

# Registration form System Stand Smart

Your stand from a single provider. The plug-and-play exhibition unit for anyone looking for a comfortable and effective fair stand solution.



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



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



Do not forget to sign it!



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

## 01 Company details

Company name

Customer number (if known)

## 02 Stand registration

### System Stand Smart

Stand size            4 sqm            8 sqm

Stand position

bordering on 1 aisle (row stand)

bordering on 2 aisles (corner stand)

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](https://buchmesse.de/welcome-kit))



Please return this page to Frankfurter Buchmesse.

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## Stand location – important for your allocation!

In 2020, the hall occupancy will change in part, so please make detailed location requests here (neighbouring, focus on content, details).

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**Water connection requested** (limited availability, separate order with another service provider necessary)      **yes**      **no**

## 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

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## 04 Invoice address

The invoice will be issued to the address given 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      Ms      Mr

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

Telephone \_\_\_\_\_

Surname \_\_\_\_\_

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

## 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 \_\_\_\_\_

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

\_\_\_\_\_

PO Box \_\_\_\_\_

\_\_\_\_\_

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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## 06 Using digital services

The digital services of Frankfurter Buchmesse include the **Exhibitor Catalogue**, 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](http://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 Catalogue

Contact person      Ms      Mr

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

Surname \_\_\_\_\_

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

### Calendar of Events

Contact person      Ms      Mr

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

Surname \_\_\_\_\_

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

### Exhibitor Ticket Portal

Contact person      Ms      Mr

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

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

## 08 Signature

With this registration we accept the terms and conditions of participation of Frankfurter Buchmesse GmbH (available to download at [buchmesse.de/terms-and-conditions](http://buchmesse.de/terms-and-conditions)).

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

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

## 09 How to submit this form

Please return the completed form to us via e-mail, fax or post: Frankfurter Buchmesse GmbH, Braubachstrasse 16, 60311 Frankfurt am Main, Germany, **E-mail: [servicecenter@buchmesse.de](mailto:servicecenter@buchmesse.de), Fax: +49 (0) 69 2102-277.**

### Catalogue entry

Your company profile for the Catalogue 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](mailto:neureuter@buchmesse.de), Fax: +49 (0)341 678-27788.