



Registration form Workstations

Your workplace in the middle of the exhibition grounds for meetings and customer appointments. Easy and flexible booking by the day.



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



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) _____

02 Registration

Wednesday, 20.10.2021

Number of Workstations
if possible in Forum Level 0 Hall 3 Hall 4 Hall 6

Thursday, 21.10.2021

Number of Workstations
if possible in Forum Level 0 Hall 3 Hall 4 Hall 6

Friday, 22.10.2021

Number of Workstations
if possible in Forum Level 0 Hall 3 Hall 4 Hall 6

Additional equipment for the rear wall of your workstation for an extra fee (max. 2 surfaces per workstation can be selected)

Presentation area with 4 bookshelves Quantity _____ **Presentation area with advertising graphic (2 x 1 m)** Quantity _____

Stand nameplate

Company name _____ Place of business (country) _____

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 _____

Telephone _____

Street, no. _____

E-mail _____

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

Postal code, City _____

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 _____

Telephone _____

Street, no. _____

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). 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 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

With this registration we accept the terms and conditions of participation of Frankfurter Buchmesse GmbH (buchmesse.de/terms-collective-stands) and note the Health Protection Requirements (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, 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, Fax: +49 (0)341 678-27788.