

Registration Form for vocatium – Educational and Vocational Fairs 2024

Contractor/Organiser: IfT Institut für Talententwicklung 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 on page 2:

(Name of the institution/university)

(Contact person)

(Street/number)

(Postal code / town / country)

(Phone)

(Email)

Specification of services per fair – consisting of the modules I–V

I. Module: Media (print and online)

- Presentation (1 page) in the fair guide „Chancen in ...“, also online as pdf
- Online version of the exhibitor profile in the exhibitor directory incl. all educational offers (www.erfolg-im-beruf.de)
- Optional: Integration of audio clips / video clips
- Online list of exhibitors on the respective fair page at www.erfolg-im-beruf.de with link to the mentioned online profile

II. Module: vocatium Academy

- Integration of the online profile into the online vocatium Academy
- Passive and/or active participation in events for the dialogue between exhibitors, schools and network partners (workshops, conferences, etc.)
- Presentation of the exhibitors and their educational offers in the participating schools by IfT employees (with personal distribution of the fair guide)

III. Module: Allocation of appointments

- Advising and informing school students about career opportunities at the vocatium fair and helping fill out the questionnaires (maximum 25 education opportunities (i. e. apprenticeships, courses of study) included per exhibitor and fair)
- Allocation of suitable binding individual appointments between visitors and exhibitors
- Dispatch of the appointments to school students 14 days prior to the fair
- The lists of appointments for exhibitors are available on the exhibitor portal approx. 14 days prior to the fair

Specific services for face-to-face fairs

IV. Module: Fair stand and fair service

- Provision of a stand area of 8-9 sqm (larger at extra charge if space available)
- Exhibition stand: assembly and dismantling with system walls, furnishing of the fair stand (1 table / 4 chairs)
- Catering of the stand personnel with drinks/snacks can be booked separately if required
- Query of special wishes of the exhibitors (stand size, furniture, technology, personnel)
- Press and public relations / Careers noticeboard at the fair / evaluation / follow-up work
- Opening times on event days: 8.30 a.m. to 3 p.m.

Specific services for the online video chat fair

V. Modul: video chat

- Duration of the event: 4 hours per day from 3 p.m. to 7 p.m.
- Provision of the video chat rooms for the exhibitors**
- Lecture programme for students and parents
- Special marketing actions to address interested parents
- Press and public relations / evaluation

Conditions of participation

Early bird rebate of 3% on all fairs ...

- from January 1st to April 15th 2024 when registering until August 15th 2023
- from April 16th to July 31st 2024 when registering until October 15th 2023
- from August 1st to November 30th when registering until January 31st 2023

40% of the participation fee will be charged directly after registration.

The rest of 60% will be charged 10 days prior to the fair.

The partial amounts are invoiced.

Invoicing will be done digitally.

Different email address for digital invoice:

We would like to receive the invoice by post.

General business terms

All prices are excluded of VAT.

The general business terms of IfT apply (see: www.erfolg-im-beruf.de/agb).

Price categories

(Price categories are stated on page 2 behind each trade fair.)

Face-to-face fairs (module I, II, III und IV)*

Two-day fairs: A = 3,045 EUR plus VAT
B = 3,125 EUR plus VAT
C = 3,335 EUR plus VAT

One-day fairs: E = 2,085 EUR plus VAT

Online video chat fair for young people and parents (module I, II, III und V)

Two-day fair: E = 2,085 EUR plus VAT

*) Should face-to-face fairs be prohibited or subject to severe restrictions, module IV can be replaced with module V, see also section 5 I of our general terms and conditions.

**) The technical setup on the exhibitor side (in particular firewall configuration and provision of videochat-enabled devices) is the responsibility of the exhibitors.

Fire protection

Please note that furniture and decorations in the exhibition booth must be verifiably B1-certified and electrical equipment DGUV3-tested.

Privacy

We inform 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.

Please mark the requested fairs for 2024:

(Please note: Several trade fairs, for example Harz, Mainz/Wiesbaden, Rhein-Neckar-Pfalz/Mannheim and Ulm/Neu-Ulm are attended by students from two or more federal states. In the following list, the fairs are assigned to the federal state in which the fair location is located).

Face-to-face fairs 2024

Baden-Württemberg:

- Aalen** - 23./24.04. - Stadthalle Aalen - B
- Rhein-Neckar-Pfalz/Mannheim** - 07./08.05. - SAP Arena - C
- Karlsruhe** - 12./13.06. - Gartenhalle im Kongresszentrum - C
- Bodensee/Friedrichshafen** - 18./19.06. - Graf-Zeppelin-Haus - C
- Sinsheim** - 20./21.06. - Dr.-Sieber-Halle - A
- Heilbronn-Franken** - 02./03.07. - Konzert-/Kongresszentrum Harmonie - C
- Stuttgart** - 09./10.07. - H.-Martin-Schleyer-Halle - C
- Freiburg** - 16./17.07. - Messe Freiburg - C

Bayern:

- Oberbayern/Fürstenfeldbruck** - 09./10.04. - Veranstaltungsforum FFB - C
- Erlangen** - 17./18.04. - Heinrich-Lades-Halle - B
- München** - 23./24.04. - MTC München - C
- Augsburg** - 07./08.05. - Kongress am Park - B
- Fürth** - 08.05. - Stadthalle Fürth - E
- Würzburg/Schweinfurt** - 18./19.06. - tectake ARENA - C
- Niederbayern/Landshut** - 20.06. - Messehalle - E
- Ulm/Neu-Ulm** - 26./27.06. - ratiopharm arena - B
- Nürnberg** - 02./03.07. - Meistersingerhalle - C
- Ingolstadt** - 09./10.07. - SATURN ARENA - B
- Regensburg** - 10./11.07. - Donau-Arena - C

Berlin / Brandenburg:

- Berlin focus** - 13./14.03. - Max-Delbrück-Centrum - A***
- Cottbus** - 22.05. - Lausitz Arena - E
- Teltow-Fläming** - 28./29.05. - Klubhaus Ludwigfelde - A
- Berlin I** - 19./20.06. - Arena - C
- Berlin II + Havelregion** - 18./19.09. - Stadthalle Falkensee - B
- Potsdam** - 24./25.09. - MBS Arena - B
- Prenzlau** - 12.11. - Uckerseehalle - E

Bremen:

- Bremen** - 29./30.05. - Messe Bremen - C

Hamburg:

- Hamburg Süd** - 12./13.06. - edel-optics.de Arena - C
- Hamburg I** - 02./03.07. - MesseHalle Hamburg-Schnelsen - C
- Hamburg II** - 25./26.09. - MesseHalle Hamburg-Schnelsen - C

Hessen:

- Rhein-Main** - 22./23.05. - Messe Offenbach - C
- Kassel** - 28./29.05. - Kongress Palais Kassel - C
- Wetzlar** - 05./06.06. - Stadthalle Wetzlar - B
- Gießen** - 11./12.09. - Kongresshalle Gießen - C

Mecklenburg-Vorpommern:

- Neubrandenburg** - 20./21.03. - Jahnsportforum - A
- Schwerin** - 16./17.04. - Sport- und Kongresshalle - B
- Rostock** - 03./04.07. - HanseMesse - B
- Vorpommern/Stralsund** - 06.11. - VogelsangHalle im HanseDom - E

Niedersachsen:

- Oldenburg** - 14./15.05. - Weser-Ems-Hallen - C
- Wolfenbüttel/Salzgitter** - 15./16.05. - Lindenhalle Wolfenbüttel - B
- Lüneburg** - 22./23.05. - Sportpark Kreideberg - B
- Braunschweig/Wolfsburg** - 04./05.06. - Volkswagen Halle - C
- Hannover** - 06./07.06. - HCC - C
- Emsland/Grafschaft Bentheim** - 12./13.06. - Emslandhalle - B

Nordrhein-Westfalen:

- Gelsenkirchen** - 17./18.04. - Wissenschaftspark - C
- Aachen** - 23./24.04. - 100'5 Arena - B
- Bonn I** - 07./08.05. - Brückenforum Bonn - B
- Dortmund** - 15./16.05. - Messe Dortmund - C
- Mönchengladbach** - 28./29.05. - Kaiser-Friedrich-Halle - C
- Duisburg** - 04./05.06. - Kraftzentrale - C
- Köln** - 11./12.06. - XPOST Köln - C
- Bielefeld** - 18./19.06. - Stadthalle Bielefeld - C
- Düsseldorf** - 25./26.06. - Mitsubishi Electric HALLE - C
- Krefeld** - 10./11.09. - Seidenweberhaus Krefeld - B
- Münster** - 12./13.09. - Messe und Congress Centrum Halle Münsterland - C
- Essen** - 18./19.09. - Zeche Zollverein - C
- Gütersloh** - 24./25.09. - Stadthalle Gütersloh - B
- Bonn II** - 01./02.10. - RHEIN SIEG FORUM - B
- Wuppertal focus** - 30./31.10. - Historische Stadthalle Wuppertal - A***

Rheinland-Pfalz:

- Mainz/Wiesbaden** - 07./08.05. - Halle 45, Mainz - C
- Trier+Großregion** - 03./04.07. - Europahalle - C
- Koblenz** - 17./18.09. - Rhein-Mosel-Halle - C

Saarland:

- Saarbrücken** - 23./24.04. - Saarlandhalle Saarbrücken - B

Sachsen:

- Leipzig** - 07./08.05. - Globana Trade Center - C
- Dresden** - 28./29.05. - Messe Dresden - C
- Chemnitz/Zwickau** - 05./06.06. - KRAFTVERKEHR Event- und Kongresskultur - B

Sachsen-Anhalt:

- Halle (Saale)** - 20./21.03. - Händel Halle - B
- Harz** - 11.04. - Harzlandhalle Ilsenburg - E
- Dessau-Roßlau** - 17./18.04. - Anhalt-Arena - B
- Magdeburg** - 11./12.06. - Maritim Hotel Magdeburg - C

Schleswig-Holstein:

- Flensburg** - 19./20.03. - Campushalle Flensburg - C
- Westküste/Husum** - 04.06. - Messe Husum & Congress - E
- Kiel** - 05./06.06. - Wunderino Arena - C
- Süd+Mittelholstein/Neumünster** - 19./20.06. - Holstenhallen - B
- Lübeck** - 25./26.06. - Musik- und Kongresshalle Lübeck (MUK) - C

Thüringen:

- Erfurt** - 9./10.04. - Steigerwaldstadion - B
- Jena** - 11./12.09. - Sparkassen-Arena - A

Video chat fair for young people and parents 2024

- vocatium videachat** - 13./14.11. - nationwide / online - E

Subject to modifications. Date: 08.02.2024

(Place, date)

(Company stamp / binding signature)

Please email the completed form as a scanned file to info@if-talent.de. If this is not possible please send it by post to an IfT office (Address see top of page 1) or fax to our central number: +49 30 405771259.

***) Provision of a stand area of 6 sqm.