

Leipziger Messe GmbH (LMG) organises the Leipzig Book Fair in conjunction with Manga Comic-Con on its fair grounds. A host of reading events will also take place around the city and the surrounding area for "Leipzig liest" (Leipzig reads) at the same time as these events. LMG selects the venues for the programme in addition to coordinating and publishing the event calendar. The organisation of readings is the responsibility of the respective event planners. **The hygiene measures in place are based on the provisions that currently apply in the state of Saxony.**

### 1. Dates

Please keep the following dates in mind:

- Events can be registered in the exhibitor online ordering system starting on 10.11.2020
- New event requests must be registered by 15.01.2021
- Organised events must be registered by 01.04.2021
- The programme can be viewed online starting on 22.04.2021

### 2. Who May Participate?

Publishers and persons who have been approved as exhibitors for the current Leipzig Book Fair and Manga Comic-Con can register as main organisers. They can register one or several events.

Participating venues from Leipzig and the region and other event partners (e.g. host country organisers) are defined by LMG.

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.

**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. Criteria include but are not limited to the currentness of the title (e.g. date of publication after the previous year's Leipzig Book Fair), the number of events registered in relation to the size of the stand and the relevance to current marketing themes of the Leipzig Book Fair (e.g. country **or theme focus**).

### 3. Day and Evening Events

Events on the exhibition grounds generally take place between 10:30 am and 6:00 pm. The event duration in the exhibition forums is generally 30 minutes, **whereby the individual event is preceded and followed by preparation and execution of hygiene measures.**

#### **4. Exclusively Open Air Events**

We do not arrange for event spaces and partners outside the exhibition grounds for exclusive or internal events, e.g. we do not organise readings at schools that are not open to the public.

#### **5. Registration**

Registration also constitutes an application to be entered in the event database. Events are displayed online and in the Leipzig Book Fair/Manga Comic Con app.

An event is to be considered registered if registration took place online by the deadline and has been confirmed by email.

#### **6. Publication**

**Programme information shall only be published online.** Please find event entry templates in "Event Registration Information".

We reserve the right to edit event entries.

If you publish an event for which you are the organiser or venue, you must mention that the event is part of "Leipzig liest" reading festival (**The logo can be downloaded at the following link:** <https://www.leipziger-buchmesse.de/Presse/Multimedia/Logos>).

#### **7. Registration fee**

Leipziger Messe GmbH reserves the right to charge a registration fee of **€37.00 plus VAT** for all events that are published online or in the app.

The main organiser (generally the exhibitor) is liable to pay this fee. Exceptions to this rule shall only apply if a different invoice address is entered (e.g. when registering the event).

The registering party/main organiser shall receive an invoice for the fee directly after the Leipzig Book Fair 2021.

#### **8. Amendments to Event Information**

Please inform us of any amendments to the programme items in a timely manner to ensure they can be taken into account during the organisation of the event. We continuously update the published programme information to reflect the information provided by the main organiser via e-mail.

## 9. Responsibilities

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

- event-content
- presentations
- participant supervision
  - purchase of tickets or admission to the fair
  - payment of travel and accommodation costs
  - royalties
  - security costs
- as well as, if necessary, registration of the event with GEMA/ VG Wort and any fees
- book sales and book signing at the fair in accordance with the Conditions of Participation of the Leipzig Book Fair § 16 "Book Sales"
- 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 14 of the Leipzig Book Fair's Conditions of Participation.**
- **Adherence to statutory regulations (laws, ordinances, in particular the Corona Protection Ordinance) and**
- **compliance with the specifications of the respective venue.**

## 10. Technical Equipment at the Event Forums and Venues

LMG provides spaces (event forums) on the trade fair grounds for the programme and arranges venues in the city of Leipzig and the surrounding area. The event forums on the trade fair grounds are equipped with the technical equipment and furnishings described in the overview. Technical equipment can be made available at venues in the city centre if required. Please enquire separately about the applicable costs in this regard.

The main organiser must register the required event technology in a timely manner, as this can influence the decision on where the event is held.

## 11. Admission Fees and Visitor Registration

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

If it is necessary to charge admission fees for events that take place in the city to offset additional costs, we kindly ask that you agree these with us and inform us thereof by **01.04.2021 (registration deadline for events)**. Please also inform us if access is only granted to visitors who have made an advance reservation or preregistered and where the visitors can register for the event.

## 12. Third-party Rights

**Please ensure that texts, image, sound and film material which you make available to us for publication are exempt from third-party copyrights, in particular that they do not infringe any personal rights or commercial property rights.**

At the same time, you hereby indemnify us 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.

### **13. Audio and Video Recordings**

Leipzig Book Fair reserves the right to stream and record events at the trade fair and its own events in the city and to publish sound and video content online. Please find more information on this topic and the option to object to this service in the confirmation email for your events.

### **13. Data Protection**

The data you provide will be processed by us in compliance with data protection laws and other legal provisions to provide customer service and communicate information as per the Privacy Policy in the Conditions of Participation of Leipziger Messe GmbH.

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