

↑  
クリックしてチェックマークを入力

 Add an additional contact for billing

「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他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

Country/Region \*  
Japan 

Alternative company name \*

Building

Apartment

House number


Building block number

City \*


State \*  
Please select... 

Postal code \*

Company email (optional)

International dialing code  
+81 (JP) 

Phone number (optional)

International dialing code  
+81 (JP) 

Fax number (optional)



← Back to Overview

✓ Trade fair participation

✓ Company

✓ Contracting party

✓ Additional Addresses

5. Summary

## 5. Please check your entries

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

### Trade fair participation

[Edit](#)

#### Type of exhibitor

Type of exhibitor: Our company will be exhibiting alone on the stand area requested.

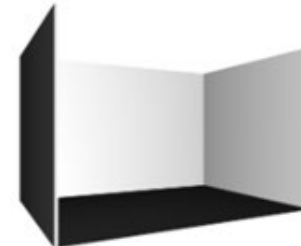
#### Trade fair participation

Open on one side

Please enter your desired stand size here.: 18 sqm

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.



### Company

[Edit](#)

#### Product groups

Home and dining accessories (Principal product group)

#### Additional product information

#### Additional information

## Contracting party

※入力情報に間違いがないかご確認ください

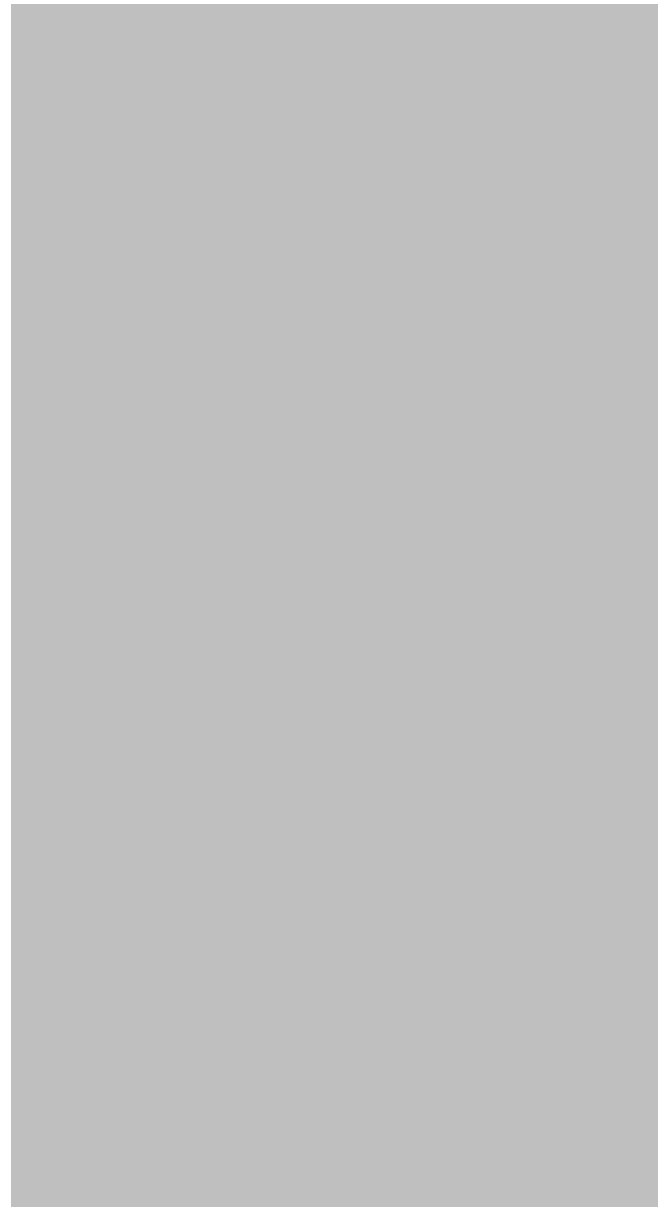
 Edit

Company

Main contact person

Managing director

Contact person accounting



## Additional Addresses

※入力情報に間違いがないかご確認ください

 Edit

Billing e-mail-address

---

By clicking on the button, you consent to the processing of personal data and agree with our privacy policy. For further information please use the link at the end of page.

BACK

「SEND REQUEST」をクリックして出展登録完了 →

SEND REQUEST

# Intention to exhibit

出展登録完了画面

## Thank you very much for your request!

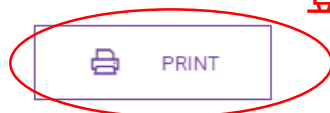
[← Back to overview](#)

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](#)

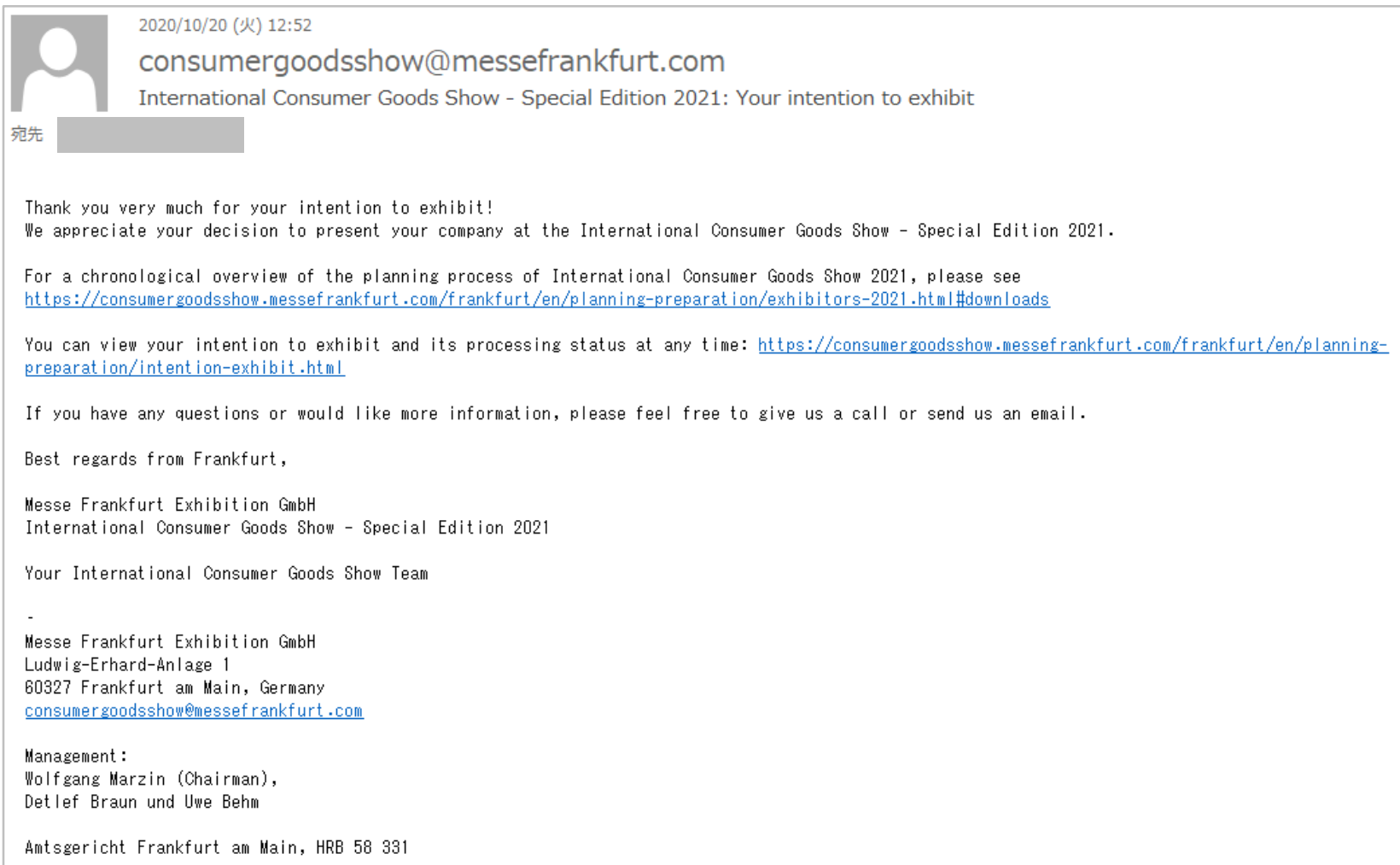
### Requesting an additional participation

You need additional standspace?

[REQUESTING FURTHER PARTICIPATION](#)



## 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このようなメールが配信されます



# <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

The screenshot shows the homepage of the International Consumer Goods Show Special Edition. The header includes a menu icon, a search icon, the 'messe frankfurt' logo, a language selector set to 'EN', and a 'Messe-Login' button with a user icon, which is circled in red. The main content area features the text 'NOTHING IS FOREVER. AND THIS IS FOR NOW.' and 'our one time only special event.' with a 'TAKE PART' button. The footer contains the event title 'International Consumer Goods Show - Special Edition'.

②「Messe-Login」をクリック

The 'Messe-Login' modal form includes a close button (X), a user icon, and input fields for 'Email' and 'Password'. A purple 'LOGIN' button is positioned below the fields. At the bottom, there are links for 'Register' and 'Forgot password?'.

③ログイン情報を入力して  
「LOGIN」をクリック

messe frankfurt

EN


Yoko Kawatsu

# NOTHING IS FOREVER. AND THIS IS FOR NOW.

Your one time only special event

International Consumer Goods Show

### Customer Center



- > Manage profile
- > Log out

---

> MY WATCH LIST

---

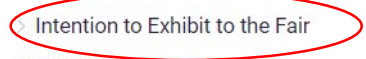
#### For Exhibitors

- > Intention to Exhibit to the Fair
- > Create exhibitor passes
- > Invite Visitors
- > Vehicle registration Set-up / dismantling
- > Stand Configurator
- > Shop for exhibitor services

---

#### For Visitors

「Intention to Exhibit to the Fair」をクリック→



# Intention to exhibit

※下へスクロールしてください

A warm welcome!

Dear Ms. [REDACTED]

We are delighted that you are interested in participating in the International Consumer Goods Show – Special Edition and the Consumer Goods Digital Days 2021. On the following pages you can request without obligation a physical stand area – this also includes participation in the virtual trade fairs free of charge for exhibitors. A binding contract for your physical exhibition stand will only be concluded once you sign and return the location proposal, which we will send you in the next few weeks. In the case of purely virtual participation, your booking is binding.

We offer three different participation options:

A. Hybrid participation with your own exhibition stand at the International Consumer Goods Show and a Digital Package for the Consumer Goods Digital Days, which is free of charge for you.

B. Hybrid participation with an All-Inclusive Package (area and stand construction) at

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 participation

Here you can fill in an intention to exhibit.

[REQUESTING FURTHER PARTICIPATION](#)

## 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	Stand type	Hall and stand number	Status of your intentions to exhibit
20/10/2020	Open on one side, 18sqm		In process

こちらをクリック

# Intention to exhibit


[← Back to Overview](#)

## Details of your intention to exhibit

created 20/10/2020

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, 18 sqm
<a href="#">Show detailed information of your registration</a> ← <b>こちらをクリックすると登録内容が表示されます</b>	



### 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  
(スペース確定後に登録可能)