



27th International Book Fair of Havana, Cuba 2018

FORMULARIO DE SOLICITUD DE PARTICIPACIÓN
REGISTRATION FORM



Envíe el formulario a/ Send the form to:

dirección@ccl.cult.cu / subdirección@ccl.cult.cu / cuferia@ccl.cult.cu / cuespemon@ccl.cult.cu / filhabana.ccl@gmail.com

Entidad expositora / Exhibiting Entity:	Country / Country:
Direction/ Address:	City / City:
Representante legal / Legal representative:	Telefono / Telephone:
Responsable del Stand / Stand Responsible:	Fax:
Correo electrónico / E-Mail Address / Web site:	Teléfono móvil / Cellphone:
Clasificación de la entidad / Entity classification: <input type="checkbox"/> PUBLISHING HOUSE <input type="checkbox"/> DISTRIBUTOR / COMMERCIALIZER <input type="checkbox"/> OTHERS	Distribution seals:

AREA DE EXHIBICIÓN A CONTRATAR / EXHIBITION AREA FOR RENT: (Mínimo 6 m ² / Minimum 6 m ²)		
Stand montado / Assembled stand:	Espacio sin montaje / Unassembled stand:	Espacio exterior / Outdoor area:
Área / Area _____ m ² /sq.m	Área / Area _____ m ² /sq.m	Área / Area _____ m ² /sq.m
Con el siguiente rótulo / With the following title _____ 20 caracteres / characters		

WAYS OF PARTICIPATING

- | | | |
|---|--------------------------------------|---|
| <input type="checkbox"/> EXHIBITOR | <input type="checkbox"/> EDITOR | <input type="checkbox"/> LITERARY AGENT |
| <input type="checkbox"/> PROFESSIONAL | <input type="checkbox"/> DISTRIBUTOR | <input type="checkbox"/> BOOKSELLER |
| <input type="checkbox"/> GRAPHIC SERVICES | | <input type="checkbox"/> OTHER _____ |

EDITORIAL LINES

- | | | |
|--|---|--|
| <input type="checkbox"/> ADMINISTRATION AND MANAGEMENT | <input type="checkbox"/> ECONOMY | <input type="checkbox"/> SCIENCE AND TECHNOLOGY |
| <input type="checkbox"/> CINEMA AND PHOTOGRAPHY | <input type="checkbox"/> ARTS AND CRAFTS, HANDMADE GOODS | <input type="checkbox"/> LAWS |
| <input type="checkbox"/> GEOGRAPHY AND TRAVELS | <input type="checkbox"/> LANGUAGES | <input type="checkbox"/> ART |
| <input type="checkbox"/> MUSIC AND FOLKLORE | <input type="checkbox"/> POLITICS | <input type="checkbox"/> SPORTS AND RECREATION |
| <input type="checkbox"/> ARCHITECTURE AND DESIGN | <input type="checkbox"/> SELF-HELP AND PERSONAL DEVELOPMENT | <input type="checkbox"/> HUMANITIES |
| <input type="checkbox"/> COMPUTER SCIENCES | <input type="checkbox"/> LITERATURE | <input type="checkbox"/> EDUCATION AND PEDAGOGY |
| <input type="checkbox"/> HISTORY | <input type="checkbox"/> DICCIONARIES, ENCYCLOP., AND ATLAS | <input type="checkbox"/> PSYCHOLOGY |
| <input type="checkbox"/> MATHEMATICS | <input type="checkbox"/> CHILDREN'S AND YOUTH 'S LITERATURE | <input type="checkbox"/> SOCIAL SCIENCES AND COMMUNICATION |
| <input type="checkbox"/> MULTIMEDIA AND NEW TECHNOLOGIES | <input type="checkbox"/> PHYLOSOPHY | <input type="checkbox"/> MEDICINE |
| <input type="checkbox"/> RELIGION AND THEOLOGY | | <input type="checkbox"/> OTHERS |
| <input type="checkbox"/> NATURE AND ENVIRONMENT | | |

Fecha/ Date: Día/ Day _____ Mes/ Month _____ Año/ Year _____

PARA USO DE LA CÁMARA CUBANA DEL LIBRO

Nombre y apellidos del Solicitante / Applicant's full name _____

UBICACIÓN FERIAL

No. de STAND: _____

SOLICITUD CONTRATO DE PARTICIPACIÓN N° _____

PABELLÓN: _____



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Leer es crecer

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TO PARTICIPATE AT THE IBFH

You can participate at the International Book Fair of Havana, Cuba as an Exhibitor and a Professional.

EXHIBITOR'S REGISTRATION

After registering as an IBFH Exhibitor you shall have:

Stand	6 m ² - 8 m ²	10 m ² - 14 m ²	16 m ² -18m ²	25 m ² -30 m ²	More than 30 m ²
Credentials	4	6	8	10	12

No.	FULL NAME	POSITION	NATIONALITY	PASSPORT No.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Note: The amount of exhibitor's credentials will be adjusted to the size of the rented space and without additional cost. It is mandatory to declare in the table the names of all the exhibitors receiving credentials.

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SELLER'S REGISTRATION

Only for the staff residing in Cuba and hired by foreign exhibitors. For the price of 10.00 CUC

No.	Full name	ID No.

Note: If the list of applicants exceeds this table, a new table must be created with the same features. All applications will be subject to approval by the Organizing Committee.

REGISTRATION AS PROFESSIONAL

The fair exclusively devotes the first day to all visiting professionals: writers, librarians, editors, booksellers, copyright agents, distributors, illustrators, and cultural promoters. This will be a favorable climate for negotiations and encounters among colleagues. You may also take part in the book presentations and activities organized by the IBFH for the rest of the days of the event.

By accrediting as Professional in the IBFH you will have the following benefits:

- Get an accreditation allowing you to enter the Fair every day.
- Facilitate your purchases the first day of the Fair.
- Participate in the activities of the Academic and Literary Program.
- Enjoy the books presentations.
- Have access to work tables, organize your appointments, and use the services offered in the Book Professional Hall.
- Enjoy the comprehensive Cultural Program offered by the Fair.
- Attend all the subsidiaries of the event.

Relation of people for which you are requesting professional accreditation:

No.	Full Name	Position inside the entity	ID Card / Passport No.	Previous Participation in the IBFH. Specify year

Note: If the list of applicants exceeds this table, a new table must be created with the same features. Format and type of letter for filling must be taken into account. All applications will be subject to approval by the Fair Organizing Committee.

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UBICACIÓN FERIA

No. de STAND: _____

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PRICE OF CREDENTIALS

Requested until December 31st:

- For Foreign Exhibitors: \$30.00 CUC
- For National Exhibitors: \$30.00 CUP

Requested from January 1st on:

- For Foreign Exhibitors: \$40.00 CUC
- For National Exhibitors: \$40.00 CUP

WAYS OF PAYMENTS

The payment shall be made in checks (national entities) and in cash (foreign professionals) at the Cuban Book Chamber the Exhibitors Care Centre at before the beginning of the event.

IMPORTANT

The national entities must send the applications for the professional accreditation to the Director of the Cuban Book Chamber; bear the signature of the highest representative, stamp and logo of the applying entity. All information must be conformed in Arial 12.

INFORMATION ON TITLES TO BE COMMERCIALIZED

The information will have to comply with the following requirements:

- ✓ Digital format, in EXCEL sheet.
- ✓ Font type and size: Arial 10.
- ✓ All the information must be digitalized in uppercase.
- ✓ Do not use abbreviations.
- ✓ Do not use characters such as: *, /, _ , (.), &, #, ' , etc.
- ✓ The table must contain the elements shown in the following example.

No.	TITLE	AUTHOR	PUBLISHING HOUSE	ISBN	YEAR OF PUBLICATION	GENRE

Note: If the list of applicants exceeds this table, a new table must be created with the same features. Format and type of letter for filling must be taken into account. All applications will be subject to approval by the Fair Organizing Committee.

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AVAILABLE ADDITIONAL SERVICES

SERVICIO / SERVICE	DESCRIPCIÓN / DESCRIPTION	PRECIO PRICE (CUC)	CANTIDAD /REQUEST
Inst. Eléctrica Electric. Fitting	Reflector adicional / Additional Spot light	11.00	
	Tomacorriente sencillo (1) / Single outlet (1)	5.00	
Sistema Divisorio/ Partition Panels	Panel adicional / Additional panel (0,95 x 2.42 m)	22.00	
	Puerta de Fuelle /Sliding door	22.00	
	Puerta de Hoja/Sheet Door	42.00	
Estantería / Shelves	Vitrina de cristal / Glass cabinet (1.20 x 0.80 x 0.30 cm)	77.00	
	Mostrador / Counter (0.50 x 1.00 cm)	41.00	
	Gabinete / Cabinet	49.00	
Mobiliario/Furniture	Silla plástica / Plastic chair	15.00	
	Mesa plástica / Plastic table	20.00	
Otros Servicios/ Other Services	Montaje sistema modular / Assembly modular system	77.00	
	Montaje sistema modular Especial / Assembly special modular system	55.00	

STAND SKETCH: All the stands shall have a depth of 2m, except for the spaces of 25 m² and 30 m².
Delivery of the sketch of the stand will be understood as the acceptance of the general design for the event.



LEGEND	
Outlet	
Spotlight	
Sliding door	
Panel	
Modular Glass Cabinet	

NOTA IMPORTANTE/IMPORTANT NOTE: Se aplicará un recargo de 20% para todos aquellos servicios requeridos posterior a la tramitación de la solicitud original. A 20% surcharge will apply for all services requested after original registration form has been processed.

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ATTACHED TO THIS FORM THE EXHIBITOR SHALL DELIVER:

For Foreign Exhibitors:

- A copy of the Creation or Articles of Incorporation of the entity, to be certified by public notary or other authority of the country of origin.
- A letter of representation in the original, in case the legal representative or director of an entity does not attend the Fair.
- A mercantile register in the original or papers validating the authenticity of the entity.
- A photocopy of the passport of the legal representative acting on the behalf of the entity in the fair.
- An updated financial identification of the entity, not issued in less than 1 year.
- A banking guaranty in the original, issued by the bank keeping his account. The transfer will be wired to this same bank, if necessary, after the conclusion of the fair. The aforementioned bank cannot be property or having American actions.
- (The Exhibitor representing one or more publishing houses or distributors should present, in the act of request,) a special power of attorney in the original.

For National Exhibitors:

- A legal certification of the entity in the original, signed by the legal adviser and including the number of the Register of Advisors, in accordance with the Ministry of Justice.

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