

# Registration Form for vocatium – Educational and Vocational Fairs 2025

**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:

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(Name of the institution/university)

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(Contact person)

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(Street/number)

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(Postal code / town / country)

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(Phone)

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(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](http://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](http://www.erfolg-im-beruf.de) with link to the mentioned online profile

### II. Module: vocatium Academy

- Presentation of the exhibitors and their educational offers in the participating schools by IfT employees (with personal distribution of the fair guide)
- 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.)

### 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
- 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:  
Price categories A, B, C, E: 8.30 a.m. to 2.45 p.m.  
Price category D: 8.30 a.m. to 12.45 a.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
- 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 2025 when registering until August 15th 2024
- from April 16th to July 31st 2025 when registering until October 15th 2024
- from August 1st to November 30th 2025 when registering until January 31st 2025

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:

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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](http://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 = 2,939 EUR plus VAT  
B = 3,129 EUR plus VAT  
C = 3,239 EUR plus VAT  
D = 2,539 EUR plus VAT

**One-day fairs:** E = 2,067 EUR plus VAT

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

**Two-day fair:** E = 2,195 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 2025:

(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

#### Baden-Württemberg:

- Rhein-Neckar-Pfalz/Mannheim - 20./21.05. - SAP Arena - C
- Aalen - 21./22.05. - Stadthalle Aalen - B
- Freiburg - 27./28.05. - Messe Freiburg - C
- Karlsruhe - 03./04.06. - Gartenhalle im Kongresszentrum - C
- Sinsheim - 25./26.06. - Dr. Sieber-Halle - A
- Bodensee/Friedrichshafen - 01./02.07. - Graf-Zeppelin-Haus - C
- Stuttgart - 15./16.07. - H.-Martin-Schleyer-Halle - C
- Heilbronn-Franken - 16./17.07. - Konzert-/Kongresszentrum Harmonie - C

#### Bayern:

- Erlangen - 29./30.04. - Heinrich-Lades-Halle - C
- Oberbayern/Fürstenfeldbruck - 06./07.05. - Veranstaltungsforum FFB - C
- München I - 13./14.05. - MTC München - C
- Augsburg - 20./21.05. - Kongress am Park - B
- Fürth - 28.05. - Stadthalle Fürth - E
- Würzburg/Schweinfurt - 24./25.06. - tectake ARENA - C
- Ingolstadt - 25. /26.06. - SATURN ARENA - C
- Nürnberg - 01./02.07. - Meistersingerhalle - C
- Ulm/Neu-Ulm - 08./09.07. - ratiopharm arena - B
- Regensburg - 09./10.07. - Donau-Arena - C
- Niederbayern/Landshut - 16./17.07. - Messehalle - D
- München II - 26./27.11. - MTC München - C

#### Berlin/Brandenburg:

- Berlin focus - 11./12.03. - Max-Delbrück-Centrum - A\*\*\*
- Teltow-Fläming - 14./15.05. - Klubhaus Ludwigsfelde - A
- Cottbus - 20./21.05. - Lausitz Arena - D
- Berlin I - 18./19.06. - Arena - C
- Berlin II + Havelregion - 24./25.09. - Stadthalle Falkensee - C
- Potsdam - 08./09.10. - Metropolis Halle - C
- Prenzlau - 05./06.11. - Uckerseehalle - D

#### Bremen:

- Bremen - 17./18.06. - Messe Bremen - C

#### Hamburg:

- Hamburg Süd - 11./12.06. - Inseipark Arena - C
- Hamburg I - 25./26.06. - MesseHalle Hamburg-Schnelsen - C
- Hamburg II - 18./19.11. - MesseHalle Hamburg-Schnelsen - C

#### Hessen:

- Wetzlar - 14./15.05. - Stadthalle Wetzlar - B
- Rhein-Main - 11./12.06. - Messe Offenbach - C
- Kassel - 17./18.06. - Kongress Palais Kassel - C
- Gießen - 09./10.09. - Kongresshalle Gießen - C

#### Mecklenburg-Vorpommern:

- Neubrandenburg - 19./20.03. - Jahnsportforum - A
- Schwerin - 21./22.05. - Sport- und Kongresshalle - B
- Rostock - 02./03.07. - HanseMesse - B
- Vorpommern/Stralsund - 12./13.11. - Vogelsanghalle im HanseDom - D

#### Niedersachsen:

- Salzgitter/Wolfenbüttel - 14./15.05. - Lindenhalle Wolfenbüttel - B
- Oldenburg - 20./21.05. - Weser-Ems-Hallen - C
- Lüneburg - 27./28.05. - Sportpark Kreideberg - B
- Braunschweig/Wolfsburg - 04./05.06. - Volkswagen Halle - C
- Emsland/Grafschaft Bentheim - 11./12.06. - Emslandhalle - B
- Hannover - 24./25.06. - HCC - C

#### Nordrhein-Westfalen:

- Gelsenkirchen - 08./09.04. - Wissenschaftspark - C
- Aachen - 08./09.05. - Eurogress Aachen - C
- Bonn I - 14./15.05. - Brückenforum Bonn - B
- Düsseldorf - 20./21.05. - Mitsubishi Electric HALLE - C
- Duisburg - 27./28.05. - Kraftzentrale - C
- Dortmund - 04./05.06. - Messe Dortmund - C
- Mönchengladbach - 17./18.06. - Kaiser-Friedrich-Halle - C
- Bielefeld - 24./25.06. - Stadthalle Bielefeld - C
- Köln - 01./02.07. - XPOST Köln - C
- Krefeld - 10./11.09. - Seidenweberhaus Krefeld - B
- Münster - 18./19.09. - Messe und Congress Centrum Halle Münsterland - C
- Gütersloh - 23./24.09. - Stadthalle Gütersloh - C
- Essen - 01./02.10. - Zeche Zollverein - C
- Bonn II - 07./08.10. - RHEIN SIEG FORUM - C
- Wuppertal focus - 30./31.10. - Historische Stadthalle Wuppertal - A\*\*\*

#### Rheinland-Pfalz:

- Mainz/Wiesbaden - 06./07.05. - Halle 45, Mainz - C
- Trier+Großregion - 24./25.06. - Europahalle - C
- Koblenz - 16./17.09. - Rhein-Mosel-Halle - C

#### Saarland:

- Saarbrücken - 01./02.04. - Saarlandhalle Saarbrücken - C

#### Sachsen:

- Leipzig - 27./28.05. - Globana Trade Center - C
- Dresden - 03./04.06. - Messe Dresden - C
- Chemnitz/Zwickau - 18./19.06. - KRAFTVERKEHR Event- und Kongresskultur - B

#### Sachsen-Anhalt:

- Halle (Saale) - 26./27.03. - Händel Halle - B
- Dessau-Roßlau - 29./30.04. - Anhalt-Arena - B
- Harz - 07./08.05. - Harzlandhalle Ilsenburg - D
- Magdeburg - 11./12.06. - Maritim Hotel Magdeburg - C
- Magdeburg focus - Datum und Ort noch offen - D

#### Schleswig-Holstein:

- Flensburg - 26./27.03. - Campushalle Flensburg - C
- Lübeck - 01./02.04. - Musik- und Kongresshalle Lübeck (MUK) - C
- Kiel - 13./14.05. - Wunderino Arena - C
- Westküste/Husum - 04./05.06. - Messe Husum & Congress - D
- Süd-/Mittelholstein/Neumünster - 18./19.06. - Holstenhallen - B

#### Thüringen:

- Erfurt - 01./02.04. - Steigerwaldstadion - B
- Jena - 16./17.09. - Sparkassen-Arena - B

## Video chat fair for young people and parents 2024

- vocatium *videochat* - 12./13.11. - online - F

Subject to modifications. Date: 14.05.2024

(Place, date)

(Company stamp / binding signature)

Please email the completed form as a scanned file to [info@if-talent.de](mailto: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.