



**Leipziger
Buchmesse**

Leipzig liest
April 27–30, 2023

Leipziger Messe GmbH, Messe-Allee 1, 04356 Leipzig | Tel. +49 341 678-6950 | aussteller@leipziger-buchmesse.de



**LEIPZIGER
MESSE**

Special Conditions of Participation for exhibitors at Leipzig Book Fair 2023 and Conditions of Participation for Leipzig liest 2023

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**Leipziger
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**LEIPZIGER
MESSE**

1. Special Conditions of Participation for exhibitors at Leipzig Book Fair 2023

The General Conditions for Exhibitor Participation are defined in more detail by the following Special Conditions for Participation for exhibitors.

1.1. Organiser

Leipziger Messe GmbH, Messe-Allee 1, 04356 Leipzig, Germany
Commercial register no.: Amtsgericht Leipzig, HRB 622
VAT identification no: DE141497334

1.2. Venue, duration of the event and opening times

Title of the event:
Leipzig Book Fair / Leipzig liest

Purpose of the event:

Leipzig Book Fair is an event providing information for readers from the general public as well as for all those involved in the production and distribution of books and book-related media, literary operations, literary communications and the support of reading. Information at the fair centres primarily on the German-speaking market. The focus of the event is to bring together authors and readers (Leipzig liest). In addition to literature from German-speaking countries, works from Central, Eastern and South-Eastern Europe have traditionally played a major role. Furthermore, the fair offers an effective platform for rotating guest countries to present themselves to the public and media in the largest market for translations in the world. Leipzig Book Fair honours authors of outstanding modern literature with Leipzig Book Fair Prize in the categories of fiction, non-fiction / essay and translation.

Duration of the event:
27 to 30 April 2023

Venue:
Leipziger Messe
Messe-Allee 1, 04356 Leipzig, Germany

Stand construction for persons building their own stands:
Monday, 24 April 2023, 7 a.m. to 8 p.m.
Tuesday, 25 April 2023, 7 a.m. to midnight
Wednesday, 26 April 2023, 7 a.m. to 8 p.m.

Complete stands can be set up starting from Wednesday, 26 April 2023, 9 a.m.

Stand dismantling:
Sunday, 30 April 2023, 5 p.m. to midnight (The exhibition site is only approved for the transport vehicles to access it following the take-up of the aisle carpets and the all-clear being given by the staff from Leipziger Messe.)
Monday, 1 May 2023, 7 a.m. to 8 p.m.
Tuesday, 2 May 2023, 7 a.m. to 8 p.m.

Exhibitors have to submit a written application for set-up and dismantling times going beyond these periods that the Leipziger Messe has to approve in writing. A fee shall be required. The exhibitor shall pay a lump-sum of **458.00 EUR** plus VAT per day and trade fair stand. Should the construction and dismantling times change, exhibitors will be notified of this in good time.

Note on stand dismantling: **Monday 1 May 2023** is a public holiday so there may be additional charges and transport restrictions to consider.

Opening times for exhibitors and stand personnel during the trade fair:
8 a.m. to 7 p.m. (access only with valid exhibitor pass)
Sunday 30 April 2023: Fair closes at 5 p.m.

Open to the general public:
Thursday, 27 April 2023, to Saturday, 29 April 2023
Entrance area: 9 a.m. to 6 p.m.
Exhibition halls: 10 a.m. to 6 p.m.

Sunday, 30 April 2023
Entrance area: 9 a.m. to 5 p.m.
Exhibition halls: 10 a.m. to 5 p.m.

1.3. Product index

The product index corresponds to the one in the company profile (Item 2 in the online stand application). The following regulations remain unaffected.

Book Art & Graphic Design trade fair area:

The selection of commodities in the Book Art & Graphic Design trade fair area includes authorised art books, artistic (book) projects, drawings and graphics published in limited editions (up to 100), printed or bound with handicraft techniques or that are examples of artistic/experimental ways of working with the medium or design of books.

Participation in "Market place print graphics" is contingent on the exhibition of original prints that use printing methods such as letterpress printing, gravure printing, surface printing, silk-screen printing or similar.

Thematic non-book sector:

Exhibitors from the non-book area will be placed in a separate area. If an exhibitor's product range includes both books and non-book products, then the focus of the range of products presented is the decisive factor. In cases where the product range does not clearly focus on the presentation of books, it will be placed in the nonbook area. Exhibitors who would like a position deviating from the aforementioned position in the other subject areas must provide proof of the prerequisites.

Non-book items are permitted only to the extent that they meet the requirements of the book trade as specified in section 1.11. and are offered by their publishers or manufacturers themselves. Retailers who only offer non-book items for resale may not participate (see also section 1.11. about copyright). Permitted non-book items include postcards, stationery, gifts, calendars, audiobooks, games, DVDs, CDs, globes and maps. Food, drinks, stamps, coins and similar articles are not permitted, even if they are distributed through booksellers.

Only the gastronomic facilities operated by the organiser may sell food and beverages.

1.4. Participation fees (see Conditions of Participation / 4.)

Prices for stand rental, services and fees and the corresponding registration deadlines can be found in the price list of Leipzig Book Fair (see document "Exhibiting at Leipzig Book Fair 2023"). The event organiser reserves the right to raise or lower prices for services and fees as well as stand rental for single or all types of stands if this is absolutely necessary in order to carry out the event (e.g. as a result of increases in energy costs). However, price increases may not exceed ten per cent.

1.5. Registration (see Conditions of Participation / 5.)

Stand allocation will begin on **30 September 2022**. **Early-bird rates** will be valid until then. If there are still receivables with Leipziger Messe beyond this date, the right to an early booking price must be forfeited, even if the registration was received by Leipziger Messe on time.

www.leipziger-buchmesse.de



1. Special Conditions of Participation for exhibitors at Leipzig Book Fair 2023

The **registration deadline** is **15 November 2022**. Any registrations received after the deadline will only be considered on request and at the discretion of Leipziger Messe. Leipziger Messe reserves the right in the case of registrations received after 16 November 2022 to charge a **late booking fee of 270.00 EUR** plus VAT for exhibition stands up to 6 m² and **500.00 EUR** plus VAT for exhibition stands from 8 m² (in each case per stand). There is then no guarantee that specific stand placement requests can be considered.

Provisional or informal written registrations, including those associated with reservation requests, will not be considered and will generally not be processed unless formal registration has been submitted by the registration deadline.

The date of the e-mail (confirmation of exhibitor registration) sent to the trade fair organiser immediately after successful completion of the exhibitor registration shall apply.

Changes to the booked stand (area enlargement or type of stand) are free of charge **until 20 March 2023**. After this date, there will be a processing charge of **45.00 EUR** plus VAT and any other additional costs (e.g. graphics costs). It is also possible to reduce the stand size until 20 March 2023. The fees stated under section 1.10. (withdrawal and non-participation) are valid.

Exhibitors who do not agree with new Special or General Conditions of Participation may withdraw from the contract free of charge, within 14 days after the deadline. The contract must be cancelled in writing (e.g. e-mail).

Changes to company, correspondence and invoice data after registration should be reported to Leipziger Messe without delay in written form. The processing fee for amendments to invoices and addresses is **45.00 EUR** plus VAT per amendment.

1.6. Authorisation – fair rental agreement

(see Conditions of Participation/6.)

Participation approval will be sent to exhibitors as soon as possible after receipt of the exhibitor registration.

Companies in the book and media industry from both Germany and abroad are eligible to participate, provided that their exhibits comply with the required company profile and product groups as well as the provisions mentioned under points 1.3. and 1.11. This also includes producers of books, newspapers, magazines, teaching aids, sound, image and data carriers, providers of online platforms and digital services as well as institutions or associations from the fields of culture and education. Companies that offer services for publishers, authors and the book trade as well as authors who have already published may also exhibit. Exemptions can be granted upon request.

Bookstores and retailers are excluded from participation. Intermediaries, publishing house deliveries and publishing house representatives may be accepted as exhibitors.

Countries may hold joint presentations or the organiser may present special exhibitions, provided these are compatible with the purpose of the Book Fair.

The decision on the approval of an exhibitor is taken by the organiser by exercising reasonable discretion and considering the available exhibition space capacity, the purpose of the event and safety aspects. The organiser may decide not to grant approval for objectively justified reasons or make participation dependent on further conditions such as the imposition of specific requirements or the payment of a security deposit. This applies in particular to exhibitors who in the past have not fulfilled their financial obligations to the organiser or have not done so in good time, or who have already violated the law, conditions of participation, safety-related exhibition regulations or directives issued within the scope of domiciliary rights at previous fairs. The organiser is not required to give reasons for refusing approval to take part in the event.

The Leipziger Messe reserves the right to restrict the size of exhibition areas which are not part of the core event area (e.g. "Market place print graphics" or the non-book area). Areas with limited exhibition space are indicated in the registration documents. The allocation of stand space takes place according to the priority of the application. Any later registrations will not be considered if the available space is insufficient.

1.7. Stand allocation – stand construction

(see Conditions of Participation/7.)

Provision of fair space:

The allocation of exhibition space by the organiser can only take place after the expiry of the registration deadline and the evaluation of all exhibitor applications received. The allocation of exhibition space is based on the time of registration, the rooms, space, requirements and options available to the organiser and in accordance with the partitioning of the exhibition areas as defined at the discretion of the organiser. The exhibitor is not entitled to the same placement as at the previous event or to the allocation of a specific space. However, the exhibitor's placement requests with regard to location, neighbouring stands, size, stand shape and exhibition area will be taken into account as far as possible.

The exhibitor must accept that at the start of the event, the location of the other stands may have changed compared to the time of stand allocation.

The **minimum size** of a stand is **4 m²** (Exception: Artist's stand "Market place print graphics", 3 m²).

The following minimum depths apply:

- 2 m for stands 4 m² and larger
- 3 m for stands 12 m² and larger
- 4 m for stands 24 m² and larger.

Only rectangular or square exhibition spaces in a 1-metre grid (width/depth) are available for rental.

Complete stand:

Leipzig Book Fair offers complete stands (rent including stand construction). The electrical connection (2 kW) is obligatory for each stand when booking a complete stand package and cannot be deselected. Further details on prices, stand equipment and service descriptions can be found in the price list and the stand construction offer (see document "Exhibiting at Leipzig Book Fair 2023").

The "**small stand classic S without a partition**" (4 m²) can only be booked in combination with another "small stand classic S without a partition". A maximum of two "small stands classic S without a partition" (4 m²) can be placed next to each other. The entire partition between the two stands will be removed. It is not permissible to remove half a partition. The rental of these two stands must involve two independent companies and the independence of these companies must be proven to Leipziger Messe upon request with appropriate documents. Both companies must register independently of each other and book the stand package entitled "small stand classic S without partition". The registration must include the name of the partner company on the neighbouring stand. If an exhibitor books a "small stand classic S without partition" and there is no registration application from the neighbouring stand, Leipziger Messe will allocate a "small stand classic S" with two side walls. The corresponding stand construction form for the complete stand package "small stand classic S without partition" must be submitted. Each stand must have its own individual fascia lettering.

Removal of the partition between two exhibition stands is only possible when booking the stand type "small stand classic S without partition". Removing entire partitions or parts thereof is prohibited for all other stand types. Exhibitors who have rented several small stands are not permitted to use this as a communal space and present themselves as one stand. In such cases, the organiser has the right to charge the participating exhibitors the relevant rental for a larger space.



1. Special Conditions of Participation for exhibitors at Leipzig Book Fair 2023

The “**Book Art & Graphic Design**” stand package and the “**Market place print graphics**” stand for artists can only be rented in the exhibition area reserved for book art and graphics. Here, special conditions apply (see section 1.3. In the product index).

Leipziger Messe GmbH offers complete stand packages themselves under their own company. Construction and installation are carried out by its subsidiary FAIRNET GmbH. The General Terms and Conditions and Rental Conditions of FAIRNET GmbH also apply.

Self-Build Stand:

The stand should be equipped with sufficient lighting, carpet and stand partition walls to neighbouring stands. On peninsula stands, the back of the stand (adjacent to the neighbouring stands) is to be kept closed off and the front completely open.

Stand design:

The allocated stand space and the stand limits are to be observed at all times. Space that is utilised but not rented from Leipziger Messe as stand space shall be subsequently invoiced at the respective list price.

In the interest of the stands located opposite, walls that are mostly closed may not be created for corner, head and block stands. At least 50 percent of the wall that faces an aisle must therefore be kept freely accessible. The organiser may permit exceptions.

Following consultation with and approval from Leipziger Messe, two opposite located stands may be connected with an aisle cover (i.e. floor covering). Leipziger Messe will charge a fee for this service. For 2023 Leipzig Book Fair, the fee is calculated on the basis of a flat rate of **109.00 EUR** plus VAT, multiplied by the length of the stand that borders the covered aisle.

Two-storey stand construction has to be announced as early as possible, however no later than when the application for building the stand is submitted. The upper floor spaces are billed at 50 percent of the valid stand rental charges. The rental charges for areas on the upper floor are billed based on area actually approved from the stand construction documents to be submitted.

1.8. Terms of payment

(see Conditions of Participation/8.)

Invoice complaints will only be considered if received within 30 days of the invoice date. Changes to company data may incur a processing charge for updating invoicing and address details (see section 1.5. on the registration form).

1.9. Co-exhibitors and additional participating companies

(see Conditions of Participation/9.)

Exhibitors must register any co-exhibitors and additional participating companies on their stand by 1 February 2023 and pay a fee according to the current price list (see document “Exhibiting at Leipzig Book Fair 2023”). The invoice for the complete stand including the fees for co-exhibitors and additional participating companies will always be sent to the main exhibitor.

Exhibitors must submit a separate registration for each co-exhibitor and each additional participating company including information on the company profile (via the online-exhibitor registration or PDF form).

Group companies, subsidiaries and sister companies or imprints that have their own name are considered to be co-exhibitors.

Co-exhibiting companies will be named in the exhibitor directory in the digital trade fair media. The flat rate fee for communication (see section 1.17. media entries) is compulsory and included in the fee for co-exhibitors. The main exhibitor will receive one exhibitor pass for each registered co-exhibitor free of charge.

Additional participating companies will not automatically be entered into the exhibitor directory. An entry may be requested but will only be made in connection with the main exhibitor and a fee will be charged.

1.10. Withdrawal and non-participation

(see Conditions of Participation/10.)

Cancellation of registration by the exhibitor prior to confirmation must be delivered to Leipziger Messe in writing.

In case of **withdrawal before the receipt of confirmation** a cancellation fee of **180.00 EUR** plus VAT will be charged for exhibitors who have booked stand space of up to 6 m² and **380.00 EUR** plus VAT for exhibitors who have booked 8 m² or more.

In case of **withdrawal after admission confirmation** has been sent and **before 15 November 2022**, exhibitors will be required to pay **25 per cent of their stand rental**. In case of withdrawal on or **after 16 November 2022**, section 10.2. of Leipziger Messe GmbH Terms and Conditions comes into effect.

Stand size reductions are possible up to **20 March 2023**. If the stand size is reduced by **15 November 2022**, the exhibitor must pay **25 per cent of the fee for the returned stand space**. For reductions **after 16 November 2022**, the exhibitor must pay for the **returned space in full**.

The above-mentioned regulations represent the variations that apply to the trade fair in 2023 only.

The special rules concerning free withdrawal rights for exhibitors according to section 1.5. (registration) remain unchanged.

1.11. Products

(see Conditions of Participation/11.)

As a general rule, only products and services for the book and media industry and products intended for distribution through booksellers or for the manufacture of publishing products may be exhibited. Special terms apply for the Book Art & Graphic Design trade fair area (see Special Terms of Participation/section 1.3.).

The organiser does not censor these in any way.

Exhibitors may only exhibit items or products that comply with applicable law and are free of third-party rights. With regard to works protected by copyright law, the exhibitors warrant that they either are the sole creator, are offering original products of the creator, possess the corresponding rights of use, or are authorised for other reasons. The same applies to other commercial property rights (e.g. trademarks, patent rights, design rights) or personal rights.

Only products of the exhibitor’s own company may be exhibited or advertised on the stand. Should products of another company be exhibited, then that company must be registered as a co-exhibitor or additionally represented company (see section 1.9. Co-exhibitors and additional participating companies).

The event organiser decides on the approval of products and services that are not directly related to the book and media industry at its reasonable discretion if requested.



1. Special Conditions of Participation for exhibitors at Leipzig Book Fair 2023

Book sales:

Exhibitors may sell their books and publishing products freely to the public at the Book Fair provided that the following rules are observed. Exhibitors and service providers may sell directly at the stand. The exhibitor may choose their own service provider.

- **Publishers own assortment:** Exhibitors may only sell products they have produced themselves, from their own range of publishing products and from registered co-exhibitors. Furthermore, sales on commission are not permitted.
- **New publications:** New releases should be the focal point of the product range. Copies with defects, remaining editions and surplus items cannot be sold.
- **Fixed book price:** The German Book Price Fixing Act (Buchpreisbindungsgesetz) must be observed when selling books.

Leipziger Messe reserves the right to verify compliance by carrying out inspections and test purchases. Any violations of the fixed book price will be reported to the Börsenverein des Deutschen Buchhandels (The German Publishers and Booksellers Association). We reserve the right to impose further sanctions in accordance with section 1.23. of the Conditions of Participation (Contractual penalty).

- **Cash management:** Each exhibitor is responsible for compliance with tax and accounting regulations. All sales must be documented, and a receipt issued to the buyer in accordance with the applicable legal provisions.
- **Fire protection:** When designing stands and storing materials, the fire protection regulations in the Technical Guidelines must be observed (cf. No. 4.4.1.11 Technical guidelines).
- **Clearing and disposal:** At the end of an event, the exhibitor is obliged to vacate the book tables of the fair forums immediately. Any goods not removed on time shall be cleared and disposed of for a fee.

1.12. Technical services, general services

(see Conditions of Participation / 12.)

1.13. Exhibitor passes

(see Conditions of Participation / 13.)

Main exhibitors receive a free number of exhibitor passes based on the following exhibition area key:

3 m ² fair space	1 pass
4 m ² fair space	2 passes
6 m ² fair space	3 passes
8 to 20 m ² fair space	4 passes
21 to 40 m ² fair space	6 passes
42 to 60 m ² fair space	8 passes
62 to 100 m ² fair space	10 passes

From 102 m², the number of exhibitor passes increases by 2 for every 50 m² of additional exhibition space.

For registered co-exhibitors, the main exhibitor receives one pass each free of charge.

1.14. Cleaning

(see Conditions of Participation / 14.)

1.15. Security

(see Conditions of Participation / 15.)

1.16. Delivery and collection of exhibition goods

(see Conditions of Participation / 16.)

1.17. Media entries

Leipziger Messe has appointed NEUREUTER FAIR MEDIA GmbH, Leipzig Office, Messe-Allee 2, 04356 Leipzig to publish and market all media entries. Other publishers issuing similar directories are not authorised by Leipziger Messe.

Entry in the exhibitor directory is compulsory for main and co-exhibitors. The flat rate fee for communication for main exhibitors is calculated based on the valid price list. The media flat rate for co-exhibitors is included in the co-exhibitor fee.

A breakdown of the **media flat rate** can be found in the online exhibitors' directory at www.leipziger-buchmesse.de, as well as in the Buchmesse app:

- Publisher or company name, address, phone, email, internet, stand number (the entry must match the registered company address)
- Link to exhibitors website
- Optional interactive email address
- 2 names in the Who's who list
- Individual advertising text containing 450 characters
- Listing of all sectors and product groups given in the company profile on the registration form
- Images of all social media buttons

As of January 2023, NEUREUTER FAIR MEDIA is your contact for more listing options in trade fair media. A fee is charged for additional entries.

1.18. Advertising, press, papers

(see Conditions of Participation / 18.)

Advertising outside of the fair stand itself is not permitted on or in front of the exhibition site. This includes: distribution or display of advertising material of any kind, utilisation of persons as advertisers, surveys, tests, competitions and prize draws as well as the distribution of giveaways. An exception to this is advertising during the exhibitor's own event in a fair forum. Advertising surfaces on the trade fair grounds which are subject to charges are offered through FAIRNET GmbH.

The event organiser is entitled to approve a limited number of the above-mentioned advertising activities but there is no general right to these. The event organiser will charge a fee for granting a permit.

1.19. Demonstrations – telecommunication engineering

(see Conditions of Participation / 19.)

The volume of noise during the course of presentations or events at the stand or in an event forum may not exceed **70 dB (A)**.

Events with high numbers of visitors:

Demonstrations, readings, book signings, receptions and other events even on single stands are to be planned and carried out by the exhibitor in such a way that emergency exits and escape routes are not obstructed by gathering crowds of visitors and the event is not disrupted. The exhibitor responsible is obligated to inform the organiser as early as possible (4 weeks before the event at the latest) if a disruption to the flow of visitor traffic can be anticipated based on previous experience or special circumstances. The exhibitor responsible is also obligated to arrange the necessary safety measures themselves at their own expense in good time after consulting with the organiser.

If they fail to do so, the organiser is permitted to take the necessary measures at the exhibitor's expense and without their consent in the case of imminent danger. Furthermore, the exhibitor must pay the organiser a 50 % surcharge in addition to the standard price for the service.



1. Special Conditions of Participation for exhibitors at Leipzig Book Fair 2023

1.20. Liability

(see Conditions of Participation/20.)

1.21. Conditions

(see Conditions of Participation/21.)

In Case of Cancellation of the 2023 Fair:

If the fair in April 2023 is cancelled according to section 21.1, Leipziger Messe GmbH waives the flat rate for stand space rental and all other stand packages and fees associated with an analogue exhibition stand according to section 21.2.1 of the general Conditions of Participation. This means that exhibitors will be reimbursed 100 per cent of the rental payments made to Leipziger Messe GmbH for stand space and stand packages.

In the case that the 2023 fair is cancelled, Leipziger Messe reserves the right to provide the online content only. Any exhibitors registered at the time of cancellation will be automatically included in the website directory at www.leipziger-buchmesse.de. Any online content already booked by this time will also be included. The media flat rate and any additionally booked online content will still be subject to payment.

The Conditions of Participation for Leipzig liest as stated in part 2 of the Conditions of Participation for Leipzig Book Fair and Leipzig liest 2023 continue to apply (section 2.3.).

From the day of cancellation (notification by email), participants will be able to withdraw from their contract within 30 days without charges and have their entries removed from the directory. In the case of withdrawal, all online content booked will also be cancelled. The contract must be cancelled in writing (e.g. e-mail).

Hygiene concept, adapted Conditions of Participation:

Should Leipziger Messe GmbH draw up a hygiene concept for the staging of the event on the basis of legal or official requirements or recommendations or in its responsibility as organiser, this will apply in its most recently published version after it has been notified to the exhibitor in electronic form. The exhibitor shall observe the requirements of the hygiene concept concerning the exhibitor's company and stand construction.

Insofar as the regulations of the hygiene concept require this, Leipziger Messe GmbH is entitled to make any necessary adjustments to the above Conditions of Participation at its discretion and will inform the exhibitor of such adjustments. Adjustments to the Conditions of Participation shall become effective upon notification to the exhibitor. However, such subsequent adjustments shall not exceed what is reasonable for the exhibitor. In case of doubt, the standard of reasonableness will be determined by legal or official requirements and recommendations.

1.23. Contractual penalty

The exhibitor is obligated to pay Leipziger Messe a contractual penalty in the event of culpable violation of the Special and General Conditions of Participation, the amount of which shall be at the organiser's discretion and the appropriateness of which may be reviewed by a court with jurisdiction, but which shall be no less than **500.00 EUR** plus VAT. This total will be reduced by any damages that are paid to Leipziger

Messe for the conduct that falls under the contract penalty.

A breach of the General and Special Terms of Participation may lead to immediate exclusion from the current event. Leipziger Messe also reserves the right to stop providing the exhibitor with authorisations for subsequent events.

1.24. Data protection

(see Conditions of Participation/24.)

1.25. Third-party rights

The exhibitor warrants that the image, sound and film material uploaded or otherwise made available to the organiser is free from third-party rights. The exhibitor also warrants that the goods offered do not infringe any industrial property rights.

The exhibitor indemnifies the organiser against all claims, including claims for damages, which other exhibitors or third parties may assert against the organizer due to an infringement of their rights by the content provided by the exhibitor. The exhibitor assumes all reasonable costs incurred by the organiser due to any infringement of the rights of third parties, including reasonable costs incurred for legal defence. All further rights and claims for damages on the part of the organiser are not affected. The exhibitor has the right to prove that the organizer actually incurred lower costs. The above obligations on the part of the exhibitor will not apply insofar as the exhibitor is not responsible for the violation of rights in question.

1.26. Special offers

Participation with an artist's stand at the "Market place print graphics":

The number of artists' stands (3 m²) in the "Market place print graphics" is limited to 32. Leipziger Messe reserves the right to increase this number.

Exhibitors with an artist's stand at the "Market place print graphics" will receive a free exhibitor pass based on the exhibition area key. The assigned stand space and stand borders (floor covering) must be strictly adhered to. Only the screen facing the clockwise direction or on the right side forms a part of the assigned stand. Premises in front of, besides or behind the trade fair stand (e.g. storage space, advertising stands, furniture), which are used but were not registered with Leipziger Messe as stand space will be subsequently calculated at the relevant list price for builders. According to Item 1.23. of the Special Terms of Participation, breaches may also be prosecuted with a contract penalty of at least **500.00 EUR** plus VAT per incident.

Registration of co-exhibitors is not possible. Participation in the social programme of Leipzig Book Fair (Leipzig reads) is also not permitted.

The "Market place print graphics" will only take place if the regulations on infection protection and the Leipziger Messe GmbH hygiene concept at the time allow.

1.27. Participation in the supporting events programme for Leipzig Book Fair (Leipzig reads)

Participation is reserved for the exhibitors at Leipzig Book Fair. Leipzig Book Fair shall reserve – also in consultation with the event venues – a selection from the registrations received for the events programme. Examples of criteria which are used as the basis for assessment here are the topicality of the title, the number of registered events (e.g. in relation to the size of the stand) and the relevance to current communication topics at Leipzig Book Fair (e.g. focus on a specific country). The desires of co-exhibitors to hold events will only be considered if there are still free capacities available. The Leipzig liest Conditions of Participation (part 2) also apply to the participation in the social programme.



**Leipziger
Buchmesse**

Leipzig liest
April 27–30, 2023

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**LEIPZIGER
MESSE**

1. Special Conditions of Participation for exhibitors at Leipzig Book Fair 2023

■ 1.28. Closing terms

(see Conditions of Participation / 25.)

Leipziger Messe GmbH exercises domiciliary rights at the exhibition grounds and corresponding virtual events. The house rules for the exhibition grounds are available at www.leipziger-messe.de/hausordnung.

Each exhibitor bears joint responsibility for the success of the fair. Actions that inhibit or endanger the procedure or success of the fair, or that disrupt other exhibitors and visitors in an unjustifiable manner, are prohibited.

Each exhibitor is obliged to co-operate to ensure that, through suitable stand design, adequate and specially-trained stand personnel and, where appropriate, the commissioning of stand security, theft is prevented in as far as possible and to prosecute cases of theft that are detected or uncovered.

Where protected by freedom of expression, disruptions and impairment at the fair are unavoidable. Leipziger Messe is not responsible for loss incurred by exhibitors as a result.

Leipziger Messe GmbH
July 2022



2. Conditions of Participation for Leipzig liest 2023

Leipziger Messe GmbH organises Leipzig Book Fair on its trade fair grounds in conjunction with Manga-Comic-Con. At the same time as these two fairs, a host of reading events for Leipzig liest (Leipzig reads) will also take place on the trade fair grounds as well as around the city and the surrounding area.

Leipziger Messe GmbH will select venues for the programme as well as coordinating and publishing the events calendar online. As usual, participating publishers will receive one or more event slots from the pool of venues provided by Leipziger Messe GmbH and may hold a reading as a face-to-face event as far as hygiene regulations permit.

The hygiene measures in place are based on the provisions that currently apply in the state of Saxony. If, after consultation with the relevant authorities, hygiene regulations prohibit events with an audience, Leipziger Messe GmbH reserves the right to cancel any attendance events at Leipzig liest.

The organisation of readings is the responsibility of the respective event planners.

2.1. Dates

Please keep the following dates in mind:

- Start of registration for event requests is 1 November 2022.
- Event requests must be registered by 30 November 2022.
- Event requests may be updated (additional details) up to 10 January 2023.
- Registration for self-organised events (at own venue) by 10 January 2023
- The programme will be published online at www.leipziger-buchmesse.de from 23 February 2023 to 31 July 2023.
- Event will be held the week of 24 to 30 April 2023.

2.2. Who May Participate?

Publishers and individuals approved as exhibitors at the current Leipzig Book Fair and Manga-Comic-Con can register their event requests and events as main organisers. Participating venues from Leipzig and the region and other event partners (e.g. Guest of Honour organisers) are defined by Leipziger Messe GmbH.

Events will be organised and coordinated in collaboration with the main organiser/exhibitor and the host of the respective venue. If other event organisers are entered, these shall be acknowledged as co-organisers in the published programmes.

Participation is not guaranteed. As a result of the Corona situation, the available space is more limited than in previous years. The selection and allocation of incoming applications will be made according to the available space capacities and at our discretion. The criteria for this are the number of registered events in relation to the stand size (e.g. smallest stand, max. two events), how current the title is (e.g. publication date since the previous year's Leipzig Book Fair), and relevance to Leipzig Book Fair's communication topics this year (e.g. country or theme focus).

Requests for events submitted by a co-exhibitor must be coordinated in advance with the main exhibitor and will be counted towards the total number of events in accordance with the size of the stand.

Events per stand:

Stand size	Maximum number of events
Small stand, 4 m ²	1
Small stand, 6 m ²	2
From 8 to 10 m ²	3
From 12 to 18 m ²	5
From 20 m ²	+2

The number of events can be increased by 2 for each additional 20 m² of exhibition space.

Co-exhibitors 0 or in consultation with the main exhibitor

Leipziger Messe GmbH reserves the right to decline events whose content does not fit with the programme concept or if reason exists for assuming that the event could jeopardise safety or trouble-free operations.

2.3. In Case of Cancellation of Leipzig Book Fair

Any existing participation contracts (exhibitor registration) for Leipzig Book Fair 2023 remain valid for Leipzig liest in case of cancellation of the 2023 fair. If the 2023 fair is cancelled, Leipziger Messe reserves the right to provide the online content only. Any exhibitors registered at the time of cancellation will be automatically included in the website directory at www.leipziger-buchmesse.de. Any online content booked up to that point and any event entries already registered will also be included. The media flat rate and any additionally booked (online) content will still be subject to payment.

Participants have the option of withdrawing from the contract free of charge and having their name removed from the directory within 30 days from the day that cancellation is announced (notice of cancellation is sent to the trade fair organisers via email). In the case of withdrawal, all additionally booked online content and Leipzig liest event entries will also be cancelled. The withdrawal must be submitted in writing (e.g. e-mail).

No new registrations for Leipzig liest can be made after withdrawing from the 2023 fair. The event organiser may allow exceptions, in which case registrants will at least need to pay the communication fee.

Companies listed in the participant directory have the opportunity to enter independently conducted and self-created digital events into the programme database. Leipziger Messe GmbH reserves the right to select registered digital events at its reasonable discretion. The criteria here are also how current the title is and its relevance to this year's communication topics at Leipzig Book Fair.

Upon cancellation of the 2023 fair, depending on the availability of venues, analogue events can only be considered with "city" as the requested location.

2.4. Venues at the Trade Fair Grounds and in the City

Events on the exhibition grounds generally take place between 10.30 am and 6 pm and events in the city usually start at 6 pm. Events in the trade fair forums usually last 30 minutes.

Events and book-signing sessions may be held at the exhibitor's own stand, subject to compliance with safety and hygiene regulations, and if feasible given the structures and the space available at the stand.

2.5. Public Events Only

No event spaces or partners for closed and/or internal events will be arranged in the city. This means, for instance, that readings to which the general public is not invited will not be organised at schools.

Exhibitors may rent rooms at the Exhibition Centre upon request for non-public events and media relations work. These events will not be published in the Leipzig liest programme.

2.6. Registration / Publication

Registration also constitutes an application to be entered in the event database. Events will be advertised online on Leipzig Book Fair/Manga-Comic-Con website and app. Listings indicate events taking place in Leipzig and the surrounding area.



2. Conditions of Participation for Leipzig liest 2023

A link to a (live) stream can be added to this event listing, as long as the organiser creates and takes responsibility for the (live) stream and shares the link with Leipziger Messe GmbH in plenty of time.

An event is considered registered as long as the application is sent online prior to the registration deadline and receipt has been confirmed by email. Programme information will be published online only. Leipziger Messe GmbH reserves the right to edit any event entries.

Should an event organiser or venue publish its own events, these parties are required to indicate that the event is being held within the frame-work of Leipzig liest.

2.7. Registration Fee

Leipziger Messe GmbH is entitled to charge an event fee for any event published in the event database.

The main organiser (generally the exhibitor) is liable to pay this fee. Exceptions to this only apply where a different invoice address is given. Invoicing will take place at the beginning of May 2023, payable within 14 days of invoicing.

Leipzig liest fee 1: 45.00 EUR plus VAT

Per event for the following:

- Main exhibitors for all events included in the events-per-stand table
- Book signings
- Digital events
- Events at your stand
- Self-organised events at "your own" location
- Venues in and around Leipzig that are main organisers and/or have entered events

Leipzig liest fee 2: 99.00 EUR plus VAT

Per event for the following:

- Co-exhibitors
- Main exhibitors for events not included in the events-per-stand table

2.8. Amendments to Event Information

Main organisers must promptly inform the Leipzig liest project team of any changes to programme items so that these can be taken into consideration for the purpose of event organisation. The published programme information is continuously updated to reflect the information provided by the main organiser via email.

2.9. Responsibilities

The registered main organiser bears sole responsibility for executing the event, in particular:

- Event presentation
- Moderation
- Participant supervision
- Tickets or registration for admission to the fair
- Payment of travel and accommodation costs
- Royalties
- Security costs
- If applicable, registration for the event with GEMA/VG Wort and any applicable fees.
- Book sales at the fair in accordance with the Special Conditions of Participation in Leipzig Book Fair Section 1.11, "Book Sales". For forums held at the Exhibition Centre, Leipziger Messe GmbH provides the space that main organisers will need for hosting their own book sales and signings at a given forum event.

- For events that take place on the trade fair grounds, noise levels are limited to 70 dB(A) and emergency escape routes must not be obstructed as per Section 1.19 of Leipzig Book Fair's Conditions of Participation.
- Compliance with venue-specific requirements, in particular, regarding adherence to legal regulations (laws, ordinances, especially the Corona Protection Ordinance).

2.10. Technical Equipment at the Event Forums and Venues

Leipziger Messe GmbH provides premises (event forums) on the exhibition grounds for the programme, all of which are fitted with technical equipment and furniture. If required, the event spaces booked in Leipzig and the surrounding area can be fitted with technical equipment. Please enquire separately about the applicable costs in this regard.

The main organiser must submit their technical requirements in good time, as this can influence the decision on where the event is held.

2.11. Admission Fees and Visitor Registration

As a rule, there are no separate admission fees for events.

If a main organiser needs to charge admission for events in the city in order to offset additional costs, the organiser must inform the Leipzig liest team and coordinate this with them. The main organiser must likewise inform the team of events for which visitors must register or reserve a place in advance and indicate where visitors must go to register.

2.12. Third-Party Rights

When providing Leipziger Messe GmbH with texts, images, film and audio materials for publication, the main organiser must ensure that these do not violate any third-party rights, especially personal rights or commercial property rights.

At the same time, the main organiser shall indemnify Leipziger Messe GmbH against all claims – including claims for damages – which third parties may assert against us due to an infringement of their rights by the aforementioned material.

2.13. Streaming of Events

Digital events can be made available for viewing in the event database. The main organiser shall create and be responsible for the (live) stream and must provide Leipziger Messe GmbH with the link in good time. Main organisers must respect any copyrights for their events, as organisers may only stream those events for which they possess all content rights. Each video platform has its own terms of use and the main organiser is responsible for compliance. Links to streams will be available on the website (www.leipziger-buchmesse.de) during Leipzig Book Fair/Manga-Comic-Con and for 3 months afterwards. After that, the links will be removed from the website. Streamed material will continue to be available on the main organiser's chosen video platform and must be removed from these platforms separately if the organiser no longer wishes to show the content.

LM reserves the right to stream its own events and events with participation and to publish the audio and video content on the internet.

Leipziger Messe GmbH
July 2022 (M8847)