



The 17th annual Newcomers Festival is an exciting event for the international community in Frankfurt-Rhein-Main. The event will be held directly in Frankfurt's City Hall (Römer) on Sunday 3 September 2017 from 1-6 pm.

Last year's festival attracted 60 exhibitors and 5,000 visitors from many different nationalities. For the 2017 event the organizers are expecting a similar success.

The Newcomers Festival is designed to be a family-oriented and informative event that helps the international community get off to a good start in their two- to three-year stay in Frankfurt and the Rhein-Main region.

The Newcomers Festival consists of an extensive exhibition of services, clubs, and organizations in the area. Parallel to the exhibition, seminars and workshops present practical information about living and working in the region. In addition, there is musical entertainment, as well as food and drink reflecting the local gastronomy. Admission to the event is free.

**Sunday 3 September, Römer  
(City Hall) Frankfurt, 1 to 6 pm**

[www.newcomers-festival.de](http://www.newcomers-festival.de)



## Exhibition Space

The Newcomers Festival provides a unique opportunity for visitors to learn about the exhibitors' services and products. Exhibitors may, at the discretion of the organizers, sell goods and services to the visitors. There will be three general types of exhibitors at the Newcomers Festival:

- Companies - Airlines, travel agencies, book stores, relocation agencies, accountants and financial planners, language and driving schools, as well as other shops and services that target the international community.
- Non-profit organizations, clubs, churches, universities, professional associations and international schools
- Important state and city institutions - museums, theatres, tourism, etc.

## Exhibitor Registration

Please complete the attached form and return it by **7 July**. Exhibition space costs €149 per square meter for commercial organizations and €79 per square meter for non-profit organizations.

Please be aware that space is limited and the placement of exhibition spaces is on a first-come first-served basis. Book early to ensure a prominent stand placement. Registration can also be booked online.

## Sponsoring

Main sponsors will receive the following:

- Logo in all advertising material
- Prominent display on Internet homepage
- Presentation at registration table (such as a banner or poster)
- Information brochure handed out to all participants
- Exhibition space (up to 4 meters wide)
- Stage presentation

If you have any questions about sponsorship opportunities, please contact the organizers.

## Marketing Activities

The Newcomers Festival is designed to reach the international community - British, American, Scandinavian, Japanese, Korean, French, Indian, Chinese, Eastern European, etc. - living in Frankfurt-Rhein-Main. To reach that target group, the organizers plan promotional and marketing activities including advertising leaflets, direct mailings to personnel departments of major international corporations, as well as media coverage.

[www.newcomers-festival.de](http://www.newcomers-festival.de)

The organizers have launched a related website to keep participants and exhibitors up-to-date with the latest information regarding the festival. Exhibitors are also entitled to a listing on the website with a direct link to their own website.

## Venue



The event will again be held at the Römer, Frankfurt's City Hall. The Römer is a historic building in the heart of Frankfurt.

## Organizer

The Newcomers Festival - Welcome to Frankfurt-Rhein-Main is organized by Communication Solution GmbH, a public relations and event marketing agency focused on the international community living in Germany. Communication Solution has successfully organized similar events for more than 15 years. For more information, consult the website at: [www.communication-solution.de](http://www.communication-solution.de)

## More Information

If you have any questions regarding the Newcomers Festival, please contact:

Newcomers Festival Organizing Office  
c/o Communication Solution GmbH  
Niederuau 45; 60325 Frankfurt  
Tel: 069-7191-6581; Fax: 069-7191-6582  
Email: [mail@newcomers-festival.de](mailto:mail@newcomers-festival.de)  
[www.newcomers-festival.de](http://www.newcomers-festival.de)



**Communication Solution GmbH**  
International Communications & Event Marketing

## Exhibition Registration Sheet

3 September 2017 at Römer - City Hall in Frankfurt

### Registration Deadline 7 July 2017

#### 1. Name and details of Exhibitor

Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Description of organization: \_\_\_\_\_

#### 2. Type of exhibition stand

Demonstration     Information     Sales     Other

#### 3. Fees for exhibition space

Commercial organizations €149 per square meter

Non-profit organizations\* €79 per square meter

\* Non-profit clubs (eingetragene Vereine), churches and charitable organizations only

Flat rate for energy consumption (Energiekostenpauschale)    €5.60 per sqm

Flat rate for waste disposal (Umweltbeitrag)    €6.20 per sqm

#### 4. Size of exhibition space

Frontage \_\_\_\_\_ meters x depth \_\_\_\_\_ meters = \_\_\_\_\_ total square meters

NOTE: Minimum size of exhibition space is 2 m frontage and 2 m depth -  
i.e. €596 for commercial organizations and €316 for non-profit organizations

## 5. Additional Services

Please note that the rented exhibition space does not include any stand equipment. Here is a list of the most commonly used items, which can be rented through the organizers:

- |  |   |
|--|---|
| <input type="checkbox"/> Table(s) 80 x 80 cm €19                       | <input type="checkbox"/> Chair(s) €6                          |
| <input type="checkbox"/> Stand backdrop(s) 118 cm (w) x 146 cm (h) €39 | <input type="checkbox"/> Electrical connection (220V/16A) €50 |

Other services (audio-visual equipment, etc.) are also available.

Please contact the Newcomers Festival Organizing Office for a more detailed price list.

## 6. General Information

1. Exhibition space placement is on a first-come, first-served basis. Book early to ensure a choice placement.
2. Shortly after the receipt of your registration, you will receive a confirmation letter, an invoice for the exhibition space, and additional information specific to the event.
3. About 4 weeks before the festival, promotional material will be sent to exhibitors. These flyers & posters can be used to inform clients, employees and other interested parties about the event.
4. About 2 weeks before event, specific information regarding exhibition space placement and space number will be sent to all exhibitors.
5. Booking cancelations can be accepted no later than 4 weeks before the event and are subject to a 25% cancelation fee.
6. All prices are net, i.e. add 19% VAT.
7. Exhibitors may, at the discretion of the organizers, sell goods and services to the visitors (please indicate this on registration sheet).
8. The sale of food and drink is not allowed. Small samples of free food and drink are, however, permitted (please indicate this on registration sheet).
9. Promotion activities outside your exhibition space are not permitted. This includes the use of persons for publicity purposes, as well as the distribution of advertising materials, such as leaflets, giveaways, etc. in the entry ways of the exhibition area or in the direct vicinity of the venue.
10. Please note that the 50% discounted exhibition fee is available only to non-profit clubs (eingetragene Vereine), churches and charitable organizations (Wohltätigkeitsorganisationen).
11. Maximum of two exhibitors can share a stand.

Company/organization name: \_\_\_\_\_

Contact person and position: \_\_\_\_\_

Signature and date: \_\_\_\_\_

Thank you for agreeing to exhibit at the 2017 Newcomers Festival

Please return this form by 7 July, 2017 to:

Newcomers Festival Organizing Office  
c/o Communication Solution GmbH  
Niederuau 45, 60325 Frankfurt  
Tel: 069-7191 6581; Fax: 069-7191 6582  
Email: [contactform@newcomers-festival.de](mailto:contactform@newcomers-festival.de)  
[www.newcomers-festival.de](http://www.newcomers-festival.de)