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Exhibitor Registration Manual

Step 1: Log into the Exhibitor Portal

Access the Exhibitor Portal over our website with your already existing account or create a new account



jazzahead! 2023

I have previously registered and my password is:

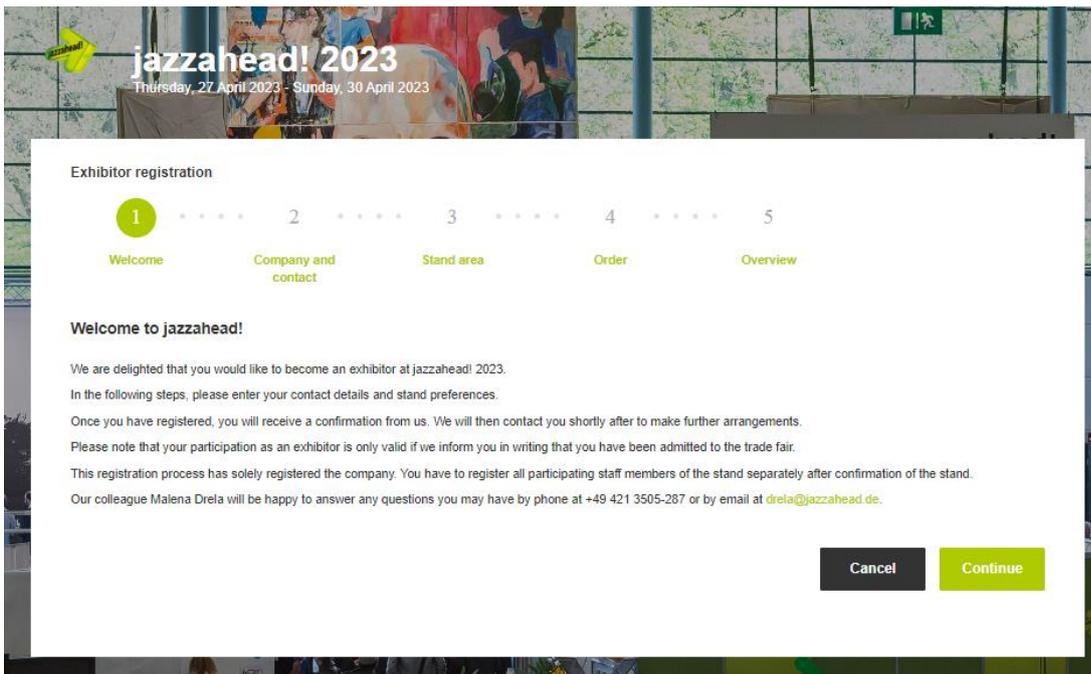
Email

Password

Remember me

[Forgot your password?](#) | [I have never registered](#)

Please read the information on the first page carefully.



Exhibitor registration

1 2 3 4 5

Welcome Company and contact Stand area Order Overview

Welcome to jazzahead!

We are delighted that you would like to become an exhibitor at jazzahead! 2023. In the following steps, please enter your contact details and stand preferences. Once you have registered, you will receive a confirmation from us. We will then contact you shortly after to make further arrangements. Please note that your participation as an exhibitor is only valid if we inform you in writing that you have been admitted to the trade fair. This registration process has solely registered the company. You have to register all participating staff members of the stand separately after confirmation of the stand. Our colleague Malena Drela will be happy to answer any questions you may have by phone at +49 421 3505-287 or by email at drela@jazzahead.de.



Step 2: Company and contact

Please enter the company's and as well as the contact persons information.

Please be aware, that the contact persons emailaddress will be the one used for further communication.

Exhibitor registration

1 2 3 4 5

Welcome Company and contact Stand area Order Overview

Please check your entries!

Your company information

Company Name *	Company Name 2
<input type="text" value="The Testers"/>	<input type="text"/>
Email *	Website
<input type="text" value="[REDACTED]"/>	<input type="text"/>
Street, Nr. *	Building, Floor, etc.
<input type="text" value="Testerstrasse 55"/>	<input type="text"/>
Postal Code *	City *
<input type="text" value="28203"/>	<input type="text" value="Bremen"/>
Country*	Tax ID
<input type="text" value="Germany"/>	<input type="text"/>

To change your Tax ID, please contact us directly.

Please enter your telephone number (s) in the following format: +49 421 3505529



Step 3: Stand area

Please read the information on the top carefully.

Here you can send us the initial order for the stand with your preferences:

- The preferred size of the area with length, width and open sides



Important information for the exhibitor registration

- All prices are net prices and subject to 19% VAT
- Please select your desired stand option by entering the number of sqm.
- Please note that stand packages as per previous years are not available anymore. Further services like stand construction, furniture, lighting and electricity will become available for booking over the Exhibitor Service Centre (ESC) after your stand has been placed and booked.
- For all individual stand constructions, please contact Malena Dreita directly under dreita@jazzahead.de.
- WIFI is included for exhibitors, co-exhibitors and professional participants. This offer is only available within the capacity limitations of the network of MESSE BREMEN.
- The Jazzahead! CLUBNIGHT are not included in your ticket.
- The AUMA fee of 0.60 € per sqm and the fee for waste disposal of 2.50 € per sqm has to be paid additionally.

Preferred Booth Area

Preferred Area

Preferred Length *

Preferred Width *

Preferred Open Sides *

- Type of stand: Row, Corner (+5%), Head (+10%), Block (+15%)
- Placement Request: Choose 3 preferred booths from the hall plan.

Please choose your booth area:

	Row stand View Details	Price per sqm €140.00	Select
	Corner stand View Details	Price per sqm €147.00	Select
	Head stand View Details	Price per sqm €154.00	Select
	Block stand View Details	Price per sqm €161.00	Select

Platzierungswunsch

1 Preferred Booth 1	2 Preferred Booth 2	3 Preferred Booth 3
No Booth Selected	No Booth Selected	No Booth Selected
Select Booth	Select Booth	Select Booth



Important changes:

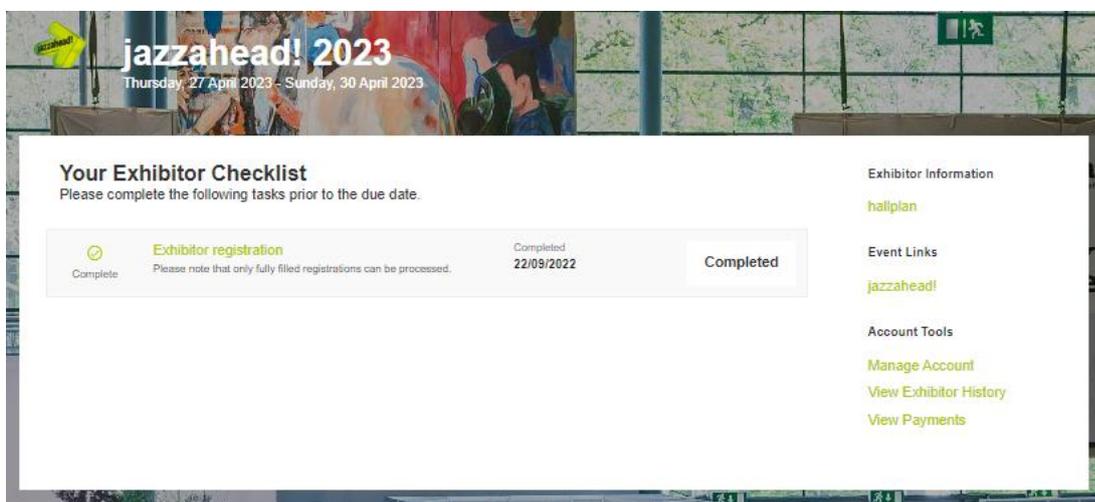
The standpackages Mini and Simple that included basic stand construction are not available for booking anymore.

All stand construction including walls, electricity and lighting will be ordered through the Exhibitor-Service-Centre. More information below.

Step 4 and Step 5: Order and Overview

After reviewing and sending us your order, you will receive an automatic confirmation for your registration.

After successful registration when you log onto the Exhibitor Portal you see now the Exhibitor Checklist.



What happens after registration:

Phase 1: Stand proposal

We review your registration and send you a stand proposal you can access directly over the exhibitor checklist. You can confirm or decline the proposal with commentary or write an email to Malena Drela at drela@jazzahead.de with your questions/wishes.

Phase 2: Stand confirmation

After you have accepted a stand proposal, we will send you the official confirmation and admission to the trade fair and we will contact you with further information about invoicing.

Phase 3: Take further action through the Exhibitor Portal

New tasks are available for you in the Exhibitors Checklist.

You can now proceed with registering yourself and your staff using your exhibitor passes and order your stand construction over the Exhibitor-Service-Centre (ESC).

Important Deadlines regarding the ordering of services can be view on our website [here](#).