

OVERVIEW OF SERVICES



12–16 October 2011
**FRANKFURTER
BUCHMESSE**
Guest of Honour Iceland

INTERNATIONAL LIBRARY CENTRE (ILC)

The ILC offers two kinds of workspaces, ideally located in Hall 4.2, close near to the international specialist and academic publishers, as well as the Hot Spot Professional & Scientific Information.

WHAT THE FRANKFURT BOOK FAIR OFFERS YOU:

Standard Package

Your reserved working space in the ILC comes with the following services:

- / Table with four chairs and nameplate
- / 1 x wireless internet access
(additional connections charged extra)
- / 2 exhibitor passes, including use of public transport*
- / 10 vouchers for reduced-price trade visitor tickets

*If the Standard Package is booked by the day, only one exhibitor pass is issued.

Premium Package

This all-icl. package enables you to talk with your clients in a separate area within the ILC, featuring:

- / Generous workspace (large table and four chairs, incl. power supply/sockets, lighting) separated from the centre itself
- / Nameplate and company logo
- / Broadband internet connection
- / 2 exhibitor passes, including use of public transport
- / 10 trade visitor one-day tickets, including use of public transport
- / A parking space in the car park at the exhibition site (P4)
- / Inclusion of your company logo in the print and online versions of the Catalogue

Further services

- / Supervision of the stand by specialist staff
- / Service counter for arranging appointments, passing on queries taking orders
- / Drinks for exhibitors and their guests (Premium), drinks for sale at the cafeteria (Standard)
- / Breakfast service (for an extra fee)
- / Lockers or room/cloakroom which can be locked
- / Catalogue (1 copy per exhibitor)
- / Entry in the print version of the Catalogue and unrestricted research in the online version for one year
- / Online entry and unrestricted research in the Frankfurt Who's Who
- / Free publication of your activities in the Calendar of Events
- / Entry in alphabetical index (by sort word)
- / Presentation of the ILC and its participants at www.book-fair.com

Prices

- / Premium € 4,229.–*
- / Standard (five days) € 2,256.–*
- / Standard (per day) € 1,111.–*
- / Catalogue entry per agency (mandatory) € 104.–*

Contact and information

Frankfurt Book Fair
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www.book-fair.com



12-16 October 2011
**FRANKFURTER
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REGISTRATION FORM

INTERNATIONAL LIBRARY CENTRE (ILC)

We would like to book the following International Library Centre offer(s):

(Please specify quantity required)

_____ STANDARD (five days)
_____ STANDARD (per day) _____
_____ PREMIUM

Address

Company name	Customer no.
Contact person	Phone _____ Extension _____
Street	Fax _____ Extension _____
Postcode/Town	E-mail _____
PO Box _____ PO Box postcode/Town _____	E-mail (contact person) _____
Country	Internet address _____
VAT No. _____	

Invoice address (if different)

Company name	Customer no.
Contact person	Phone _____
Street	Fax _____
Postcode/Town	E-mail _____
PO Box _____ PO Box postcode/Town _____	Country _____

This registration constitutes our acceptance of all stipulations included in the Terms & Conditions of Participation for collective stands at the Frankfurt Book Fair 2011.

Date _____ Signature _____ Company stamp _____

For a list of costs and services included with this participation at the Book Fair, please see the attached Overview of Services.

Please return to: Alexandra Jackel, Fax: +49 (0) 69 2102-46222 or mail to: Ausstellungs- und Messe GmbH des Börsenvereins des Deutschen Buchhandels, PO Box 10 01 16, 60001 Frankfurt am Main, Germany



YOUR CATALOGUE ENTRY

ADDRESS AND PROFILE

Catalogue address

Company name

Place of business

Street

Postcode/Town

PO Box

PO Box postcode/Town

Country

Phone

Fax

Internet address

E-mail

Sort word (alphabetical catalogue search word)

Cross reference/-s (€ 50.-*/cross reference, max. 2 admissible)

Do you wish for your **company logo** to appear in the print and online versions of the Catalogue of exhibitors?

yes (€ 224.-*) no

Profile text for online Catalogue (max. 250 keystrokes, longer texts will be abridged)



YOUR CATALOGUE ENTRY

COMPANY PROFILE

Customer no.: _____

Important: It is via these keywords that your company can be found in the online catalogues at www.book-fair.com, on the information system at the Fair itself, the interactive Floor Plan and in the index in the Catalogue of exhibitors (if applicable). At the same time, this company profile can assist in determining your positioning at the Fair.

Branch of Business

- Agency
(see also Literary Agency)
- Antiquarian Book Trade
- Association
- Bookbinding
- Book Trade
- CD Production
- Consulting
- Design
- Education
- Film/Television
- Gallery/Art
- Games
- Hardware Production
- Information Services
- Institution
- Library
- Library Services
- Literary Agency
- Magazines/News
- Marketing
- Media Department Store
- Multimedia/
Electronic Publishing
- Museum
- Music
- Nonbook Production/
Merchandising
- Online Bookstores
- Online Services
- Packager
- Photographic/Picture Agency
- Printing & Manufacturing
- Publisher
- Remainder
- Scouting
- Service Provider for the Trade
- Shop Design
- Software Development
- Telecommunication

- University/Science
- Wholesale/Distribution

Products and Services

- Advertising/Marketing
- Antiquarian Books/Sound
Recording Media/Graphics
- Artist Management
- Audio/Audiobook
- Book
- Book Art/Print/Facsimile
- Calendars/Posters/Postcards
- CD/DVD
- Consulting
- Corporate Publishing
- Database
- Database Management
- Digital Whiteboards
- Direction/Production
- E-Book
- E-Book Reader
- Educational Software
- Electronic Publishing
- Film/Video
- Game
- Graphics/Design
- Green Publishing
- Hardware
- Illustrations
- Information Management
- Legal Advisory Services
- Loose-Leaf Editions
- Manuscripts
- Maps
- Merchandising
- Mobile Products and Services
- Music Scores
- Newspaper/Magazine
- Nonbook

Sort word: _____

With this in mind, please indicate the branch of business, all the products and services as well as subject areas that apply to your company. In addition, we need a grading according to subject: SO PLEASE ENTER THE NUMBERS 1-5 AFTER THE MOST IMPORTANT PRODUCTS AND SERVICES AS WELL AS AFTER THE MOST IMPORTANT SUBJECT AREAS. If needed, this information can be amended later.

- Photographic/Picture Archive
- Photography/Painting/Sculpture
- Play
- Pre-Press
- Print on Demand
- Screenplay
- Search Engine
- Social Media
- Software
- Web-to-Print
- International Business &
Economics
- Management
- Marketing
- Personal Finance
- Taxation
- Business Intelligence
- Patenting, Patent
Information

Subject Areas

- Advertising
- Agriculture
- Architecture
 - Architectural History
 - Individual Architects
 - Landscape
- Art
 - Crafts
 - Book Art & Artist's Books
 - Design
 - Graphic Arts
 - History/Theory of Art
 - Individual Artists
 - Artistic Guideline
 - Typography
- Autobiography/Memoirs
- Beauty
- Bible
- Bibliography
- Biography
- Body, Mind & Spirit
 - Astrology
 - Esoteric/New Age
- Business/Economics
 - Accounting
 - Banks & Banking
 - Electronic Commerce
 - Finance
- Cartography
- Childcare
- Children's Books (Age 1-7)
 - Easy to Read
 - Picture Books
- Coffee Table Books/
Picture Books
- Comics/Cartoons
- Computers
- Cooking
- Crafts & Hobbies
- Cultural History/
Regional Specialties
- Cultural Studies
- Current Events
- Education
 - Pedagogy
 - Teaching Methods
& Materials
 - Textbooks/School
 - Adult Education
 - Art Education
 - Early Childhood Learning
 - Musical Education
 - Occupational Training
 - University
- Edutainment
- Family & Relationships
- Fashion
- Fiction
 - Adventure
 - Anthologies



YOUR ENTRY IN THE FRANKFURT WHO'S WHO

Important Notice: If you update your entries in the Frankfurt Who's Who online at www.book-fair.com, you do not need to complete this form. The fields marked in red and with the symbol ▼ are mandatory. If these fields are not complete the application cannot be considered.
 Please complete one form per person.

▼ Name and address of company

Company name	Customer no.
Street	PO Box/Town
Country	

▼ Personal data

m f

▼ First name _____ ▼ Last name _____

▼ E-mail _____ Please do not display my e-mail address

Phone (extension) _____ Fax _____ Mobile phone _____

I will attend the Frankfurt Book Fair 2011 in person: yes no

▼ Position

- | | | |
|--|---|---|
| <input type="checkbox"/> Agent (Age) | <input type="checkbox"/> Marketing Manager (MaM) | <input type="checkbox"/> Sales Manager (Sal) |
| <input type="checkbox"/> Chairman (Chm) | <input type="checkbox"/> Online Editor (OEdi) | <input type="checkbox"/> Sales Section Manager (SalSec) |
| <input type="checkbox"/> Chief Executive Officer (CEO) | <input type="checkbox"/> Press Officer (PsO) | <input type="checkbox"/> Scout (Sco) |
| <input type="checkbox"/> Chief Press Officer (CPSO) | <input type="checkbox"/> Product Manager (ProdM) | <input type="checkbox"/> Screenplay Writer (Scr) |
| <input type="checkbox"/> Commissioning Editor (CoE) | <input type="checkbox"/> Production Manager (PdM) | <input type="checkbox"/> Vice President (Vpr) |
| <input type="checkbox"/> Director (Dir) | <input type="checkbox"/> Programme Director (ProDi) | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Editor (Edi) | <input type="checkbox"/> Project Manager (Proj) | |
| <input type="checkbox"/> Editorial Director (EdD) | <input type="checkbox"/> Promotion Manager (Pro) | |
| <input type="checkbox"/> Export Manager (Exp) | <input type="checkbox"/> Publisher (Pub) | |
| <input type="checkbox"/> Film Agent (Fag) | <input type="checkbox"/> Publishing Director (PubD) | |
| <input type="checkbox"/> Film/TV Producer (Prd) | <input type="checkbox"/> Representative (Rep) | |
| <input type="checkbox"/> Head of Public Relations (PR) | <input type="checkbox"/> Rights Assistant (RigA) | |
| <input type="checkbox"/> Key Account Manager (KAM) | <input type="checkbox"/> Rights Director (RigD) | |
| <input type="checkbox"/> Literary Agent (LAg) | <input type="checkbox"/> Rights Manager (Rig) | |
| <input type="checkbox"/> Managing Director (MgD) | <input type="checkbox"/> Sales Director (SDi) | |
| <input type="checkbox"/> Marketing Director (MaD) | | |

▼ Area of responsibility

- Business Development (BusDev)
- Distribution (Distr)
- Editorial (Ed)
- Electronic Publishing (ePub)
- Events (Ev)
- Licensing/Merchandising (LicMer)
- Management (Mgt)
- Marketing (Mkt)
- Online (O)
- Press (Ps)
- Production (Prod)
- Production/Development (ProdDev)
- Programme Management (Pmgt)
- Promotion (Prom)
- Retail (Rt)
- Rights (Ri)
- Sales (S)
- Other: _____

Position(s) held in (inter-)national publishers' associations:

Position _____ Name of association _____

The data on this form will be processed electronically and published on the Frankfurt Book Fair website.
 The customer is solely responsible for the content and completeness of his/her personal data.

Company name _____ Name _____ Date _____ Signature _____

TERMS & CONDITIONS OF PARTICIPATION FOR COLLECTIVE STANDS

1. Duration
2. Exhibitors
3. Exhibits
4. Contracts
5. Rental fees, additional expenses
6. Terms of payment
7. Withdrawal, cancellation
8. Force majeure, event cancellation
9. Liability, indemnity, expiration of terms
10. Transfer of claims, compensation
11. Catalogue
12. Occupation of stands, set-up and dismantling, Technical Regulations
13. Sales
14. Exhibitor passes
15. Security, insurance
16. Advertising
17. Cleaning, environmental protection
18. Non-compliance with »Terms & Conditions«
19. House rules
20. Data privacy
21. Written form, severability clause
22. Applicable law, court of contractual fulfilment, court and law of jurisdiction

The **Frankfurt Book Fair** provides a showcase for books and book-related products and services from countries all over the world. It represents the world of books and promotes the sale of books, book-related articles, services for the book industry as well as the trading of rights as part of the international publishing business. It is organised and presented by the Ausstellungs- und Messe GmbH des Börsenvereins des Deutschen Buchhandels, Reineckstrasse 3, 60313 Frankfurt am Main, Germany (hitherto referred to as the Organiser).

1. Duration

1.1 The **Frankfurt Book Fair 2011** is scheduled for Wednesday, 12 October to Sunday, 16 October 2011. The official opening is on 11 October at 5.00 p.m. Regular opening hours are from 9.00 a.m. to 6.30 p.m. daily, and from 9.00 a.m. to 5.30 p.m. on 16 October. The Fair is open to the general public from 9.00 a.m. to 6.30 p.m. on Saturday and from 9.00 a.m. to 5.30 p.m. on Sunday. Exhibitors are admitted to the exhibition site from 8.00 a.m. and can remain in the halls until 7.00 p.m.

1.2. The Organiser may postpone the Fair for good cause, change its duration and times of opening, exclude the general public, cancel the Fair entirely or close it earlier than scheduled.

2. Exhibitors

2.1 All national and international companies may exhibit at the **Frankfurt Book Fair** which are involved in the creation, preparation and distribution of content via media such as books, newspapers, periodicals, teaching materials, audio and/or visual media, data carriers or online platforms. This also includes agencies and service providers for media trade and production, nonbook suppliers, merchandisers and institutions or associations active in the areas of culture and education.

2.2 Companies whose right to use their company name or substantial parts of the name is disputed by an established previous Exhibitor, may exhibit, provided that they can demonstrate their right to use the company name with a legally binding statement either issued by a court of law of the Federal Republic of Germany or whose enforcement has otherwise been officially authorised. This also applies to products and services exhibited at individual stands or as part of collective presentations.

2.3 Companies may not exhibit if they are the subject of bankruptcy proceedings before a court of law. If any such proceedings are initiated following registration for the Fair, the Organiser is to be informed without delay.

3. Exhibits

3.1 Only articles, products and services of the publishing trade and media industry may be exhibited at the **Frankfurt Book Fair**.

3.2 The Organiser does not apply any form of censorship.

3.3 It is not permitted to exhibit any works which have been banned from production, distribution or import by a court of law in the Federal Republic of Germany, or similarly in a court of law abroad, provided this judgement has been declared enforceable in a court of law in the Federal Republic of Germany.

3.4 It is not permitted to promote or advertise any such items that are excluded from the Fair.

3.5 Publications that have been officially indexed as liable to corrupt the young must not be accessible to juveniles.

3.6 Companies may only exhibit and promote their own products.

3.7 If requested, the Organiser will decide at their own discretion whether products or presentations may be permitted which do not appear to be directly related to the publishing or media industry (see 3.1).

4. Contracts

4.1 Registration to participate must be made in writing using the form supplied by the Organiser, responding to all questions and returning the signed form to the Organiser by the respective registration deadline (as specified on the registration form).

4.2 Provisional or unofficially submitted applications or mere reservation requests are invalid and will not be processed until a formal registration using the Organiser's official form is submitted by the stated deadline.

4.3 Alterations or special provisions made by the Exhibitor on the registration forms or in connection with the same are null and void and will be disregarded.

4.4 If, after having applied for registration, the Exhibitor receives a written or electronic (e-mail) registration confirmation from the Organiser, this confirmation represents completion of the contract and official acceptance of the Exhibitor to participate at the event. Instead of a confirmation, Exhibitors who register later will receive an invoice based on the services ordered. In this case, the receipt of the invoice represents the completion of the contract and official registration of the Exhibitor for the event. The registration is only valid for the respective event and the registered company.

4.5 The Organiser is entitled to refuse the Exhibitor admittance to the event if the requirements for admittance are not (or are no longer) fulfilled.

4.6 The Exhibitor is not entitled to the same stand location as in the previous year or to a specific position, although the Exhibitor's wishes in terms of position, neighbouring stands and size will be taken into account wherever possible.

4.7 Exhibitors who do not fulfil their financial obligations to the Organiser or have been late in payment can be excluded from the Fair even after admittance.

4.8 If an Exhibitor is allocated an exhibition space that is different in size, measurement or type (e.g. row stand instead of corner stand) than indicated on their registration, or if their exhibition space is altered for an important reason, in this particular case the Exhibitor has the right to immediately withdraw from the contract in writing, but at the latest seven days after receiving such notification. A withdrawal in electronic form, by fax or e-mail is only effective if it is received in due time and is subsequently followed up in written form, without delay. Any claims to compensation due to being allocated an exhibition space not specified by their registration are invalid, irrespective of the legal basis.

4.9 If, in the case of 4.8, a decrease or increase of the exhibition space or a change of stand type occurs (e.g. row stand instead of corner stand), and the Exhibitor does not choose to withdraw from the contract, they will be reimbursed for the difference to the originally ordered items.

5. Rental fees, additional expenses

5.1 For rental fees, please see the registration form which is an integral part of the rental contract.

5.2 The rental fee remains payable if the Exhibitor is prevented for whatever reason from attending or sending exhibits to the Fair.

6. Terms of payment

6.1 Invoices for rental fees, participation fees and other service charges are payable in full upon receipt via money transfer to one of the following of the Organiser's accounts:

POSTBANK FRANKFURT AM MAIN

Account No.: 1021 601 (Sort Code: 500 100 60)

SWIFT Code: PBNK DE FF

IBAN: DE21 5001 0060 0001 0216 01 or

COMMERZBANK AG, FRANKFURT AM MAIN

Account No.: 90 189 100 (Sort Code: 500 800 00)

SWIFT Code: DRES DE FF XXX

IBAN: DE96 5008 0000 0090 1891 00.

Objections can only be considered if raised within three weeks of the date of invoice.

6.2 All of the invoices from the Organiser are due for payment immediately.

6.3 If payment of the invoice is not received on time, the Organiser may reallocate the rented exhibition space, but the Exhibitor still remains liable for full payment. In the event of such reallocation, § 7 applies.

7. Withdrawal, cancellation

7.1 A cancellation of the registration is possible if submitted in written form before the respective registration deadline (see registration form). To compensate for administrative expenses, a processing fee totalling 20% of the fee payable for the use of the collective stand will be due. To be considered valid, the Organiser must have received the written explanation of cancellation at the latest by the above-mentioned deadline.

7.2 Aside from the possibility to cancel as described in 7.1 and other standard legal withdrawal rights, Exhibitors at collective stands do not have the right to withdraw from or cancel the contract.

7.3 If the Exhibitor cancels or withdraws from the contract, whether they have the right to do so or not, or otherwise communicates that they will not occupy the rented exhibition space, the Organiser is entitled to find another use for the entire rented space. If they no longer have the right to cancel or withdraw from the contract, the Exhibitor will still be obligated to pay the rental fee. The Organiser must thereby calculate the value of the non-incurred expenses as well as any benefit gained from alternative use of the exhibition space. The Exhibitor's obligation to pay is not affected if, in order to avoid a gap between stands, the Organiser offers the exhibition space to a third party whose stand would otherwise have been placed at another location or if the Organiser rearranges the rented area so that it no longer appears to be an empty exhibition space.

7.4 If the Organiser is able to successfully rent the exhibition space to a new Exhibitor, who could not be allocated another available ex-

hibition space, the Exhibitor withdrawing from the contract must pay the Organiser a cancellation fee of 20% of the fee payable for the use of the collective stand (plus VAT). The Organiser thereby reserves the right to demand further compensation for administrative expenses.

7.5 Exhibitors are entitled to provide evidence showing that the Organiser has not been disadvantaged or not to the extent that would justify payment of the requested amount.

7.6 The Organiser is entitled to deny admittance or reallocate exhibition space:

→ if payments are not made in full, on time or in accordance with contractual terms, provided the Organiser has given the Exhibitor a deadline for payment, under threat of exclusion from the event, which the Exhibitor has let pass

→ if the exhibition space has not been occupied by the Exhibitor by the time the event opens and no indication of a later arrival is evident

→ if the exhibition requirements are no longer fulfilled by the registered Exhibitor or if the Organiser later becomes aware of reasons which, had they been known before, would have justified a denial of admittance

→ if safety regulations are violated and a resolution of the problem is not possible or the Exhibitor refuses to take according action
In case admittance is denied, obligation to payment as defined in 7.1, 7.3 and 7.4 remains unaffected.

8. Force majeure, event cancellation

8.1 In certain cases, the Organiser is entitled to postpone, shorten, lengthen or cancel the event as well as provisionally or definitively close the event in part or in its entirety. These cases include compelling reasons for which the Organiser is not responsible or force majeure which require respective measures, such as natural catastrophes, war, strikes, terrorism, transportation blockages, blackouts and/or communication breakdowns. In these cases, the Exhibitor retains no right to claim compensation for thereby incurred damages.

8.2 If the event is cancelled due to one of the reasons listed in 8.1, the Exhibitor is obligated to cover a reasonable share of the costs connected with the overall preparation for the event. The requested share will be calculated by the Organiser but limited to maximum 50% of the fee payable for the use of the collective stand. The sum will be calculated based on all costs incurred by the Organiser up until the point of cancellation divided by the number of Exhibitors (taking into consideration the size of the respective exhibition space reserved).

9. Liability, indemnity, expiration of terms

9.1 The Exhibitor has a legal obligation to implement safety precautions to protect all individuals who enter the rented exhibition space. In addition, federal law applies with regards to the liability of the Exhibitor for any damages or loss caused by themselves or their assistants.

9.2 The Exhibitor irrevocably releases the Organiser from any claims made by third parties with regards to the violation of laws or third party rights (particularly intellectual property rights, copyrights, image and name rights, brand and trademark rights, competition rights, personality rights) connected to the exhibition space of the Exhibitor including the Exhibitor's activities, advertising, products and their intellectual contents. This release also applies to any penalty, court or legal expenses arising from such violations.

9.3 A strict liability of the Organiser for damages due to pre-existing deficiencies in the rented space is excluded. If the Organiser violates essential contractual terms due to simple negligence, any liability for compensation is limited to the predictable, typical or expected average damages in relation to the scope of this contract. Compensation claims for damages due to breach of contract, which would not be considered breach of cardinal obligations or essential contractual terms, are excluded to the extent that they are not due to gross negligence or deliberate culpable action of the Organiser and/or the Organiser's contracted assistants. This limitation of liability does not include attributes clearly identified and acknowledged by both parties in advance or for damages or loss to life, body or health to the extent that liability is legally obligatory due to negligence or deliberate action.

9.4 The Organiser is not liable for loss or theft of exhibited items or stand furnishing. For an additional fee, the Exhibitor may hire professional stand guards which have been approved by the Organiser for such duties.

9.5 Any claims the Exhibitor makes against the Organiser arising from the contractual terms as well as any other related demands must be communicated to the Organiser in written form within 10 days after the event. If any faults or disturbances become evident during the course of the event, they must be communicated to the Organiser without delay. Otherwise, the assertion of any respective claim will be invalidated.

9.6 The validity of the Exhibitor's claims expires after three months, unless the liability of the Organiser results from deliberate action. Legal limitation periods for misdemeanours, fraudulence or negligent impossibility are unaffected. The limitation period begins at the end of the month in which the last day of the event is held.

10. Transfer of claims, compensation

10.1 The Exhibitor is not entitled to transfer any pending claims against the Organiser to a third party.

10.2 Any rights to retention or compensation from the Organiser may only be claimed by the Exhibitor if they have been legally determined, are not contested or have been accepted by the Organiser.

11. Catalogue

11.1 If a catalogue entry is included in the specifications, the Exhibitor will be included in the relevant catalogue. The Exhibitor is not entitled to the production of a print edition of the catalogue.

11.2 For any claims against the Organiser and their contracted administration and implementation assistants due to false, incomplete or missing entries, 9.2 to 9.6 apply.

12. Occupation of stands, set-up and dismantling, Technical Regulations

12.1 The collective stands are open from Tuesday, 11 October 2011, 2.00 p.m., for the set-up of stands.

12.2 Exhibitors must display their exhibits for the entire duration of the Fair.

12.3 The Organiser has the right to reallocate exhibition spaces that are not yet occupied at 8.00 p.m. on 12 October 2011. There is no entitlement to reimbursement of rental fees already paid. In the event of reallocation of the stand, 7.4 applies.

12.4 Delivery of packing materials, the packing away of exhibits and the clearing of stands is not permitted prior to the official end of the event. Dismantling is not permitted before 5.30 p.m. on 16 October 2011.

12.5 If exhibition spaces are cleared and vacated prior to the end of the event, the Organiser will impose a breach of contract penalty (compensation which is not subject to VAT), which can be as high as 20% of the fee payable for the use of the collective stand.

12.6 Exhibitors with specific exhibition plans, particularly involving their own facilities, structures or designs, must strictly observe the Organiser's »Technical Regulations«. You can request these at any time or read and download them online at www.book-fair.com.

13. Sales

In general, books may only be sold to the book trade at the Fair. At events (forums) and on the last day of the Fair, books may be sold to the general public in compliance with fixed price regulations. At the Frankfurt Antiquarian Book Fair, antiquarian books that are not subject to fixed price regulations may be sold at any time during the Fair.

14. Exhibitor passes

14.1 A special pass is required for access to the Book Fair.

14.2 For the Exhibitor's employees engaged in the set-up and dismantling of the stand, as well as for other representatives and staff at the stand, the Exhibitor is issued exhibitor passes as well as special set-up and dismantling passes that are to be attached to outer clothing in a visible position at all times when on the exhibition site. Normal exhibitor passes are also valid during set-up and dismantling.

15. Security, insurance

15.1 General patrolling and guarding of the exhibition site and its halls is performed by a company contracted by the Organiser. However, the Organiser assumes no responsibility for damages or loss of exhibited goods, the exhibition stand or any objects or belongings of the people working at the stand. This applies even if the collective stand is staffed by the Organiser with hostesses or security personnel. It is their exclusive responsibility to monitor whether third parties who enter the stand have the required credentials.

15.2 Guarding of the stand and stand supervision during opening hours is generally the responsibility of the Exhibitor. This also holds true during set-up and dismantling times.

15.3 Overnight, all valuable and easily removable objects must be securely locked away by the Exhibitor. At their own expense, the Exhibitor may choose to take advantage of the services provided by the security company working for the Organiser. All Exhibitors are recommended to purchase an exhibition insurance for the duration of the event.

16. Advertising

16.1 Advertising, in any form, is only permitted within the Exhibitor's stand and on its inner surfaces; such advertising may only promote the Exhibitor's own company and the products or services they produce and sell.

16.2 Presentations, optical, slow-moving and acoustic promotion features are permitted, provided these do not disturb neighbouring stands, do not lead to bottlenecks in the gangways and do not drown out the Fair's own announcement system in the halls. The volume may not exceed 70 dB(A) on the outer edge of the stand. In the event of failure to comply with this ruling, the Organiser is entitled to intervene and, if appropriate, demand the cessation of use.

16.3 If an Exhibitor chooses to play music at their stand, they are responsible for attaining performance permission and for paying the GEMA fee.

16.4 Outside the Exhibitor's own stand area, it is not permitted to undertake promotion activities either on or in front of the exhibition site. This includes the use of persons for publicity purposes, as well as the distribution or posting up of advertising material such as leaflets, posters, stickers, etc., in hall gangways, on the exhibition site, in the immediate vicinity of the exhibition site or on car parks used for the Fair. It is also not permitted to carry out surveys, tests, competitions, raffles and prize games outside the Exhibitor's stand; the Organiser's own survey questionnaires are exempt from this rule. The Organiser may allow a limited number of the above-mentioned promotion activities if the appropriate application has been submitted. There is a charge for this permit.

16.5 It is not permitted to hold receptions, lectures, press conferences, discussion events, etc. on the exhibition site without the written authorisation of the Organiser.

17. Cleaning, environmental protection

17.1 The Organiser is responsible for the general cleaning of the exhibition site and the gangways.

17.2 In the interest of environmental protection and sustainable Fair operations, the Exhibitor is obligated to minimise the use of packaging and the production of waste as well as to make use of environmentally friendly and recyclable packaging, decorations and advertising materials. If a sorted waste removal system is in place, the Exhibitor is required to comply with the sorting system and to participate in the connected waste removal expenses in accordance with the costs-by-cause principle.

18. Non-compliance with »Terms & Conditions«

18.1 The Exhibitor is subject to the Organiser's »Terms & Conditions« for the entire duration of the Fair and on the entire exhibition site. The orders given by the Organiser's employees who prove their identity with an ID card are to be followed at all times.

18.2 The Organiser is entitled to close down an Exhibitor's stand without compensation at the Exhibitor's cost in the event of failure to comply with the stipulations of the »Terms & Conditions«. In particularly serious cases, if there is a continued breach of contract despite warnings, or if contractual breaches that incurred warnings at previous Fairs are repeated, the Organiser may exclude the Exhibitor from future Fairs.

This shall also apply if items are exhibited that are subject to court bans or if the Exhibitor or his employees have committed or encouraged punishable offences (such as theft or deliberate infringements of copyright).

18.3 Rather than imposing exclusion, the Organiser may charge a penalty amounting to 50% of the fee payable for the use of the collective stand. Participation in future events can be made conditional upon payment of any such penalty.

19. House rules

The exhibition grounds are a privately owned venue. The operator of the exhibition grounds is the Messe Frankfurt Venue GmbH & Co. KG. It exercises property rights on the exhibition grounds along with the Organiser. In this respect, Exhibitors should refer to the house rules displayed on the exhibition grounds. In addition to the house rules of the operator, the Organiser is entitled to adopt event-specific house rules to provide secure access and procedures at the event. The Exhibitor can request the current house rules from the Organiser or view and download them at www.book-fair.com.

20. Data privacy

20.1 Person-related data which the Exhibitor supplies to the Organiser as a part of the application and contractual process are stored by means of an automatic system, in order to ensure data protection as laid down by the regulations of the Federal Data Protection Act and Teleservices Act of the Federal Republic of Germany. Exhibitor data are useful to the Organiser:

- to facilitate completion of business processes with the Exhibitor
- for sending out event-related offers
- as a source of business-related information before and after the event

20.2 Naturally, every Exhibitor has the right to request the Organiser, in written form or by e-mail, not to send them any further information about future events.

21. Written form, severability clause

Any and all claims made by the Exhibitor on the basis of the contract as well as of non-contract nature must be submitted to the Organiser in writing. The written requirement is considered fulfilled if the respective declaration is transmitted and confirmed in electronic form or by fax.

If individual clauses in the registration documents or participation conditions are or become invalid, this does not affect the validity of the rest of the contract. In this case the invalid regulation must be interpreted or amended in such a way that the original intention be met as closely as possible.

22. Applicable law, court of contractual fulfilment, court and law of jurisdiction

22.1 For interpretation of the contract and participation conditions, the German text takes precedence in the case of a dispute.

22.2 For the entire legal relationship between the Organiser and Exhibitor, only the laws of the Federal Republic of Germany apply. The terms of the CISG (United Nations Convention on Contracts for the International Sale of Goods) are expressly excluded.

22.3 The place of contractual fulfilment and exclusive court of jurisdiction for both parties is Frankfurt am Main, Germany, provided the Exhibitor is a business entity, corporate body under public law, represents fund assets subject to public law, does not otherwise have a place of jurisdiction in Germany or has taken up residency or place of residence abroad or at an unknown location. The Organiser nevertheless reserves the right to also take legal action at the Exhibitor's general place of jurisdiction.