

Dear Organisers!

The following information is a supplement to the "Leipzig liest" (Leipzig reads) Conditions of Participation. We would like to draw your attention to certain aspects to ensure smooth and successful organisation of "Leipzig liest" for us all. Due to the current situation, the 2021 reading festival will not take place under the usual conditions. We ask for your understanding in this regard!

1. Dates

- Event registration starts on 10 November 2020
- New event requests must be registered by 15 January 2021
- Organised events must be registered by 1 April 2021
- The programme can be viewed online starting on 22 April 2021
- Leipzig Book Fair 27 – 30 May 2021

2. Who can register events?

- Only authorised Leipzig Book Fair and Manga Comic-Con 2021 exhibitors are able to register events.
- Events can be registered via the online ordering system for exhibitors as of 10 November 2020: www.leipziger-messe.de/kundenkonto
- If co-exhibitors plan on hosting an event, the event in question must be approved by the respective main exhibitor and registered through the main exhibitor's customer account.
- Exhibitors will be able to access online registration once their selected event venue and partners have been approved by the "Leipzig liest" organisers.

3. Organisation of registered events

- The selection and allocation of applications received will be made according to the available space capacities and according to a range of criteria, such as the size of the rented exhibition stand, the topicality of the title or host country presentation, for instance.
- Unfortunately, as a result of the Corona situation and restrictions due to hygiene measures, amongst other reasons, the available space is more limited than in previous years.
- As such, we kindly ask you to prioritise any event requests you may have when you register your event. If you will be registering several events, please note the event that is most important to you under "8. Further Remarks".
- Ensuring accessibility for all contributors and visitors to events is important to us. However, it is not automatically guaranteed. We look forward to your cooperation and notes!

4. Venues

Trade Fair

- The organisation and hosting of event forums and spaces on the trade fair grounds are governed by the Leipziger Messe GmbH Technical Guidelines in addition to the current hygiene and protection guidelines: <http://www.leipziger-buchmesse.com/hygieneconcept/>
- In order to ensure that all events held on the trade fair grounds adhere to the hygiene and protection guidelines, exhibitors are not permitted to host events at their own trade fair stands in 2021.
- Instead, trade fair forums can be held in the halls and neighbouring outside areas (e.g. between the halls):

North incl. outside area behind halls 2 + 4:

Hall 2:

- Education
- Children & Youth
- Imagination

Hall 4:

- International
- Europe
- East-South-East
- Literature
- Music

- Open-Air Forum
- Open-Air "Read & Meet Area" e.g. for blogger meetups

South:

Hall 1:

- Black Sofa
- Workshop Space

Hall 3:

- Literature
- Non-fiction
- Non-fiction + Science
- Society + Religion

Hall 5:

- Young Publishers
- The Independents
- Literature
- Non-fiction
- Authors
- Book Industry

- Unfortunately, due to the limited space available, spaces cannot be rented or arranged for non-official events in 2021.
- Events in the trade fair forums must not exceed 30 minutes in duration. Individual events may receive an additional 30 minutes to prepare and implement hygiene measures.
- The following hygiene and protection measures currently apply in the trade fair forums and are subject to change in line with the applicable provisions:
 - Separate entry and exit areas
 - The number of visitors in any one space is limited to the number of available seated places.
 - There are no available standing places.
 - The podium area must be cleaned between events.

City

The "Leipzig liest" organisers have arranged venues in the city of Leipzig and the surrounding area to ensure events can be held:

1. In compliance with the hygiene provisions, in particular, the Corona Protection Ordinance from the Saxon State Ministry for Social Affairs and Social Cohesion - SächsCoronaSchVO as amended.
2. In compliance with the Conditions of Participation for "Leipzig liest" and
3. With guaranteed seating for at least 25 people in compliance with the limits set by the hygiene concept.

As the organiser of the events that you have registered, you are subject to compliance with the guidelines in place at the respective event venue and the statutory provisions from the Saxon Corona Protection Ordinance as amended.

5. Book signings on the trade fair grounds

- In order to ensure that all events on the trade fair ground are held in adherence with the applicable hygiene and protection regulations, organisers are not permitted to hold book signings at their own trade fair stands in 2021 due to the likely visitor queues.
- The same applies to event forums, whereby book sales and signings are also not permitted in 2021.
- Separate signing areas have been organised within and outside the exhibition halls to provide space for book signings.
- If you plan on organising a book signing, please register this as an event including an indication of the exhibition hall where you intend on holding the book signing.
- Please pay attention to the guidelines for book sales at the trade fair:
www.leipziger-buchmesse.de/buchverkauf

6. Online event registration

Please fill out all fields carefully. The Leipzig Book Fair shall not be liable for any false entries. The fields marked with an asterisk (*) are mandatory and must be completed. Please provide as many details as possible. This makes it easier for us to organise and publicise your event. You are welcome to amend your entries at any time prior to the start of the event to keep visitors up-to-date.

Applicant/Organiser (Registration stage 1)

- Please only register events for which you are the responsible organiser (main organiser).
- We organise and coordinate the events with the main organiser (exhibitors, venue). If other event organisers are entered, these shall be acknowledged as co-organisers in the published programme.

Event (Registration stage 3)

- Tailor your entries to appeal to the audience you hope to inspire to come to your event.

Event title

- Keep the title short and concise to increase audience curiosity.

Description of the event

- The short description should include a short outline (max. 100 characters) on the topics covered at the event.
- This can be followed up by a longer description with an unlimited number of characters.
- Incorrect: Author reads his bestselling novel ...

Contributors/Authors - Photos (Registration stage 4)

- Photos of contributors can be featured free of charge in the relevant entry in the programme www.leipziger-buchmesse.de/leipzig-liest.
- Please ensure that any photos used are not subject to third-party rights. At the same time, you must indemnify us from any claims asserted against us due to rights that may pertain to the photos in question.
- Portrait 3:4 JPG file
- Photo filename format: Name of the contributor_Name of the publisher_Name of the photographer.

Event/Venue (Registration stage 5)

Trade fair venue

- Please indicate the exhibition hall and the name of your preferred forum.
- All forums are equipped with sound technology, windows laptops (please bring your presentation on a USB stick) and a projector.
- Please let us know if you require any additional event technology such as 2 microphones, headsets if you plan on playing music or videos, flip charts + paper + pens, etc. in the "Technical equipment required" field.

City venues

- We advise that you give us a call and/or send an email to clarify the on-site provisions, as the requirements vary significantly for different venues within the city.
- We do not organise event spaces or partners for exclusive or internal events, e.g. we do not organise readings at schools that are not open to the general public.
- Please let us know all the equipment you require for the event space in the "Technical equipment required" field.

Submission

Once you have submitted your online registration, the e-mail address provided for the "contact person" will automatically receive a confirmation e-mail that lists all entries received for event requests.

7. Confirmation of organised events

- All of the information that you provide during registration will dictate how we organise the event and the entry thereof in the programme.
- After successfully registering online, **you won't be able to** log in to your event to make amendments.
- Instead, please send any subsequent amendments or information to leipzig-liest@leipziger-buchmesse.de.
- We reserve the right to edit programme entries.
- As the applicant and therefore organiser of the event(s) in question, you will receive an e-mail to confirm your event in March.
- This e-mail will contain all key, up-to-date information relevant to your event.
- Please let us know if you have any edit requests by the end of the registration period for events on 1 April 2021.
- If we do not receive any feedback from you by this date, we shall assume that the event can be published as we have suggested.

8. Overnight stays in Leipzig

Leipziger Messe would be happy to assist you in reserving hotel rooms. Please find an overview of recommended hotels at the following link: <http://www.leipziger-buchmesse.com/hotel/>

Hotel reservations: Phone: +49 (0)341 678-6860
Fax: +49 (0)341 678-8722
Email: hotelreservation@leipziger-messe.de

9. Contact

Feel free to contact us at any time if you have any questions related to your events:

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Phone +49 (0)341 0341-0341
Email: leipzig-liest@leipziger-messe.de