

Leipziger Messe GmbH (LMG) 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.

LMG 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 LMG 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, LMG reserves the right to cancel any attendance events at "Leipzig liest".

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

## 1. Dates

Please keep the following dates in mind:

- Start of registration for event requests from October 2021
- Event requests must be registered by 30 November 2021
- Registration for self-organised events (at own venue) by 10 January 2022
- The programme will be published online at [www.leipziger-buchmesse.de](http://www.leipziger-buchmesse.de) between 24 February and 20 June 2022
- Events take place in the week 17–20 March 2022

## 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 LMG.

We organise and coordinate the events 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.

### **3. In Case of Cancellation of Leipzig Book Fair**

Any existing participation contracts (exhibitor registration) for Leipzig Book Fair 2022 remain valid for "Leipzig liest" in case of cancellation of the 2022 fair. If the 2022 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](http://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. email).

No new registrations for "Leipzig liest" are possible after cancellation of the 2022 fair. The organiser may allow exceptions, in which case at least the communication fee of €182.00 per company entry must be paid.

Companies listed in the participant directory have the opportunity to enter independently conducted and self-created digital events into the programme database. LMG 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 2022 fair, depending on the availability of venues, analogue events can only be considered with "city" as the requested location.

### **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, with individual events flanked by preparation and implementation times for hygiene measures.

Events and book-signing sessions may be held at the exhibitor's own stand, subject to compliance with safety and hygiene regulations, and provided that the space available on the stand is sufficient.

There must be clear guidance for participants and allocated seats.

### **5. Public Events Only**

We do not arrange event spaces and partners for closed or internal events unless they will also be made public via an online stream. For example, we do not organise readings at schools if they are not open to the public.

## 6. Registration/Publication

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

Listings indicate events taking place in Leipzig and the surrounding area.

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 LMG 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. We reserve the right to edit event entries.

For your part, if you publish the events for which you are the organiser or venue, you are obliged to refer to the event as part of "Leipzig liest – a Leipzig Book Fair event."

## 7. Registration Fee

Leipziger Messe GmbH is entitled to charge an event fee of **€41** plus VAT for main exhibitors with their own stand and €99 plus VAT for co-exhibitors for each 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 April 2022, payable within 14 days of invoicing.

## 8. Amendments to Event Information

Please inform us of any amendments to the programme items in good time 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 email.

## 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 and book signing at the fair in accordance with the Conditions of Participation of Leipzig Book Fair Section 11 "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 19 of the 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).

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

LMG 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.

## 11. Admission Fees and Visitor Registration

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

If it is necessary to charge admission to events in the city to offset additional costs, please coordinate this with us and notify us by the end of January 2022. Please also let us know if visitors can only access events with pre-reservation or pre-registration and where visitors should register.

## 12. Third-Party Rights

Please ensure that texts, image, sound and film material that 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. Streaming of Events

Digital events can be displayed in the event database. The organiser creates and is responsible for the (live) stream and must provide the LMG with the link in good time. Be aware of any copyrights for your event, as events may only be streamed if you have the rights to all of the content. Each video platform has its own terms of use that you are responsible for complying with. The streams are linked on our website for 3 months after Leipzig Book Fair/Manga Comic-Con. After that, the links will be removed from our website. The streams remain available on your chosen video platforms. You must remove them yourself there if you no longer want them to be public.

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

#### **14. 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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