



**Leipziger
Buchmesse**

*Leipzig liest
27.–30. April 2023*



**LEIPZIGER
MESSE**

Important Information for Exhibitors

The deadline for permit applications and orders is 16 March 2023.

Please order all services such as additional stand construction services, technical services, exhibitor passes, customer invitations, parking spots, waste disposal and stand cleaning before that date in the "Shop for Exhibitors – Services" via your customer account at www.leipziger-messe.de/kundenkonto.

PLEASE NOTE: There will be a late surcharge of 15% on all prices/fees from 4 weeks before the event (from 30 March 2023) for late orders and incomplete applications for selected services. The late surcharge will be visible in your basket in the online ordering system.

It may not be possible to guarantee the punctual fulfilment of late orders.

Stand construction approval

Stand construction registration and approval as well as applications for technical permits have been replaced by a semi-automated process that will simplify the approval of your planned trade fair stand. This process provides an easy and convenient way to communicate the required information on your stand plans.

As part of the process, after you have received your stand allocation, our event technology department will send you an email with a link to the relevant password-protected online form. Once you have initially registered via this single-use password, you will be asked to create a personalised password.

Please complete your entries in good time.

For self-builders

All exhibitors are obliged to comply with the Technical Regulations issued by Leipziger Messe GmbH. After receiving your stand allocation, we will send you a link by email asking for information on anything involved in the construction and running of your stand at Leipzig Exhibition Centre which may require notification or safety measures.

If you have any further questions, our event technology team will be happy to help. Call them on +49 (0)341 6 78-99 06 or write to event-management@leipziger-messe.de.

For exhibitors with stand packages provided by FAIRNET GmbH

If you did not send the order for stand construction (stand package) together with your exhibitor registration, then please do so as soon as possible. Should you need an order form, you can ask for one by email at aussteller@leipziger-buchmesse.de

Please note that exhibitors with a stand package will also receive the above-mentioned email from our event technology department. Here, we also request a prompt reply to the questions.

When renting a stand, you are obliged to treat it with care. It is forbidden to damage the wall panels by using nails or screws and by drilling holes (with the exception of stand package E in the "Book Art and Graphics" area). Adhesive material must be removed without leaving any marks.

In order to ensure the safe use of the event location, the control procedures required for stand operators with regard to respecting technical guidelines and applicable laws, orders and provisions remain in effect throughout the entire trade fair (including during set-up and disassembly).

Opening times

Information on access to the exhibition site and the opening times will be sent to you via email in early March 2023 together with the "Traffic Guidelines for the Leipzig Book Fair 2023 and Manga Comic-Con 2023". You can also go to the FAQ on our website under stand allocation: www.leipziger-buchmesse.de/nextsteps

During the set-up and disassembly periods, you and your colleagues and/or service providers do not need a special ticket. Please ensure that all individuals carry a copy of your stand allocation in case of access authorisation checks.

Stand set-up

Monday, 24 April 2023, 7 am–8 pm
Tuesday, 25 April 2023, 7 am until midnight
Wednesday, 26 April 2023, 7 am–8 pm

Complete Stands built by FAIRNET can be accessed by exhibitors from 9 am on Wednesday, 26 April 2023. Exhibitors must be finished with setting up and decorating stands by 8 pm.

During stand construction, access to the halls by car is limited in accordance with the respective logistical circumstances. The decision is at the discretion of Leipziger Messe. Use of vehicles on the premises should be kept to a minimum (during set-up and disassembly only).

Should you need to use motorised loading, unloading or transport equipment inside the halls, these must be ordered from our logistics partner, DHL. You can place these orders via our online ordering system.

All vehicles must leave the hall before the carpets are put down in the aisles on the evening prior to the trade fair.

Stand disassembly

Sunday, 30 April 2023, 5 pm until midnight

There will be no access to the exhibition site for transport vehicles until the aisle carpets have been fully taken up and approval has been given by the security and traffic management staff.

Guidelines regarding access points will be available from early March on our website.

Monday, 01 May 2023, 7 am–8 pm.

Please note that various constraints such as transport restrictions for trucks and additional charges may be in effect due to the public holiday.

Tuesday, 02 April 2023, 7 am–8 pm

For exhibitors during the trade fair

Thursday, 27 April 2023 to Saturday, 29 April 2023, 8 am–7 pm

Sunday, 30 April 2023, 8 am–5 pm (close of the trade fair)

For visitors during the trade fair

Thursday, 27 April 2023 to Saturday, 29 April 2023

Entrance areas: 9.30 am–6 pm

Exhibition halls: 10 am–6 pm

Sunday, 30 April 2023

Entrance areas: 9:30 am–5 pm

Exhibition halls: 10 am–5 pm

Waste disposal and recycling

Any waste or recyclable material from stand set-up and disassembly must be removed by the exhibitor and is subject to a fee. Packaging may not be stored outside the stand and can be disposed of by Leipziger Messe. You can use our online ordering system to place an order with our cleaning service to take care of it.

We will provide you with a set of rubbish bags in advance for any rubbish you have during the fair. The disposal of this set of rubbish bags is included in the price for stand rental. Additional sets of rubbish bags can be ordered for a fee via the online ordering system.

Full rubbish bags must be put in the aisle at the end of the day to be collected.

Delivery of parcels and pallets/storage/empties

Please note the information on "package shipments" and "storage services" in the online ordering system.

Our appointed shipping company, DHL Trade Fairs & Events GmbH, phone +49 (0)341 6 78-72 44 or -72 45, email fairs.lej@dhl.com, can provide further information.

Book sales

At Leipzig Book Fair, exhibitors are permitted to sell books directly at their stands and at events on the exhibition site. These sales are subject to certain conditions.

Please be aware of the following:

- the General Conditions of Participation
- the Special Conditions of Participation
- the Technical Guidelines issued by Leipziger Messe
- compliance with the laws on retail book prices (Buchpreisbindungsgesetz)
- tax and accounting due diligence

If you are interested in participating in book sales at the trade fair bookshop, please contact our partner, Hugendubel Buchvertrieb GmbH, Alice Radder, phone +49 (0)89 55233 551, email aradder@hugendubel.de

You can find all the current information on book sales in our exhibitor FAQ under "Book Sales".

Book Industry Hub

The Leipzig Book Fair offers exhibitors and trade visitors an exclusive area for industry meetings. This year, the Book Industry Hub can be found in the Glass Hall.

Communication infrastructure for exhibition stands

During the Leipzig Book Fair and Manga Comic-Con, free WiFi access is available throughout the exhibition site (SSID: Leipziger Messe). The maximum bandwidth is 4 Mbit/s.

Please note that the use of private WiFi networks is limited and only permitted with prior registration. As an alternative, we can offer you access to our exhibitor WiFi.

Nevertheless, we recommend that you use cable Internet connections (LAN) with high bandwidth and Internet access at your stand. Exhibitor WiFi and wired internet connections can be ordered via the online ordering system.

If you have any questions, please contact Sebastian Kober by phone at +49 (0)341 6 78-53 51 or by email at sebastian.kober@leipziger-messe.de.

Logistics and navigation at the exhibition site

Every year, books and their authors attract hundreds of thousands of book lovers to Leipzig. Visits to the Leipzig Book Fair this year can once again be organised with help from the extended visitor control.

Further information on this topic will be available shortly before the start of the event on our website.

Trade fair media

NEUREUTER FAIR MEDIA has been exclusively commissioned to produce the trade fair catalogue and to acquire advertisements for it. Your contact is Ines Richter, phone +49 (0)341 6 78-2 77 82, email lbm@neureuter.de. Any other publishers who produce similar catalogues and directories have not been commissioned by Leipziger Messe GmbH.

Empty areas in front of and behind exhibition stands

We would urgently like to point out that any empty enclosures behind the stands which arise during stand allocation due to the different stand depths must be **rented** as stand space if you wish to use them. The valid list price applies. The same applies to areas in front of and next to the stand.

During the event, inspections will be carried out by the fire protection authorities and Leipziger Messe. Areas that are in use but have not been rented as stand space will be invoiced at the relevant list price.

Invoicing

Rental invoices including Communication and AUMA fees will be issued approx. 6 weeks before the start of the trade fair.

Payment of this invoice is required in order to participate in the trade fair.

Fairnet services will be invoiced separately, also before the start of the event.

All other services ordered will be invoiced within 4 weeks following the event.

Stand security

All exhibitors are obliged to help reduce the risk of theft. If required, please book additional stand security or insurance using the online ordering system.

Stand cleaning

Leipziger Messe is responsible for cleaning the aisles in the exhibition halls. Exhibitors are responsible for cleaning the stands. System stand packages include cleaning on the evening before the trade fair begins. Stand cleaning for the following days can be booked using the online ordering system.

Distribution of advertising materials and flyers

In accordance with our Special Terms and Conditions (section 1.18), it is not permitted to distribute advertising material and flyers outside your own stand. In the event of a violation, we will be forced to impose sanctions.

Contractual penalties

Please note that the General and Special Conditions for Participation of Leipziger Messe GmbH must be observed. According to section 1.23 of the Special Conditions for Participation, violations will be punished with a contractual penalty of at least €500 per incident.

Advertising materials and opportunities

Make use of our wide range of free advertising materials such as brochures, posters and letter stickers to draw attention to your participation as an exhibitor at the Leipzig Book Fair. These can be ordered via the online ordering system under "Services – Additional Services".

Peter Schippel of FAIRNET GmbH, phone +49 (0)341 6 78-84 86 or email werbeflaechen@fairnet.de will provide you with information on renting advertising space at the exhibition site.

NEUREUTER FAIR MEDIA offers advertising opportunities in the exhibitor directories or in the programme booklets (print and online). Contact: Ines Richter, phone +49 (0)341 6 78-2 77 82, email lbn@neureuter.de.