

# Registration Form for 2018/2019 vocational education trade fairs



Please mark the requested  
2018/spring 2019 trade fairs  
with a cross:

## Organizer:

Ift Weiterbildung GmbH

Head Office: Marienburger Straße 1 · 10405 Berlin

Accounts Office: Harniskai 11 · 24937 Flensburg

We hereby register the institution/company for the trade fairs marked in the side column:

(Name of the institution/company)

(Contact Person)

(Street/number)

(Postal code/town/country)

(Phone)

(Email)

## Specification of services per trade fair – consisting of the modules I - IV

### I. Media module (print+online):

- Presentation in the fair guide (1 page incl. trademark, contact details, educational offers and vacancies)
- Online edition of the fair guide (pdf-file)
- Online list of exhibiting companies on fair sites at [www.erfolg-im-beruf.de](http://www.erfolg-im-beruf.de) with link to homepage
- Publicity and public relations for the fair

### II. Fair organisation module:

- Personal distribution of the fair guide to potential visitors.
- Provision of a fair booth (3 x 2,5 m – upgrade of area with extra charge is possible if additional space is available)
- Furnishing of the fair booth (1 table/4 chairs)
- Optional installation and dismantling of fair stands (Octanorm)
- Catering for the stand personnel (19,- EUR plus VAT/person/day) can be booked separately if required
- Query of additional requests (Size of booth, furnishing, technical installations, additional staff)

### III. Direct communication+appointment allocation module:

- Personal presentation of the participating exhibitors and their educational offers to potential visitors (e.g. in universities and universities of applied sciences) by IFT-staff
- Query and evaluation of visitors' career wishes
- Organization of binding appointments between exhibitors and interested visitors
- Forwarding of the appointments to the visitors and fair exhibitors 10 days prior to the fair

### IV. Academy service module (all-the-year):

- Passive and/or active participation in fora and projects

40% of the participation fee is to be paid after the registration. 60% is to be paid 10 days prior to the fair.

The amount to be paid will be invoiced by IFT. Registration deadline: see [www.erfolg-im-beruf.de](http://www.erfolg-im-beruf.de).

All prices are excluded of VAT. The general terms and conditions of IFT apply (see: [www.erfolg-im-beruf.de](http://www.erfolg-im-beruf.de)).

### Price categories:

**A** = 1.410,- EUR plus VAT  
without stand construction

**B** = 1.610,- EUR plus VAT  
with stand construction (spatial boundary with exhibition walls)

We advise you that we might use your personal data under Art. 6 f) GDPR to provide you with further information to future events of IFT (e.g. follow-on fairs or new fair-concepts). If this is not desired you may informally object at any time acc. Art. 21 I, II GDPR.

(place, date)

(Company stamp / binding signature)

Please fax this registration form to +49 30 405771259  
or send it by mail to one of the IFT-offices (addresses listed above).

2018

Husum – 25.08. – Messe Husum & Congress – B  
Mannheim – 13.10. – Werner-von-Siemens-Schule – A  
Hamburg – 3.11. – Museum der Arbeit/Alte Fabrik – A  
Hannover – 10.11. – BBS 11 Hannover – A  
Neubrandenburg – 15.11. – HKB Neubrandenburg – A  
Nürnberg/Fürth – 17.11. – Ofenwerk Nürnberg – B  
Berlin – 24.11. – OSZ Lotis – A  
Braunschweig – 24.11. – Stadthalle Braunschweig – B

Spring 2019

Köln – 23.03. – Berufskolleg Ehrenfeld – A

More 2019 dates will follow.

The fairs take place on Saturdays  
from 9.30 to 15.30 h.

Please note:

The fair in Neubrandenburg takes place  
on a Thursday from 15 to 19 h.



IFT INSTITUT FÜR  
TALENTENTWICKLUNG