



2. Conditions of Participation Leipzig liest ("Leipzig reads") 2024

Leipziger Messe GmbH organises Leipzig Book Fair and Manga-Comic-Con as part of a trade fair association on its exhibition grounds. At the same time as the two events, a large number of reading events will take place at the fair as well as in the city and surrounding area under the programme name Leipzig liest ("Leipzig reads").

Leipziger Messe GmbH selects venues for the programme and coordinates and publishes the calendar of events online. The participating publishers receive one or more event slots from the pool of venues provided by Leipziger Messe GmbH and can, as organisers, design the content of these.

The responsibility for the implementation shall lie with the respective organiser of the reading, etc.

2.1. Dates

- Registration start for event requests from 2 October 2023
- Registration of event requests until 30 November 2023
- Registration of events with own venue until 15 January 2024
- Programme will be published online at www.leipziger-buchmesse.de from 22 February 2024 to 30 June 2024
- Implementation in the week 18 to 24 March 2024

2.2. Who May Take Part?

Publishers and individuals who are approved as exhibitors at the current Leipzig Book Fair and Manga-Comic-Con may register as main organisers with their event requests and events.

Participating venues from Leipzig and the region as well as other event partners (e.g. Guest of Honour organisers) shall be defined by Leipziger Messe GmbH.

Event organisation and coordination will be carried out with the main organiser/ exhibitor and the host of the respective venue. If other organisers are indicated, they will be noted as co-organisers in the programme publications.

Participation is not guaranteed.

The selection and allocation of the registrations received will be made according to the available room capacities and with reasonable discretion. Criteria are the number of registered events in relation to the stand size (see table below), the topicality of the title (title between the Leipzig Book Fairs 2023 and 2024) and the relevance to current communication themes of Leipzig Book Fair (e.g. country or theme focus).

Requests for events by a co-exhibitor must be coordinated in advance with the main exhibitor and will count towards the total number of events according to the size of the stand.

Exhibition space key:

Stand size	maximum number of events
Small stand with 4 m ²	1
Small stand with 6 m ²	2
from 8 to 10 m ²	3
from 12 to 18 m ²	5
from 20 m ²	+2
For each up to 20 m ² additional exhibition space	
the number increases by	2 events
Co-exhibitor	0 or agreement with main exhibitor

Leipziger Messe GmbH shall reserve the right to reject events that do not fit into the content concept of the programme or if it has reason to believe that the event may disrupt the smooth running or safety of the event.

2.3. Venues at the Trade Fair and in the City

Events on the exhibition grounds usually take place in the period from 10.30 a.m. to 6 p.m. and events in the city usually from 6 p.m. The event time in the trade fair forums is usually 30 minutes.

Should signing sessions and events at the exhibitor's own stand disrupt the course of the trade fair, they will be interrupted and canceled immediately. In order to ensure that everything runs smoothly, book-signing sessions can be registered for our book-signing areas (further information will follow in due course).

2.4. Non-Public Events

No event rooms or partners will be arranged in the city for closed or internal events.

Exhibitors may rent rooms on the exhibition grounds, upon request, for non-public events and for press work. Such events will not be published in the Leipzig liest programme.

2.5. Registration / Publication

Registration is also an application for entry in the event database. The events are displayed online on the website and the app of Leipzig Book Fair / Manga-Comic-Con.

The event entry refers to an event taking place in Leipzig and surrounding areas.

This event entry may be supplemented by linking to a (live) stream if the organiser creates the (live) stream, is responsible for it and notifies Leipziger Messe GmbH of the link in good time.

An event is deemed to have been registered if the registration has been sent online by the registration deadline and receipt has been confirmed by (automated) email.

The programme information is published exclusively online. Leipziger Messe GmbH shall reserve the right to edit the event entries.

If an organiser or venue publishes their own events, they shall be obliged to refer to the event framework Leipzig liest.

2.6. Registration Fee

Leipziger Messe GmbH shall be entitled to charge a fee for each event published in the event database. The registration fee will be invoiced to the main organiser/ applicant of the event (this is usually the exhibitor). Deviations from this shall only apply if a different invoice address is given. Invoicing shall take place at the beginning of April 2024, payable within 14 days of invoicing.

Leipzig liest fee 1: EUR 45.00 plus VAT

Per event for:

- Main exhibitor
- Digital events
- Events at exhibitor's own stand
- Self-organised events at one's "own" location
- Venues in and around Leipzig that are main organisers and/or have entered events

Leipzig liest fee 2: EUR 99.00 plus VAT

Per event for:

- Co-exhibitors



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2.7. Changes to Event Dates

The main organiser shall be obliged to inform the Leipzig liest project team in good time of any changes to the programme items so that these can be taken into account when organising the event. The published programme data will be constantly updated according to the information sent by email by the main organiser. The editorial deadline for programme content is 15 January 2024.

2.8. Responsibilities

The main event organiser is responsible for the implementation of his event, this applies in particular to:

- the event content
- the event presentation
- the participants' supervision
- tickets or registration for admission to the trade fair
- payment of travel and accommodation costs
- fees
- Personal protection
- coordination of signing queues
- if applicable, registration of the event with GEMA/VG Wort and any applicable fees
- book sales at the trade fair in accordance with Point 1.11. Book Sales. Leipziger Messe GmbH creates spatial conditions at its own forums at the fair so that the main organiser can carry out book sales and book signings independently for the respective forum event.
- during events on the exhibition grounds, the volume limit of 70 dB(A) must be complied with and exhibition aisles, escape routes and emergency exits must be kept clear in accordance with Point 1.19. Presentations – Communications Technology.
- compliance with the specifications of the respective event location, in particular with regard to compliance with legal regulations (laws, ordinances, hygiene measures)

2.9. Technical Equipment of the Event Forums and Rooms

Leipziger Messe GmbH provides premises (event forums) on the exhibition grounds for the programme, which are equipped with event technology and furnishings. The event rooms arranged in Leipzig and the surrounding area may be equipped with event technology if required. The costs are to be requested individually.

Any event technology required must be registered by the main organiser in good time as this may have a bearing on the selection of the event space.

2.10. Admission Fees and Visitor Registration

Generally, no separate entrance fee will be charged for the events.

If it is necessary to charge admission fees for events in the city in order to compensate for additional costs, the main organiser must coordinate this with the Leipzig liest project team and inform them of this. The main organiser must also inform the project team if visitors only have access to events with pre-reservation or pre-registration and where visitor registration is possible.

2.11. Third Party Rights

The main organiser must ensure that texts, images, sound and film materials made available to Leipziger Messe GmbH for publication are free of third-party rights; and in particular that they do not infringe any personal rights or industrial property rights.

At the same time, the main organiser shall undertake to indemnify Leipziger Messe GmbH against all claims – including claims for damages – asserted by third parties against us due to an infringement of their rights by the aforementioned content.

2.12. Event Streaming

Digital events may be displayed in the event database. The main organiser shall create and be responsible for the (live) stream and notifies Leipziger Messe GmbH of the link in good time. In doing so, the main organiser must observe the copyrights of his event, as only events for whose content he has the rights may be streamed. Each video platform has its own terms of use, which the main organiser shall be responsible for complying with. The streams shall be linked during, and up to 3 months after, Leipzig Book Fair/Manga-Comic-Con on the website: www.leipziger-buchmesse.de. Thereafter, these links will be removed from the website. The streams shall remain available on the video platform chosen by the main organiser and must be removed independently if he no longer wishes to show the content.

Leipziger Messe GmbH shall reserve the right to carry out streaming at its own events with participation and to publish the audio and video content on the internet.

Leipziger Messe GmbH
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