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Übungsfirma

PRAXIS ERLEBEN

Registration forms
53rd International Practice
Enterprise Trade Fair
in Sinsheim / Germany
November 21 – 23, 2017

Dear Colleagues,

the 53rd International Practice Enterprise Trade Fair will take place from

November 21 to 23, 2017
in Hall 6
on the fairground in Sinsheim / Germany
(Neulandstraße 27, D-74889 Sinsheim)

Some information regarding trade fair registration in advance:

1. To participate in the fair it is necessary to book **exhibit space** (please use form **1-Registration-a**). Exhibit space can be booked only for the **whole** duration of the fair.
2. In addition to the space, **stand(s)** are needed.
 - a) If you possess your own stand(s), you can use it/them (please use form **2-Order-a**). In this case you have to organize setting up yourself. Using private stand(s) is free-of-charge.
 - b) If you do not have any stand(s) at your disposal, you can book some for rent (please use form **2-Order-b** for single stands, form **2-Order-c** for double stands). The fees shown in the forms mentioned include setting up. You will receive stand(s) as shown there. Additional features (i.e. tables, chairs etc.) can be ordered by using form **3-Additional features**.
3. It is possible to book **corner stand(s)** at additional charge. Since the quantity is limited, we will distribute the space in the order registrations sent (»First come, first served«). You can choose »right/left corner stand« only if you use your own stand. Please appreciate that for logistic reasons this choice is not possible for rental stands.
4. In case you **share** a **stand** with two or more Practice Enterprises we ask you to make sure that the stand is constantly staffed. If Practice Enterprises have to alternate with one another we expressly ask you to assure, that decoration is be changed out of fair business hours only (up to 9:00 am resp. as of 17:00 pm). Please let us know the duration, each PE is exhibiting (please use form **1-Registration-b**). We need this information to pass it on to visitors and exhibitors.
5. At the **end of July** you will receive an **exhibitor's file folder** including all necessary documents, i.e. exhibitor pass, parking permits etc.

Organizational matters:

1. Trading starts on Tuesday at 10:00 am. Setting up and decorating have to be finished on Tuesday, **not later than 9:30 am.**
2. A stage for events will be built up in the fair hall. Each Practice Enterprise is invited to use this stage for it's special purpose: to present your Practice Enterprise or school, arrange games, launch a discussion forum etc.). You will get detailed information separately soon.
3. You are invited to a short fair briefing, taking place on Tuesday at 9:00 am, at the event stage. Here you will get the latest information and have the opportunity to clarify organizational details and open questions. At least one representative of each stand should attend.
4. To ensure internet access, a hotspot will be established.
5. At the close of the trade fair on Thursday a final conference with all teachers and trainers will be conducted. We want to discuss the results of the trade fair and are looking forward to your assessment and suggestions for improvement.
6. Please notice, that we will take photos and make videos which will be published if necessary in articles, on social media etc. relevant to the fair. Please inform all your exhibitors about that fact. Please inform us of any objection.

It might seem self-explanatory, but we would nonetheless like to mention it: Any and all fees stated in our forms are **in no way to be understood as virtual. They are in all cases real fees.**

Our advice: Since the hall's capacity is limited to approx. 130 stands, you should register a.s.a.p.

Cancellation of your participation will be free-of-charge up to October 6, 2017.

Fill in the registration forms and send to:

Bfz-Essen GmbH
Zentralstelle des Deutschen ÜbungsfirmenRings
Karolingerstr. 93
45141 Essen

FAX: +49 201/3204-307
E-Mail: messe@zuef-edu.de

Contact person: Mrs. Patricia Käsler
Phone: +49 201 3204-566 (Mon, Wed, Thu)

We are looking forward to welcoming you.

Best regards
German Central Office

Please notice the following matters:

- Trading **starts** on Tuesday, 21.11.2017, at **10:00 am**.
- Trading **ends** on Thursday, 22.11.2017, at **12:00 am**.
- Setup and decorating **starts** on Monday, 23.11.2017, as of **9:00 am**.
- There is a strict **smoking ban** in the fair hall, even during setup and dismantling time.

The following required forms have to be filled in and sent back:

- 1. Registration** -a (main exhibitor) or -b (co-exhibitor)
- 2. Order** -a (private stand), -b (single rental stand) or -c (double rental stand)
- 3. Additional features** Chairs, tables, magnetic card readers
- 4. Exhibitor insurance** Insurance coverage for your exhibition goods (Max. value 5.000,00 € / max. value 10.000,00 €)
- 5. Parking permits** Place to park for exhibitors
- 6. Contact** Your contact information (mail address, phone number and contact person)

Optional forms:

(Fill in and send back if desired.)

- 7. Blocking/Co-exhibitors** Use this form, if you want to build a block with another exhibitor.
Or use this form, if you share your stand with another exhibitor.
(building a block / sharing the stand)
- 8. Mentor company** Use this form, if you want the German Central Office to invite your mentor company.

Please remember signature and stamp of your host organization!

Registration deadline: 05.10.2017

Registration – Main Exhibitor (Payer)

Host Organization: Address: Postal Code – City: Country:
<p>This is to register the following practice enterprise:</p> Practice Enterprise: Address: Postal Code – City: Country: PE Code:

This is to order exhibit space as follows:

(Exhibit space is required to set up your own or a rental stand.)

Mark with a cross where applicable



Exhibit space 3x4m (single stand) (power connection 1,5 kW included)	Net: 520,00 € + 7% VAT	<input style="width: 80px; height: 40px;" type="checkbox"/>
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or

Exhibit space 3x8m (double stand) (2 power connections 1,5 kW each included)	Net: 1.040,00 € + 7% VAT	<input style="width: 80px; height: 40px;" type="checkbox"/>
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Preferred position:

Mark with a cross where applicable



In-line stand	no additional costs	<input style="width: 80px; height: 40px;" type="checkbox"/>
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or

Corner stand (left or right)	Net: 58,83 € + 19% VAT	<input style="width: 80px; height: 40px;" type="checkbox"/>
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The costs for exhibit space will have to be paid if a registration has not been cancelled in writing until October 6, 2017 at the German Central Office in Essen.

Send back form Registration-a or Registration-b.	
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Signature/Stamp – Host Organization

Registration – Co-Exhibitor (Non-Payer)

<p>Host Organization:</p> <p style="padding-left: 40px;">Address:</p> <p>Postal Code – City:</p> <p style="padding-left: 40px;">Country:</p> <p>This is to register the following practice enterprise:</p> <p>Practice Enterprise:</p> <p style="padding-left: 40px;">Address:</p> <p>Postal Code – City:</p> <p style="padding-left: 40px;">Country:</p> <p style="padding-left: 40px;">PE Code:</p>
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We do not need our own exhibit space!
We are co-exhibitor of the following practice enterprise:

(The practice enterprise you share the stand with has to be registered already!)


<p>Practice Enterprise:</p> <p style="padding-left: 40px;">PE Code:</p>

The costs for the exhibit space and the rental stand are borne by the practice enterprise you share the stand with (main exhibitor).

Exhibition days:

(This information is required only, if your practice enterprise as a co-exhibitor is not present every day.)

	main exhibitor	co-exhibitor
Tuesday, 21.11.2017		
Wednesday, 22.11.2017		
Thursday, 23.11.2017		




<p>Send back form Registration-a or Registration-b.</p>	
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<p>Signature/Stamp – Host Organization</p>
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Private stand


Practice Enterprise: PE Code:

We participate with our own stand.

Our stand:	Mark with a cross where applicable ↓
In-line stand	
or	
Corner stand right* (right side open, as seen from exhibitor)	
or	
Corner stand left* (left side open, as seen from exhibitor)	

Please notice:
You have to fill in this form only if you come with your own stand.

* Please pay attention to the additional costs for corner space, see »1-Registration-a«.

Send back form Order-a or Order-b or Order-c . 

Signature/Stamp – Host Organization

Order: single stand for rent

Practice Enterprise:
PE Code:

This is to order a single stand for rent:

If you wish to order a **single stand (3x4x2,5m)**, you can choose the following options:

All options with a back wall of 4 meters.		↓ Mark with a cross where applicable	
In-line stand Single stand for rent with two sidewalls and one fascia board	Net: 290,00 € + 19% VAT		
or			
Corner stand* Single stand for rent with one sidewall and two fascia boards.	Net: 290,00 € + 19% VAT		

* Please pay attention to the additional costs for corner space, see »1-Registration-a«; left or right alignment is arranged by organizers.

The fascia boards can be labelled or decorated by the exhibitor.

An optional customized fascia board labelling is available against extra charge:

The labelling will be printed on a plastic baseplate, which will be attached to the fascia board.

		Mark with a cross where applicable
Fascia board labelling (1 pc.)	Net: 40,00 € + 19% VAT	→
Labelling sample:		
3	Any Company Ltd.	

Send back form **Order-a** or **Order-b** or **Order-c.**

Signature/Stamp – Host Organization

Order: Double stand for rent

Practice Enterprise:
PE Code:

This is to order a double stand for rent:

If you wish to order a **double stand (3x8x2,5m)**, you can choose the following options:

All options with a back wall of 8 meters.		↓ Mark with a cross where applicable	
In-line stand Double stand with two sidewalls and two fascia boards	Net: 580,00 € + 19% VAT		
or			
Corner stand* Double stand with one sidewall, one open side and two fascia boards	Net: 580,00 € + 19% VAT		

* Please pay attention to the additional costs for corner space, see »1-Registration-a«; left or right alignment is arranged by organizers.

The fascia boards can be labelled or decorated by the exhibitor.

An optional customized fascia board labelling is available against extra charge:

The labelling will be printed on a plastic baseplate, which will be attached to the fascia board.

Fascia board labelling (2 pcs.)	Net: 80,00 € + 19% VAT	→
Labelling sample:		
3	Any Company Ltd.	

Send back form **Order-a** or **Order-b** or **Order-c.**

Signature/Stamp – Host Organization

Additional features

Practice Enterprise: PE Code:

This is to order the following additional features:

Please specify the **quantity** you want to order, otherwise please **cross out**.

			quantity
chair (chrome, cover: leather grey)	Net: 18,00 € + 19% VAT	➡	<input style="width: 80%; height: 20px;" type="text"/>
chair (cover: black)	Net: 21,00 € + 19% VAT	➡	<input style="width: 80%; height: 20px;" type="text"/>
bar table (table surface: white)	Net: 58,00 € + 19% VAT	➡	<input style="width: 80%; height: 20px;" type="text"/>
table (120x70cm) (table surface: white)	Net: 70,00 € + 19% VAT	➡	<input style="width: 80%; height: 20px;" type="text"/>
table (70x70cm) (table surface: white)	Net: 50,00 € + 19% VAT	➡	<input style="width: 80%; height: 20px;" type="text"/>



For ordering please enter **yes**, otherwise please enter **no**.

			yes / no
USB magnetic card reader buying	Net: 42,02 € + 19% VAT	➡	<input style="width: 80%; height: 20px;" type="text"/>
USB magnetic card reader renting	Net: 21,01 € + 19% VAT	➡	<input style="width: 80%; height: 20px;" type="text"/>

Must be filled in and sent back.



Signature/Stamp – Host Organization

Insurance

Practice Enterprise: PE Code:

**Insurance coverage according to the
 »General Conditions for Exhibitor Insurance
 (AVB-Exhibition 1988)«**

		Mark with a cross where applicable
Insurance coverage for your fair goods to the max. value of 5.000,00 € (insurance deductible 100,00 €)	Net: 16,81 € + 19% VAT	<input type="checkbox"/>
Insurance coverage for your fair goods to the max. value of 10.000,00 € (insurance deductible 200,00 €)	Net: 33,61 € + 19% VAT	<input type="checkbox"/>
We do not want to use the all-in insurance offered by the German Central Office as we will take care for insurance coverage for our fair goods from our side.		<input type="checkbox"/>

Please notice:

- The exhibitor’s file folder will include a form, where all goods to be insured have to be itemized. This list has to be forwarded to the German Central Office before beginning of the fair.
- In case of damage or loss you have to submit a proof of purchase. Otherwise the insurance company will refuse loss adjustment.
- The insurance covers loss by theft or damage, caused by third-parties.
- In case of damage or loss you have to inform the German Central Office Team immediately.
- All thefts must be reported to the police by the German Central Office Team.

Must be filled in and sent back.	
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Signature/Stamp – Host Organization

Parking permits

Practice Enterprise: PE Code:

There is **one** parking space available to each exhibitor free of charge.

At the entry you have to identify yourselves with a parking permit.

Please mark with a cross, whether you choose parking space for cars, for vans and busses, or whether you do not need any parking permit. You will receive the requested parking permit with your exhibitor's file folder.

You are entitled to use the parking area from Monday, 20.11.2017 up to Thursday, 23.11.2017.

		Mark with a cross where applicable
Parking permit for cars	free of charge	<input type="checkbox"/>
Parking permit for vans and busses	free of charge	<input type="checkbox"/>
No parking permit requested		<input type="checkbox"/>

Must be filled in and sent back.

Signature/Stamp – Host Organization

Contact information


Practice Enterprise: PE Code:

Please complete the form below so we can reach you if necessary.

Contact details:

(Please fill in legibly with block capitals.)

e-mail address	
telephone number	
contact person	

**Must be filled in
and sent back.** 

Signature/Stamp – Host Organization

Blocking / Co-exhibitors / Special requests

Practice Enterprise:

PE Code:

We want to exhibit next to the following practice enterprises (forming a block):

In a block, practice enterprises have joint stands together. We will try to accommodate your request, but we cannot guarantee a blocking.

	Practice Enterprise code	Practice Enterprise name
1		
2		
3		
4		
5		

The following practice enterprises will be co-exhibitor at our stand:

The co-exhibiting practice enterprises have to send back a separate registration form (**1-Registration-b**).

	Practice Enterprise Code	Practice Enterprise Name
1		
2		
3		
4		
5		

Special requests:

Fill in and send back
if desired.



Mentor Company

Practice Enterprise:

PE Code:

If you want the German Central Office to invite a representative of your mentor company to the 53rd International Practice Enterprise Trade Fair, please complete the table below:

Address of our mentor company:

Mentor Company:

Address:

Postal Code-City:

Country:

Contact person

**Fill in and send back
if desired.**

