

Registration Education Collective Stand

14 - 18 October 2020
**FRANKFURTER
BUCHMESSE**
Guest of Honour Canada



Please enter all requested information in the appropriate fields of this fillable PDF form.



Please do not forget your signature.



Send us the completed form before **31 March 2020** via e-mail to [Mailin Choy choy@buchmesse.de](mailto:Mailin.Choy.choy@buchmesse.de).

01 Company details

Company name _____

Customer number (if known) _____

02 Registration

The following are included in the price: per shelf unit 4 shelves (1m), bench cabinet, set-up, design and dismantling of the collective stand, support by our team at the collective stand, tables and chairs for shared use, wardrobe with storage space, lighting and electrical sockets, coffee and soft drinks (self-service), information counter at the collective stand, WiFi, shelf unit labelled with your company name, your company entry in the Exhibitor List, one exhibitor pass per shelf unit (incl. use of public transport).

1 Shelf unit (1 m, 4 shelves, 1 bench cabinet, max. 24 titles) 989.- €

We herewith book _____ shelf unit/s

Topics: 1 _____
2 _____
3 _____
4 _____

Stand nameplate

Company name _____

Place of business (country) _____

Frankfurt Welcome Kit (500.- EUR)

Networking package for first-time exhibitors to start the fair (see details in price list and on buchmesse.de/welcome-kit)

The prices quoted are binding and do not include the corresponding VAT owed. The completed registration form shall be deemed a binding order. The rent is payable if the exhibitor, for whatever reason, should be prevented from attending the fair, or otherwise occupying the stand. If the exhibitor withdraws from the contract in writing after 2 April 2020, the cancellation fee is 100% of the rent.

Registration Education Collective Stand



03 Company address

All relevant documents and information on the Frankfurter Buchmesse participation will be sent to the contact person named here. This contact person is also automatically designated as the administrator for Digital Services (see point 06). (Exception: in the case of an alternative contact person under "05 Mailing 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 Ms Mr

First name _____

Telephone _____

Surname _____

E-mail _____

04 Invoice address

The invoice will be issued to the address given here.

Same as company address

Correspondence in German English

Company name _____

PO Box _____

Postal code, City _____

PO Box postal code, City _____

Country _____

Street, no. _____

Telephone _____

E-mail _____

Contact person Ms Mr

First name _____

Telephone _____

Surname _____

E-mail _____

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05 Mailing address

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 _____

PO Box _____

Postal code, City _____

PO Box postal code, City _____

Country _____

Street, no. _____

Telephone _____

E-mail _____

Contact person Ms Mr

First name _____

Telephone _____

Surname _____

E-mail _____

06 Using digital services

The digital services of Frankfurter Buchmesse include the **Exhibitor List**, entries in the **Calendar of Events** and **Exhibitor Ticket Portal**. Administrative rights are appointed to the contact person given under „Company address“ (or mailing contact) following prior registration at My Book Fair (buchmesse.de/login). Alternative contact persons for access rights to the services listed below can be given here (here a prior registration at My Book Fair is also required):

Exhibitor List

Contact person Ms Mr

Name _____

First name _____

E-mail _____

Calendar of Events

Contact person Ms Mr

Name _____

First name _____

E-mail _____

Exhibitor Ticket Portal

Contact person Ms Mr

Name _____

First name _____

E-mail _____

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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 O3 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 Signature

By submitting this registration, we accept all aspects of the 2020 Terms & Conditions for collective stands and work centres of Frankfurter Buchmesse GmbH (download at buchmesse.de/terms-collective-stands).

Company name _____

Name _____

Date _____ Signature _____

09 How to submit this form

Please return the completed form to us via post, fax or e-mail: Frankfurter Buchmesse GmbH, Braubachstrasse 16, 60311 Frankfurt am Main, Germany, **Mailin Choy, Telephone: +49 (0) 69 2102-208, Fax: +49 (0) 69 2102-46208, E-Mail: choy@buchmesse.de**

Exhibitor List

Your company profile for the Exhibitor List will be processed by our partner company Neureuter. After registering, you will receive an e-mail with all the necessary information. NEUREUTER FAIR MEDIA GmbH, Messe-Allee 2, 04356 Leipzig, Germany, Tel.: +49 (0)341 678-27782, E-mail: neureuter@buchmesse.de, Fax: +49 (0)341 678-27788.