

Registration form for Literary Agents & Scouts Centre (LitAg)

More information at buchmesse.de/en/litag.

18–22 October 2023
**FRANKFURTER
BUCHMESSE**
Guest of Honour Slovenia



For your convenience, you can enter your details directly into this PDF. Please fill in all the requested fields.



Please make sure to sign the forms before submitting.



Send us the completed form via e-mail or fax.

01 Company details

Company name _____

Customer number (if known) _____

02 Registration

Number of tables: _____

Number of shelf units: _____

Allocation preferences:

(e.g. table number, neighbour, aisle location, vicinity to the café)

Company name as it should appear on the table plan: _____

Sort word/letter under which your company should be alphabetically listed: _____

03 Company address

Correspondence in

German

English

Company name _____

PO Box _____

PO Box postal code, City _____

Country _____

Telephone _____

Street, no. _____

E-mail _____

Website _____

Postal code, City _____

VAT number _____

Contact person

First name _____

Telephone _____

Surname _____

E-mail _____

The contact person named here will receive the order confirmation and all relevant documents and information about the appearance at Frankfurter Buchmesse and will automatically be appointed as the admin for O4 Digital Services.

 Please return this page to Frankfurter Buchmesse.



04 Access to Digital Services

Please name one person each who should have admin rights to the Frankfurter Buchmesse Digital Services. The person needs to be registered at My Book Fair with the given email-address. (buchmesse.de/login).

Exhibitor Directory

(Editing of the company's catalogue entry)

Contact person

First name

Surname

E-mail

Calendar of Events

(Entry of the company's events to the Events Calendar)

Contact person

First name

Surname

E-mail

LitAg Ticket Portal

(Creating of exhibitor passes and other admission tickets)

Contact person

First name

Surname

E-mail

05 Debtor address

The invoice will be issued to the address given here.

Same as company address

Correspondence in

German

English

Company name

PO Box

PO Box postal code, City

Country

Telephone

Street, no.

E-mail

E-mail for invoice dispatch

Postal code, City

Contact person Will be printed on the invoice.

First name

Surname





06 Optional (mailing) address for organisers (if different from 03)

All relevant documents and information on participation at Frankfurter Buchmesse will be sent to the contact person named here.

Same as company address

Correspondence in German English

Company name	Postal code, City
	PO Box
	PO Box postal code, City
	Country
Street, no.	Telephone
	E-mail

Contact person

First name	Telephone
Surname	E-mail

07 Tax exemption for companies outside of Germany

Exhibitors outside of Germany who are economically active as companies may, under certain conditions, be invoiced without value-added tax. Please provide the following information to enable an appropriate check:

With this registration we confirm that the address of the exhibiting company listed under "03 Company address" is based in an EU country and is registered with the given VAT ID number.

As a commercially active company with its registered office outside of the EU, we provide with this registration proof of our status as an entrepreneur from the relevant authority

We will submit the relevant certification to vat@buchmesse.de as soon as possible.

The exhibiting company is not economically active in terms of VAT and is therefore not eligible for the above-mentioned review..

For more information, please visit buchmesse.de/vat.

08 Key

You will be provided with one locker with one key per table booked. Please note that if a key is lost, a charge of 30 euros per key will be charged.

09 Signature

With this registration, we accept the Conditions of Participation and Technical Regulations of Frankfurter Buchmesse GmbH, which you find at buchmesse.de/en/terms-conditions.

Company name (Please using block letters)	Name	
	Date	Signature

10 Questions and how to submit this form

If you have any questions about your registration for the Literary Agents & Scouts Centre, please feel free to contact our LitAg team (litag@buchmesse.de). Please return the completed and signed form to us by e-mail: litag@buchmesse.de or Fax: **+49 (0)69 2102-277**.