mesago

User Guide -Exhibitor Online Registration

Stuttgart 25.10.2023

mesago

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 <u>Exhibitor Online Application</u>. Please log in now with your "Messe-Login" or register to get to the application.

formnext

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. | |
|--|---|
| Formnext | 19 – 22 November 2024 Frankfurt/Main An event by MeSago |
| - Back to Formnext (Formnext) | |
| Login | Register |
| If you already have a Messe-Login, please enter your Messe-Login details. | Register a Messe-Login in order to use online services such as <i>Formnext</i> . Registration is free of charge. |
| Email | Register now |
| Password | |
| Forgot password? | |
| Login | |

Application

Once you have registered, please press Request stand space.



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 s | space | | |
|--------------------------------------|-----------------------|--|--|
| Here you can fill out your non-bindi | ing application form. | | |



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.

| formnext | | | | |
|-------------------------------|------------|------------------------|--------------------|------------|
| Applicat | tion | | | |
| \leftarrow 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.

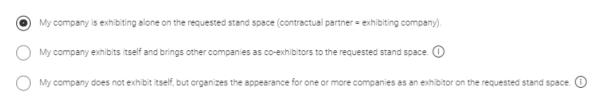
| Stand space only | \sim |
|-----------------------------------|--------|
| Stand space only Booth package | |

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 | | | |
| | | | |
| 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





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. | | |
| \bigcirc | SMS Basic | 1,140.00 EUR |
| \bigcirc | SMS Classic our expert advice | 2,350.00 EUR |
| \bigcirc | SMS Premium | 7,760.00 EUR |
| \bigcirc | 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.

You can indicate any additional requirements here.

Additional wishes

| Description (optional) | |
|------------------------|-----------------------|
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Note: Please click on "continue to next page" afterwards

User Guide

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

| Materials AM Systems Ancillary process systems Quality Management / Metrology Services Institutes and academia Workforce development | (Nultiple selection possible): | |
|--|---|---|
| AM Systems Ancillary process systems Quality Management / Metrology Services Institutes and academia Workforce development | Software and digitalization solutions | ~ |
| Ancillary process systems | Materials | ~ |
| Quality Management / Metrology Services Institutes and academia Workforce development | AM Systems | ~ |
| Services Ser | Ancillary process systems | ~ |
| Institutes and academia | Quality Management / Metrology | ~ |
| Workforce development ~ | Services | ~ |
| | Institutes and academia | ~ |
| Associations, market research and media | 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: | \bigcirc |
|---|---------------|
| Please define your main product group. | (~) |
| | $\overline{}$ |

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 Producer Distributor 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 chocks 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.

O Identical with main contact O Someone else is managing director

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



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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 o | cannot accept personalized email accounts, such as |
|--|--|
| Klaus.Mueller@your-company.com). | |
| Please enter the email address again. | |
| Invoice email address | |
| We hereby agree that all invoices from Mesago Messe Frankfurt GmbH will be sent exclusively to this email address. | |
| | |
| | |
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Note: Please click on "continue to next page" afterwards

User Guide

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.

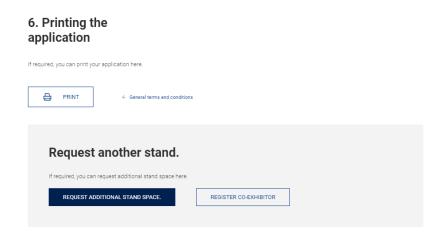
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You will then have the opportunity to register your co-exhibitors or the exhibiting company directly. Use the button "Register co-exhibitor" for this purpose.

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



We look forward to a joint Formnext 2024 with you!