



# Praxis erleben

Informationen des  
Deutschen ÜbungsFirmenRings

[www.zuef.de](http://www.zuef.de)

Registration forms for the

**48. International  
Practice Firm Fair**

in Mannheim

20th until the 22nd November 2012

## 48<sup>th</sup> International Practice Firms Fair in Mannheim 2012

Dear Colleagues,

the International Practice Firms Fair this year will take place from the

**20<sup>th</sup> of November** until the **22<sup>th</sup> of November 2012**  
**in Mannheim.**

Advance a few changes to the Fair schedule:

1. The fair starts again on Tuesday, but only by **10 clock**. Exhibitors from the immediate area can build up to 9:30 on Tuesday as their clock. Clock at 9:30, all building and decorating can be set.
2. On Tuesday 9:00 clock we will hold a briefing on the event stage. It should be at least one representative attend each booth. We will be there shortly organizational information and answer your questions.
3. We will also build another event stage. Each practice firm should make a small contribution (presentation of the training company or school, games, etc.) to the detail you still get separate information.
4. Internet via WLAN is available free of charge. The stability of the wireless signal is improved.
5. Also planned is a trainer / teacher forum on the event stage, and on Thursday a brief summary with each other.

One tip: Book now an accommodation, cancellations usually works also six weeks before the show.

By early registration you will make our planning and organization of this year's International Practice Firms Fair.

It may sound obvious, but we want to mention it - all mentioned in our forms fees are not virtual.

**A free cancellation is possible until 31<sup>th</sup> of August 2012.**

Send your registration to:

Bfz-Essen GmbH  
Central Office of German Practice Firm Network  
Karolingerstr. 93  
45141 Essen  
Germany  
or **FAX:** +49 201 3204 307  
or **E-Mail:** Messe@zuef.de

Call me: +49 201/3204-330 (Michael Loef)

**Registration for the participation of your practice firm in the 48<sup>th</sup>  
International Practice Firms Fair in Mannheim**

Please pay attention to the following important changes:

- 1) The fair will **start** on Tuesday, the 20<sup>th</sup> of November at **10.00 AM**.
- 2) The fair will **end** on Thursday the 22<sup>th</sup> of November at **12.00 AM**.
- 3) Setting up and decoration of stands will be possible from Monday the 19<sup>th</sup> of November 2012, from **9.00 AM** on.
- 4) Smoking is not permitted in the fair hall (that also applies to the time of the set-up and break-down of stands)

Please send the following filled out registration forms back to us:

- Registration **a** or registration **b**
- Order **a** or order **b** or order **c**
- Insurance – also to be sent back if a blanket insurance by the ZÜF is not desired
- Magnet card reader – for the registration of the Fair Card and the EUROOPEN Credit Card
- Internet access  
EUROOPEN Credit Card
- Promotion - **also to be sent back if not desired**
- Addition – **also to be sent back if it`s not filled out**
- Seminars: **your proposals**
- Sponsor company: **invitation by the German Central Office**
- Contact: **your contact details**

Please don't forget the signature of your supporting organisation.

**Deadline: 31<sup>th</sup> of August 2012**

## Registration for the participation in the 48<sup>th</sup> International Practice Firms Fair in Mannheim (paying exhibitor)

Supporting organisation of the  
practice firm:

Street:

Country - Postal Code - City:

### We`re registering the following practice firm:

Practice Firm:

Street:

Country - Postal Code - City:

Practice Firm Code:

### We`re ordering the following exhibition space:

*(The exhibition space is required to set up your own or a rental stand)*

Mark your choice with a cross



Fair fee, exhibition space **3x4  
meters** (connection to the electric  
main 1.500 watt included).

Net: 466,36 €  
+ 7% VAT

or

Fair fee, exhibition space **3x8  
meters** (connection to the electric  
main 1.500 watt included).

Net: 932,71 €  
+ 7% VAT

### We want the following type of stand:

Mark your choice with a cross



**Row stand**

No additional costs

or

**Corner stand** (left or right)

Net: 16,81 €  
+ 19% VAT

The costs for the exhibition space will have to be paid if a registration was made and was not cancelled in writing until the 27<sup>th</sup> of July 2011 at the German Central Office in Essen.

Signature and stamp of the supporting organisation

**Registration for the participation in the 48<sup>th</sup> International Practice Firms Fair in Mannheim (Co-exhibitor)**

Supporting organisation of the  
practice firm:

Street:

Country - Postal Code - City:

**We`re registering the following practice firm:**

Practice Firm:

Street:

Country - Postal Code - City:

**We don't need rental stand of our own as we will be exhibiting at the stand of the following practice firm:**

(The practice firm whose stand you will be sharing has to be already registered)

Practice Firm:  
Practice Firm Code:

The costs for the exhibition space and a rental stand (where applicable) will be covered by the practice firm that rented the space and the stand.

Signature and stamp of the supporting organisation

**My own fair stand**

Practice Firm:
Practice Firm Code:

**Our Practice Firm has its own fair stand.**

Our fair stand is a:

Please mark your choice with a cross

**Row stand**


or

**Corner stand right\***

(right side is open from the exhibitor's view)

or

**Corner stand left\***

(left side is open from the exhibitor's view)

**Attention: Please just fill out this form if you have a fair stand of your own.**

\*Pay attention to the additional costs, see "Registration 1a"

Signature and stamp of the supporting organisation

**Order fair stand – single stand**

Practice Firm:
Practice Firm Code:

**We're ordering the following single rental stand.**

If you wish to have a **single stand (3x4 m)** then you can choose among the following

All options have a back wall of 4 meters		Mark your choice with a cross	
<b>Row stand</b>  Rental single stand with two side walls	<b>Net: 184,87 €</b> <b>+ 19% VAT</b>		
<b>or</b>			
<b>Corner stand right*</b>  Rental single stand with one side wall	<b>Net: 184,87 €</b> <b>+ 19% VAT</b>		
<b>or</b>			
<b>Corner stand left</b>  Rental single stand with one side wall	<b>Net: 184,87 €</b> <b>+ 19% VAT</b>		

\*Pay attention to the additional costs, see "Registration 1a"

**We're ordering a fascia board in addition to the rental stand.**

The fascia board can be marked/decorated by the exhibitor.

		Mark your choice with a cross
Fascia board for the above chosen rental stand	Net: 82,35 € + 19% VAT	


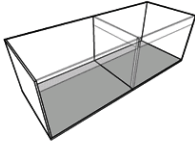



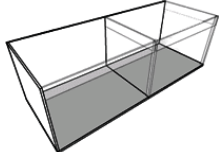
Signature and stamp of the supporting organisation

**Order fair stand – double stand**

Practice Firm:
Practice Firm Code:

**We're ordering the following double rental stand.**

If you wish to have a **double stand (3x8 m)** then you can choose among the following options:

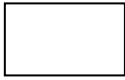
All options have a back wall of 8 meters		↓ Please mark your choice with a cross	
<b>Row stand</b>	<b>Net: 369,75 € + 19% VAT</b>		
<b>or</b>			
<b>Corner stand right*</b>	<b>Net: 369,75 € + 19% VAT</b>		
<b>or</b>			
<b>Corner stand left</b>	<b>Net: 369,75 € + 19% VAT</b>		

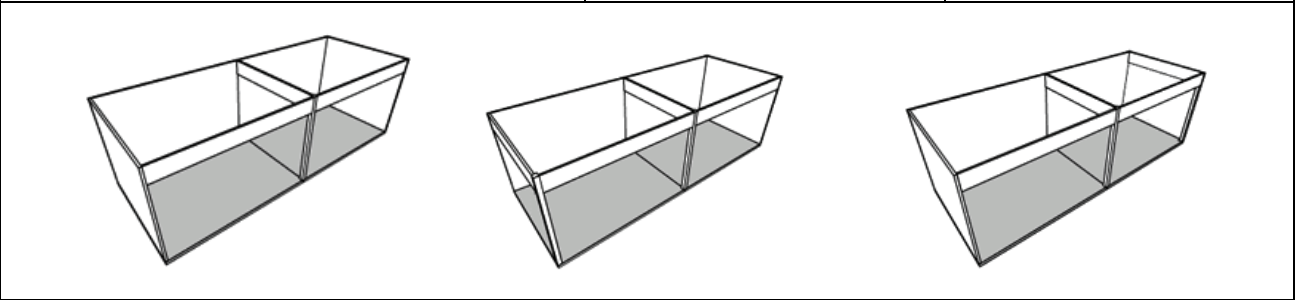
\*Pay attention to the additional costs, see "Registration 1a"

**We're ordering a fascia board in addition to the rental stand.**

The fascia board can be marked/decorated by the exhibitor.

Mark your choice with a cross
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Fascia board for the above chosen rental stand (You need a rental stand for this option)	Net: 164,71 € + 19% VAT	→ 
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<u>Signature and stamp of the supporting organisation</u>
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## Insurance coverage

Practice Firm:

Practice Firm Code:

## Insurance coverage according to the "General conditions for exhibitor insurance (AVB-Exhibition 1988)"

		Mark your choice with a cross ↓
<b>Insurance coverage</b> for your exhibited goods in the value of max. 5.000,- € (Own participation 100,-€)	Net: 16,81 € + 19% VAT	<input type="checkbox"/>
<b>Insurance coverage</b> for your exhibited goods in the value of max. 10.000,- € (Own participation 200,-€)	Net: 33,61 € + 19% VAT	<input type="checkbox"/>
<b>We don't want to use the flat insurance by the German Central Office as we will take care of the insurance for our exhibited goods yourself.</b>		<input type="checkbox"/>

Signature and stamp of the supporting organisation

**The contact to you:**

Practice Firm:
Practice Firm Code:

It could happen that we will have to contact you quickly out of organisational reasons. You will also receive your registration confirmation by e-mail.

**Your contact data:**

(Please fill out in block letters)



<b>Your e-mail address</b>	
<b>Your phone number</b>	
<b>Contact person</b>	

**Magnet card reader for the registration of the FairCard**

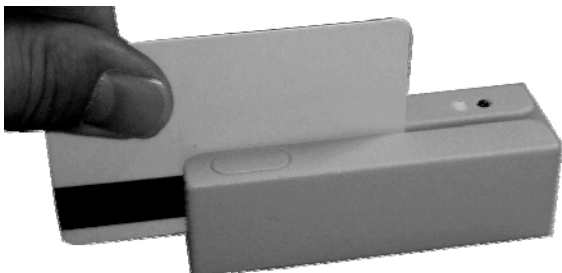
Practice Firm:
Practice Firm Code:

You can either **buy** or rent a magnet card reader. Magnet card readers can be picked up on the 26<sup>th</sup> of November 2011 at the information stand of the German Central Office.

**We`re ordering a magnet card reader for the registration of the FairCard**

		↓ Mark your choice with a cross	
Magnet card reader with USB connection <b>for purchase</b>	<b>Net: 42,02 € + 19% VAT</b>	<input type="checkbox"/>	
Magnet card reader with USB connection <b>for rent</b>	<b>Net: 21,01 € + 19% VAT</b>	<input type="checkbox"/>	

**Please pay attention to the following:** The usage of this magnet card reader is only possible if you have a USB connection. You can obtain the software to be downloaded for this card reader separately. You need at least an operation system of Windows 2000 and higher. MS Framework 2 should be installed.



Alternatively you can also register FairCards manually. Errors that occur during the manual registration cannot be corrected.

<u>Signature and stamp of the supporting organisation</u>
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**Bloc, Co-exhibitors, special wishes**

Practice Firm:

Practice Firm Code:

**Our practice firm would like to exhibit next to the following practice firms (forming a bloc)**

We cannot guarantee this wish, sometimes technical and legal regulations do not permit the creation of blocs.

	Practice Firm Code	Name of Practice Firm
1		
2		
3		
4		
5		

**The following practice firms will also be exhibiting at our stand.**

Practice firms wishing to co-exhibit at your stand have to fill out a separate form nevertheless.

	Practice Firm Code	Name of Practice Firm
1		
2		
3		
4		
5		

**Special wishes in regards to your stand order:**

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**Our Mentor Company:**

Practice Firm:
Practice Firm Code:

If you want the German Central Office to invite a representative of your mentor company to the International Practice Firms Fair in Mannheim then please complete the table below:

**Address of our mentor company**

Mentor company:
Street:
Postal Code - City:
Country:
Contact person: