



# Registration form for exhibitors and co-exhibitors

20-24 October 2021  
**FRANKFURTER  
BUCHMESSE**  
Guest of Honour Canada

Information on prices and conditions can be found in the price list and is available for download at [buchmesse.de/registration](http://buchmesse.de/registration).



For your convenience, you can enter your details directly into this PDF. Please take care to 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) \_\_\_\_\_

### Co-exhibitor

You are a co-exhibitor if you co-exhibit at another exhibitor's stand without having your own stand. Please put your cross here, fill in the following two fields and then continue directly with "03 Company address".

Name of the main exhibitor \_\_\_\_\_

Customer number of the main exhibitor \_\_\_\_\_

## 02 Stand registration

### Custom-built Stand

**Stand size** (all measurements can only be made in 4 sqm units)

8 sqm    12 sqm    16 sqm    20 sqm    \_\_\_\_\_ sqm

**Stand measurements** (all measurements can only be made in 2 m units)

depth \_\_\_\_\_ m × width \_\_\_\_\_ m

#### Stand position

bordering on 1 aisle (row stand)

bordering on 3 aisles (peninsula stand, 16 sqm or larger)

bordering on 2 aisles (corner stand or walk-through row stand)

bordering on 4 aisles (island stand, 100 sqm or larger)

Please remember that you must apply for approval of your custom-built stand design (Deadline **01 September 2021**). For further information, please see [buchmesse.de/custom-built](http://buchmesse.de/custom-built).

### System Stand CLASSIC

**Stand size** (all measurements can only be made in 4 sqm units)

8 sqm    12 sqm    16 sqm    20 sqm    \_\_\_\_\_ sqm

**Stand measurements** (all measurements can only be made in 2 m units)

depth \_\_\_\_\_ m × width \_\_\_\_\_ m

### System Stand SMART

**Stand size**    8 sqm

### System Stand FUN

**Stand size**    8 sqm    12 sqm    16 sqm    24 sqm    32 sqm

**Cabinets**    1 x 1 m cabinet (included in the price)    1 x 2 m cabinet (included in the price)    2 x 2 m cabinet (stand ≥ 16 sqm and > 4 in depth) **750,- EUR**

**Position of Cabinet**    position left in the corner of the stand    position right in the corner of the stand

#### Stand position for System Stand CLASSIC, SMART and FUN

bordering on 1 aisle (row stand)

bordering on 3 aisles (peninsula stand, 16 sqm or larger)

bordering on 2 aisles (corner stand or walk-through row stand)

bordering on 4 aisles (island stand, 100 sqm or larger)

replace side wall with half-open wall (free of charge)?    yes    no

>> Order **Tables, Chairs & Light** as well as **Furniture & Extras** using the form **S Furnishing for your System Stand**.

### System Stand DELUXE

If you are interested in an individually designed stand, the **System Stand DELUXE** is the right choice for you. You can find information and the right contacts for this product at [buchmesse.de/en/system-stand-deluxe](http://buchmesse.de/en/system-stand-deluxe)

Please return this page to Frankfurter Buchmesse.



**Stand nameplate** (only for System Stand CLASSIC and System Stand SMART)

No Stand nameplate

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

Place of business (country) \_\_\_\_\_

**Stand location – important for your allocation!**

Don't forget to describe your desired stand placement in as much detail as possible (type of neighbouring stands, thematic focus, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Water connection requested** (limited availability, separate order with another service provider necessary.)

yes

no

**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**

Ms

Mr

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

Telephone \_\_\_\_\_

Surname \_\_\_\_\_

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

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")



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

\_\_\_\_\_

PO Box postal code, City \_\_\_\_\_

\_\_\_\_\_

Country \_\_\_\_\_

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

Telephone \_\_\_\_\_

\_\_\_\_\_

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

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

E-mail for receipt of digital invoice (if different) \_\_\_\_\_

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 \_\_\_\_\_



## 06 Using digital services

The digital services of Frankfurter Buchmesse include the **Exhibitor Directory**, entries in the **Calendar of Events** and **Exhibitor Ticket Portal**. Administrative rights are appointed to the contact person given under "03 company address" (or mailing contact) following prior registration at My Book Fair ([buchmesse.de/login](https://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 Directory

**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](https://buchmesse.de/vat).

## 08 Signature

With this registration we accept the terms and conditions of participation of Frankfurter Buchmesse GmbH ([buchmesse.de/terms-and-conditions-of-participation](https://buchmesse.de/terms-and-conditions-of-participation)) and note the Health Protection Requirements ([buchmesse.de/corona-requirements](https://buchmesse.de/corona-requirements)).

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

\_\_\_\_\_

Name \_\_\_\_\_

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

## 09 How to submit this form

Please return the completed form to us via E-mail or fax: 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

In order to manage your entry in the Exhibitor Directory, we use the services of NEUREUTER FAIR MEDIA GmbH. You will receive an e-mail as soon as it is possible to enter your information in the directory. 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.