

# Registration Literary Agents & Scouts Centre (LitAg)



FRANKFURTER  
BUCHMESSE

16 – 20 OCTOBER 2024  
GUEST OF HONOUR ITALY

Exclusively for literary agents and scouts. Use this form to book your participation in the LitAg and your Digital Presence. More information at [buchmesse.de/en/litag](https://buchmesse.de/en/litag).



Please enter your details directly into this PDF and make sure you fill in all the requested fields.



Please make sure to sign the forms before submitting.



Send us the completed form via e-mail to [litag@buchmesse.de](mailto:litag@buchmesse.de).

## 01 Company details

Company name \_\_\_\_\_

Customer number (if known) \_\_\_\_\_

## 02 Registration Fair Presence

Number of tables: \_\_\_\_\_

Additional elements that can be booked for the wall at your table (max. one wall element per table):

Shelving unit quantity

Graphic wall quantity

### 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 Registration Digital Presence

The Exhibitor Directory and the Calendar of Events will be further developed for 2024 and expanded to include numerous digital services. Choose your Digital Presence. Details in **Prices & Products 2024**.

Service	Plus 950 €	Pro 600 €	Eco 400 €	Basic entry 0 €
Company Profile	√	√	√	√
Events/Sessions	√	√	√	√
Word of Mouth	√	√	√	√
Entry for team members	√	√	√	√
Number of admins	unlimited	15	10	3
Access to views and usage	√	√	√	×
Product/Programme presentation	unlimited	25	10	×
Badge Scan	√	√	√	×
Video calls	√	√	×	×
Upload for marketing materials	unlimited	15	×	×
Premium Profile	√	√	×	×
Top of the list	√	×	×	×
Logo in online hall plan	√	×	×	×
Banner (Web & App)	√	×	×	×
Pop-up profile banner	√	×	×	×

We are not making a decision today and would like to know more about the Digital Presence in spring of 2024.

### Contact person Digital Presence

First name \_\_\_\_\_

Surname \_\_\_\_\_

E-mail \_\_\_\_\_



Please return this page to Frankfurter Buchmesse.



## 04 Tickets Literary Agents and Tuesday Tickets

With the opening of the ticket portals in early summer 2024, the person named here will be able to order and manage Literary Agent Tickets and other tickets as well as appoint a substitute as ticket manager.

### Contact person Ticket Manager

First name \_\_\_\_\_  
Surname \_\_\_\_\_  
E-mail \_\_\_\_\_

## 05 Company address

Correspondence in  German  English

Company name \_\_\_\_\_ Postal code, City \_\_\_\_\_  
\_\_\_\_\_  
Country \_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_  
\_\_\_\_\_  
E-mail \_\_\_\_\_  
Street, no. \_\_\_\_\_ Website \_\_\_\_\_  
\_\_\_\_\_  
VAT number \_\_\_\_\_

### Contact person

The contact person named here will receive the order confirmation and all relevant documents and information about the appearance at Frankfurter Buchmesse.

First name \_\_\_\_\_ Telephone \_\_\_\_\_  
Surname \_\_\_\_\_ E-mail \_\_\_\_\_

## 06 Debtor address

The invoice will be issued to the address given here.

Same as company address

Correspondence in  German  English

Company name \_\_\_\_\_ Telephone \_\_\_\_\_  
\_\_\_\_\_  
E-mail \_\_\_\_\_  
\_\_\_\_\_  
E-mail for invoice dispatch \_\_\_\_\_  
Street, no. \_\_\_\_\_  
\_\_\_\_\_  
Postal code, City \_\_\_\_\_  
Country \_\_\_\_\_

**Contact person** (will be printed on the invoice)  
First name \_\_\_\_\_  
Surname \_\_\_\_\_



## 07 Optional (mailing) address for organisers (if different from 05)

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

Same as company address

Correspondence in      German      English

Company name \_\_\_\_\_

Postal code, City \_\_\_\_\_

Country \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

Street, no. \_\_\_\_\_

### 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 "05 Company address" is based in an EU country and is registered with the given VAT ID number.

We will submit the relevant certification to [vat@buchmesse.de](mailto:vat@buchmesse.de) as soon as possible.

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.

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/en/vat](http://buchmesse.de/en/vat).

## 09 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 50 euros per key will be charged.

## 10 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](http://buchmesse.de/en/terms-conditions).

Company name (Please using block letters) \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

## 11 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](mailto:litag@buchmesse.de)). Please return the **completed, signed and dated form** to us by e-mail: [litag@buchmesse.de](mailto:litag@buchmesse.de).