

## Essential information

Please also refer to our enclosed Conditions of Participation.



h+h Cologne  
The international trade fair for  
creative handicraft and hobby  
Cologne, 29 March - 31 March 2019

## The registration documents include

Essential information

The forms:

- 1.10 Registration for main exhibitor\*
- 1.11 Enclosure to the application for main exhibitor
- 1.14 Meeting rooms
- 1.20 Registration for co-exhibitors
- 1.30 List of Goods\*
- Z.01 Exhibitors' passes against payment
- S.12 Completely outfitted stand h+h

**\*Must be returned**

Conditions of Participation, Special Section  
Conditions of Participation, General Section

## 1 Opening times

	Exhibitors	Visitors
Friday, 29th March 2019	8:00 a.m. – 7:00 p.m.	9:00 a.m. – 6:00 p.m.
Saturday, 30th March 2019	8:00 a.m. – 7:00 p.m.	9:00 a.m. – 6:00 p.m.
Sunday, 31st March 2019	8:00 a.m. – 6:00 p.m.	9:00 a.m. – 5:00 p.m.

## 2 Registration

**Form 1.10** must be submitted by each main exhibitor. Please fill out the registration form completely, stamp it with your company seal, and have a responsible person sign it. The registration is only valid when accompanied by the list of products on **Form 1.30**. Co-exhibitors\* are required to register using **Form 1.20**. A separate list of products – **Form 1.30** – must be filled in for each of these companies.

\*see Item V of the General Section of the Conditions of Participation

## 3 Participation fees

**Participation fees (per sqm floor area):**

The space rental amounts:

	Early bird (until 30.06.2018)	Stand rate (from 01.07.2018)
Stand rental per sqm (up to 100 sqm)	155.00 EUR	163.00 EUR
Stand rental per sqm (from 100 sqm*)	150.00 EUR	158.00 EUR

(\*applicable to the entire area)

The energy costs\* are 13.00 Euro per sqm of occupied stand area as a proportional flat-rate energy fee and an AUMA fee\* of 0.60 Euro per sqm will be charged.

These are net prices (the VAT is not included).

The participation fee does not include the provision of stand partition walls. The minimum stand size is 12 sqm.

\*see the Special Section of the Conditions of Participation

### Down payment for services

Koelnmesse shall be entitled to charge a reasonable down payment for the services used for the event in question – e.g. electrical and water connections, stand cleaning, etc. The down payment for services shall be assessed on the basis of the services charged for the previous event.

The down payment for exhibitors who have not participated in the previous event shall total Euro xx.xx per sqm - plus the costs for the obligatory marketing services (Marketing Package); see Item 7.2, Special Participation

Conditions.

Once the event has ended, a separate final invoice for services will be issued; the down payment will be applied towards this amount. The invoice shall fall due for payment immediately following receipt. If the amount of the down payment should exceed the fees actually incurred for services, the amount by which the down payment exceeds actual charges shall be refunded to the exhibitor. The exhibitor shall have no claim to payment of interest on the down payment.

## 4 Turnkey stands/Koelnmesse Service stands

Koelnmesse GmbH can provide a turnkey stand. The stands are available in varying styles and fittings.

Your contact:

Tel. +49 221 821-3998  
Fax +49 221 821-3999  
E-Mail: [services@exhibitor.koelnmesse.de](mailto:services@exhibitor.koelnmesse.de)

## 5 Construction times

Start on construction time:

Monday, 25th March 2019, 7:00 a.m. - 10:00 p.m.  
Tuesday, 26th March 2019, 7:00 a.m. - 10:00 p.m.  
Wednesday, 27th March 2019, 7:00 a.m. - 12:00 p.m.  
Thursday, 28th March 2019, 12:00 p.m. - 6:00 p.m. (last day of construction)

**On the last day of construction, the aisles must be completely cleared by 6:00 p.m.**

## 6 Dismantling times

Start of dismantling period:

5:00 p.m. on Sunday, 31st March 2019  
open all day on Monday, 01st April 2019  
End of dismantling period: 4:00 p.m. on Tuesday 02nd April 2019

**Dismantling may begin no earlier than 5:00 p.m. on 31st March 2019.**

## 7 Stand confirmation

Once your company has been accepted for participation, you will receive confirmation of your stand in or after August 2018.

## 8 Technical Guidelines/services

You may download the Technical Guidelines from the trade fair website or from [www.koelnmesse-service-portal.com](http://www.koelnmesse-service-portal.com). You also have the option of requesting the Technical Guidelines in printed form and on CD-ROM. Our entire range of services can be ordered online at the Koelnmesse Service Portal. You will receive your log-in data in a separate letter with your stand confirmation in or after August 2017. **Please take note of the submission deadlines for the order forms!**

## 9 Maximum stand height/special constructions

The permissible stand height is 3.50 meters. This is also the maximum allowable height for all company and product signs and all types of advertising. If your stand deviates from the construction guidelines in any way, or if you are planning to have special constructions, please submit your plans to

Koelnmesse (Department Exhibition Facilities) in duplicate for perusal no later than six weeks prior to the beginning of the event. In addition, lighting equipment may be suspended from the hall ceiling. Please note that for any objects hanging from the hall ceiling, neither the lighting equipment nor its mounts may be connected to the stand construction.

## 10 Scale drawing of stands

Sketches of stands can be provided on a scale of 1:200 upon request by the exhibiting companies.

## 11 Withdrawal/non-participation

### After receipt of acceptance / stand area confirmation

The contractual relationship can no longer be terminated once the stand has been bindingly registered and confirmed. The event's organizer can assent to a request for release from the contract by way of exception if the stand area thus made available can be rented to someone else. In this case, the organizer is authorised to charge a flat-rate of 25 % of the participation fee for the costs incurred, at least 500.00 Euro. If the space cannot be re-rented, the full participation fee must be paid. See Item II of the General Section of the Conditions of Participation.

## 12 Invoicing

You will receive the invoice for the stand area along with your free exhibitor and work passes starting in **December 2018**. Please observe the terms and conditions of payment listed under Item IV of the General Conditions of Participation.

## 13 Exhibitor passes

Each exhibitor receives free of charge and valid for the period from the first day on which construction work begins to the final day of dismantling:

- 3 passes for a stand of up to 20 sqm
- each additional 10 sqm up to 100 sqm 1 further pass
- each additional 20 sqm over 100 sqm 1 further pass
- Upper limit : max. 150 exhibitor passes

## 14 Work passes

The work passes will be sent to you by post along with the exhibitor passes.

- 2 passes for a stand up to 10 sqm
- 4 passes for a stand of up to 20 sqm
- each additional 10 sqm up to 100 sqm 1 further pass
- each additional 20 sqm over 100 sqm 1 further pass
- Upper limit : max. 150 working passes

## 15 Marketing services (Marketing Package)

The marketing services offered by Koelnmesse are the comprehensive and attention-grabbing solution for all stages of your trade fair communication. Use of the marketing services listed under Item 7.1 (Special Participation Conditions) is mandatory for all represented companies and co-exhibitors and costs:

Euro 880.00 per main exhibitor, group organiser and group participant  
Euro 250.00 per co-exhibitor

Our official contractual partners will provide you with all order information and documents for the marketing services offered. Please note that your company's participation requires Koelnmesse's approval. Therefore, this approval is also a prerequisite for any offers or order confirmations.

**Please note: The editorial and advertising deadline is 14.01.2019.**

### A note on unofficial exhibitors' directories

So-called registration offers for seemingly official exhibitors' directories lead to confusion and enquiries from numerous exhibitors. Without having been asked, the providers of these exhibitors' directories are sending forms that give the impression that these are galley proofs or invoices from the publisher commissioned with publication of the official fair media. In fact, however, these so-called registration offers are order forms for an entry in directories of companies or exhibitors and do not involve the official fair media of Koelnmesse GmbH. The official media are exclusively issued by Koelnmesse GmbH, in cooperation with the media publisher commissioned by Koelnmesse GmbH. Entries in the official fair media can only be ordered through Koelnmesse GmbH or through the media publisher commissioned by Koelnmesse GmbH for the media in question.

## 16 Important contacts

	Tel.: +49 221 821-	Fax: +49 221 821-
Project Team h+h cologne	-2719, -3206 -3837	-3003
Press	-2366	-3285
Protocol	-2502	-3402
Advertising spaces	-3224	-3501
Marketing Package, advertising material	-2824	marketingpaket@koelnmesse.de
Visitor services	+49 1806 858 371	+49 221 821 99
Accounts department	-2378	-2506
Additional exhibitor passes, catalogues, vouchers	-2996	-3437
Congresses, special events, conference rooms	-2201	-3430
Security office north	-2551, -2552	-3780
Security office east	-2550, -2549	-3450
Turnkey stands service	-2924	-2188
Technical services	-3998	-3922
Exhibition facilities	-2184, -2714, -3879	-3287, -3970
Car parking	-3998	-3999
Traffic controlling (truck parking)	-2670	-3432
Forwarding agents (customs clearance/storage/transport) Schenker	+49 221 981310	+49 221 98131-8890
Insurance	+49 221 77155824	0180 202505059
Security	-2456, -2818	-3435
Arranging personnel – Hostesses/service staff – Construction/dismantling stuff	+49 221 28492-05/-06 -2882	+49 221 8800066 +49 221 45559636
Restaurants/stand catering	+49 221 2849444	+49 221 2849445
Hotel accommodation	-2479	-3739
GEMA	+49 231 57701 200	+49 231 57701 230

**1 Main Exhibitor**

**1.1 Address:**

Company Name: (incl. legal form, e.g. AG, GmbH, KG, OHG)

\_\_\_\_\_

Street: \_\_\_\_\_

Postal Code / City: \_\_\_\_\_

P.O.Box: \_\_\_\_\_

Country: \_\_\_\_\_

Tel: \_\_\_\_\_

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

E-Mail: \_\_\_\_\_

Internet: \_\_\_\_\_

President / Owner:  
 (Please enter first and last Name)

Mr.  Ms.

**Correspondance language:**  german  english **Register first letter of company name:** \_\_\_\_\_

**Contact person for the exhibition is:**

Mr  Ms

Tel: \_\_\_\_\_

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

E-Mail: \_\_\_\_\_

**1.2 We are:**

- Manufacturer  Dealer  
 Importer  Association/Institution  
 Wholesaler  Service provider  
 General representative

**1.3 We are registered with the:**

Commercial register

At the Magistrate Court in:

Commercial Register no.:

**1.4 Turnover tax ID number (VAT):**

(Required information for companies from EU countries)

**1.5 Invoice address:**

(complete only if the invoice address differs from 1.1)

Company \_\_\_\_\_

Street: \_\_\_\_\_

Postcode/Town: \_\_\_\_\_

Country: \_\_\_\_\_

**2 Stand requirements** (Minimum participation 12 sqm)

placement as 2018  new placement

**2.1 We hereby order the following stand area in accordance with the Conditions of Participation (plus VAT):**

	Early bird (until 30.06.2018)	Stand rate (from 01.07.2018)
Stand rental per sqm (up to 100 sqm)	155.00 EUR	163.00 EUR
Stand rental per sqm (from 100 sqm*)	150.00 EUR	158.00 EUR

(\*applicable to the entire area)  
 plus AUMA fee (Federal Trade Show Tax) 0.60 Euro/sqm  
 plus proportionale energy fee 13.00 Euro/sqm  
 plus Marketing Package per main exhibitor 880.00 Euro / per co-exhibitor 250.00 Euro

Area in m <sup>2</sup>		
Frontal width in meters	min	max
Depth in meters	min	max

**Type of stand:**  terrace stand  corner stand  
 two-corner stand  island stand

Departures from the desired stand type may not be subject of an application.

**2.2 We hereby order a stand package for the stand area mentioned in 2.1 (including stand construction + stand rental)**

(only valid with form S.12)

**2.3 Individual stand construction**

We are interested in other stand construction solutions of the Koelnmesse GmbH. Please find further information under <http://stand.koelnmesse.de>

**3 Products or Services to be exhibited**

**The application is only valid with the attached List of Products!**

Please indicate your products / services on the enclosed list of exhibits. Only goods listed here are permitted at h+h cologne.

**Data protection policy:**

The details entered on this form are automatically collected by Koelnmesse GmbH and used for the purpose of processing of this operation, in line with the regulations of the Federal Data Protection Law of the Federal Republic of Germany.

I hereby permit Koelnmesse GmbH to use the details entered on this coupon for sending information and advertising of industry events of Koelnmesse and its affiliated companies (according to § 15 AktG) at home and abroad, in line with the regulations of the Federal Data Protection Law of the Federal Republic of Germany. You can forbid this use of personal data at any time under [hh-cologne@koelnmesse.de](mailto:hh-cologne@koelnmesse.de).

By signing and returning the registration form, we acknowledge that the General and the Special Sections of Koelnmesse GmbH's Conditions of Participation as well as the stipulations of the Koelnmesse Service Portal (in particular the technical regulations and the supplements contained in the order forms) are binding for our company.





29.03. - 31.03.2019

Client number

0 9 0 0

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Name of main exhibitor:

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**Enclosure to the application  
for main exhibitor**

Invoice address/  
address for correspondence

1.11

**1 Alternative invoice address**

If the **invoice** should be sent to an address other than the one given in Form 1.10, please enter it below:

Company/Name:

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Street:

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Postcode, town:

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P.O. Box:

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State,  
country:

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Phone:

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Fax:

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E-mail:

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Language of correspondence:

German  English

**Note:**

If the invoice recipient does not make payment, the registered company is liable for payment!

**2 Alternative correspondence address**

If **correspondence** should be sent to an address other than the one given in Form 1.10, please enter it below:

Company/Name:

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Street:

---

Postcode, town:

---

P.O. Box:

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State,  
country:

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Phone:

---

Fax:

---

E-mail:

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Internet:

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Language of correspondence:

German  English

Contact person (exhibitor) for the event is:

Mr  Ms

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Position at  
the company:

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Phone:

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Fax:

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E-mail:

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**Please note:**

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X

Place, date, legally binding signature and company stamp of the main exhibitor



29.03. - 31.03.2019

Customer number:

0	9	0	0
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## Meeting rooms

**1.14**

**Address:**

Company/Name: (incl. legal form, e.g. AG, GmbH, KG, OHG)

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Street:

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Postal Code/ City:

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P.O. Box:

---

State, Country:

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Tel.:

---

Fax:

---

E-Mail:

---

Internet:

Proprietor/Managing Director: (please give first and last name)

Mr  Mrs.

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**Contact person for the group presentation:**

Mr:  Ms:

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Tel.:

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Fax:

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E-Mail:

**Turnover tax ID number (VAT)**

(Required information for companies from EU countries)

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**Text for lettering:**

Company name, maximum of 20 letters, in Helvetica typeface

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**We hereby order the following meeting room with the Conditions of Participation:**

Space in total m<sup>2</sup>

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**Room rental per m<sup>2</sup> 219.50 EUR\***

\*plus the legal VAT

plus 880.00 Euro Marketing Package

plus down payment for services

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Sort alphabetically  
under the letter

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**Please order the furniture individually at the Service-Portal of Koelnmesse GmbH.**

**Your contact:**

**Koelnmesse GmbH**

**Tel. +49 221 821-3998**

**Fax +49 221 821-3999**

**E-Mail: services@exhibitor.koelnmesse.de**

**www.koelnmesse.de**

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Hired partition walls which have been damaged will be invoiced according to price list.

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**X**



29.03. - 31.03.2019

Customer number:

0	9	0	0
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Main exhibitor:

**Registration for co-exhibitors\***

List of Goods (Form 1.30) must be filled in for registration to be valid

**1.20**

In accordance with Item V of the General Section of the Conditions of Participation, we hereby register the following co-exhibitors at our stand:

If you need to register more than two additional companies, please photocopy the blank form first.

Company Name: (incl. legal form, e.g. AG, GmbH, KG, OHG)

\_\_\_\_\_

Street: \_\_\_\_\_

Postal Code / City: \_\_\_\_\_

P.O. Box \_\_\_\_\_

Postal Code / City: \_\_\_\_\_

Country: \_\_\_\_\_

general Tel.: \_\_\_\_\_

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

general E-Mail: \_\_\_\_\_

Internet\*: \_\_\_\_\_

Contact person:  
 Mr  Ms

E-Mail contact person: \_\_\_\_\_

Company Name: (incl. legal form, e.g. AG, GmbH, KG, OHG)

\_\_\_\_\_

Street: \_\_\_\_\_

Postal Code / City: \_\_\_\_\_

P.O.Box: \_\_\_\_\_

Postal Code / City: \_\_\_\_\_

Country: \_\_\_\_\_

general Tel.: \_\_\_\_\_

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

general E-Mail: \_\_\_\_\_

Internet\*: \_\_\_\_\_

Contact person:  
 Mr  Ms

E-Mail contact person: \_\_\_\_\_

**Please provide a separate list of exhibits (Form 1.30) for each co-exhibitor that you register.**

Customer number:

0	9	0	0
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Register first letter of company name: \_\_\_\_\_

- The company is:
- |   |  |
|---|--|
| <input type="checkbox"/> Manufacturer       | <input type="checkbox"/> Trade representative      |
| <input type="checkbox"/> Importers          | <input type="checkbox"/> Trade media               |
| <input type="checkbox"/> Wholesaler         | <input type="checkbox"/> Service provider          |
| <input type="checkbox"/> Sales organization | <input type="checkbox"/> Association / institution |

- The company is represented with:
- |   |
|---|
| <input type="checkbox"/> own products         |
| <input type="checkbox"/> own staff            |
| <input type="checkbox"/> own company graphics |

Turnover tax ID number (VAT):  
 (Required information for companies from EU countries)

**The participation fee per co-exhibitor is 150.00 Euro (plus VAT) and will be charged to the main exhibitors' account. Plus 250.00 Euro Marketing Package.**

Customer number:

0	9	0	0
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Register first letter of company name: \_\_\_\_\_

- The company is:
- |   |  |
|---|--|
| <input type="checkbox"/> Manufacturer       | <input type="checkbox"/> Trade representative      |
| <input type="checkbox"/> Importer           | <input type="checkbox"/> Service provider          |
| <input type="checkbox"/> Wholesaler         | <input type="checkbox"/> Trade media               |
| <input type="checkbox"/> Sales organization | <input type="checkbox"/> Association / institution |

- The company is represented with:
- |   |
|---|
| <input type="checkbox"/> own products         |
| <input type="checkbox"/> own staff            |
| <input type="checkbox"/> own company graphics |

Turnover tax ID number (VAT):  
 (Required information for companies from EU countries)

**The participation fee per co-exhibitor is 150.00 Euro (plus VAT) and will be charged to the main exhibitors' account. This fee does not include the entry in the Marketing Package (see Item 7.2 Special Participation Conditions): plus 250.00 Euro Marketing Package.**

**\* Explanation "Co-exhibitors":**  
 Co-exhibitors are companies with their own products and their own personnel that use the stand area of a main exhibitor. Companies within groups and subsidiaries count as co-exhibitors.

**Please note:**  
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**X**

Date, Place, Stamp, Legally binding signature of the main exhibitor

**List of Goods**

Must be returned by

– Main exhibitor

– Co-exhibitor

Please fill in and return with your registration

**1.30**

**Name of exhibitor / co-exhibitor:**

(Please fill in a separate List of Goods for each company)

**Main focus of our product range:**

(Please make sure you fill this in!)

No.:

\_\_\_\_\_

**For co-exhibitors**

For co-exhibitors

**How many brands are being presented?**

Please list your brands here:

**Please note:**

This directory of products shall not be considered the basis for automatic entry in the directory of products in the official fair media. Our official contractual partners will provide you with all order information and documents for the marketing services offered.

**List of Goods** (Please tick  the appropriate box)

**Our target/sales markets are:**

**Africa**

- South Africa
- West Africa
- East Africa
- North Africa

**The Americas**

- USA
- Canada
- Mexico
- Colombia
- Brazil
- Others Central America
- Others South America

**Asia**

- China
- Japan
- South East Asia
- India
- Middle East

**Europe**

- Western Europe
- Northern Europe
- Southern Europe
- Russia
- Turkey
- Others Eastern Europe

**Oceania**

- Australia
- New Zealand
- Others Oceania

**Handicraft accessories / Materials (001)**

- 001010 Accessories (except Costume Jewellery)
- 001020 Mountings
- 001030 Picture Frames
- 001040 Decoration Articles
- 001050 Craft Kits
- 001060 Crafting / Basics Supplies
- 001070 Fixatives / Glues & Applicators
- 001080 Rubber Stamps
- 001090 Woold: Shaping / Painting / Branding
- 001100 Candles
- 001110 Florals & Baskets
- 001120 Art Materials / Posters / Frames
- 001130 Leathercraft Supplies
- 001140 Modeling Compounds
- 001150 Stencils / Transfers & Decals
- 001160 Papercrafts / Papermaking & Scrapbooking
- 001170 Brushes
- 001180 Ceramics
- 001190 Dolls & Miniatures
- 001200 Jewellery-Diy
- 001210 Fabric Prints / Accessories

**Acrylic / textile / oil / water paints (002)**

- 002010 Batik / Accessories
- 002020 Panats-Acrylics / Fabric / Oil & Watercolors
- 002030 Silk Painting

**Needlework Implements (003)**

- 003010 Needlework Implements
- 003020 Scissors
- 003030 Carpet Knotting Frames / Implements
- 003040 Weaving Frames / Looms / Accessories

**Haberdashe (004)**

- 004010 Appliqué Works/Laces/Braids & Labels/Ribbons
- 004020 Iron-on Patterns
- 004030 Thimbles
- 004040 Knitting Needles & Crocheting Hooks
- 004050 Buttons
- 004060 Other Haberdashery
- 004070 Sewing Yarns
- 004080 Sequins
- 004090 Beads
- 004100 Zippers
- 004110 Embroidery Ribbons

**Sewing / Knitting / Embroidery Machines and Accessories (005)**

- 005010 Iron / Ironing board / Ironing system
- 005020 Macramé Yarns / Accessoires
- 005030 Sewing Machines / Accessories
- 005040 Embroidery Machines / Accessories
- 005050 Knitting Machines / Accessories

**Fabrics (006)**

- 006010 Needlework Fabrics
- 006020 Quilting / Patchwork
- 006030 Other Fabrics

**Knitting, Embroidery, Rug and Crochet Thread / Yarn / Wool (007)**

- 007010 Needlework Kits
- 007020 Knotting Kits / Knotting Wool
- 007030 Embroidery Yarns
- 007040 Embroidery Kits
- 007050 Knitting & Crocheting Yarns
- 007060 Knitting Machine Yarns
- 007070 Carpet Yarns
- 007080 Weaving Yarns

Name of main exhibitor:

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0 9 0 0

Customer number:

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**Tapestry / Gobelin (008)**

- |                          |                                   |
|--------------------------|-----------------------------------|
| <input type="checkbox"/> | 008010 Needlework Mountings       |
| <input type="checkbox"/> | 008020 Home-Textiles, Embroidered |
| <input type="checkbox"/> | 008030 Decoration Canvas          |
| <input type="checkbox"/> | 008040 Tapestry / Gobelins        |
| <input type="checkbox"/> | 008050 Textile Design             |

**Literature (009)**

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | 009010 Construction Books / Handicraft |
| <input type="checkbox"/> | 009020 Construction Books / Hobby      |
| <input type="checkbox"/> | 009030 Trade Magazines / Books         |

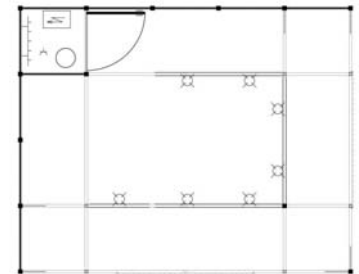
**Miscellaneous (010)**

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | 010010 Computers / Software              |
| <input type="checkbox"/> | 010020 Shop Fitting & Design             |
| <input type="checkbox"/> | 010030 Sewing & Craft Storage Containers |
| <input type="checkbox"/> | 010040 Trimmings                         |
| <input type="checkbox"/> | 010050 Patterns                          |
| <input type="checkbox"/> | 010060 Daylight Lamps                    |
| <input type="checkbox"/> | 010070 Packaging / Carrier Bags          |
| <input type="checkbox"/> | 010080 Felts / Felting Wool              |
| <input type="checkbox"/> | 010090 Pins                              |
| <input type="checkbox"/> | 010100 Hobby room facilities             |





\*Applications received after this date will be dealt with on a first come-first served availability basis.



Example: stand 20 sqm

**Order:**

We hereby order the construction and dismantling of a turnkey stand at the price of **295.00 Euro per sqm**. This price includes space rental, h+h-complete stand, construction and dismantling, proportional energy costs, the AUMA fee, stand cleaning and waste disposal during the fair. **The fee of 880,00 EUR for the marketing package is not included in the above mentioned price!**

**Basic equipment**

- System Octanorm Maxima light 40 x 40 mm, aluminum anodised
- white rear and side walls, overall height: approx. 300 cm
- Ceiling: double Octanorm Maxima light joist 40 x 40 mm, 1000 mm trough, along revolving booth limit
- Fascia: fascia panel 200 cm x 50 cm, along sides open to an aisle
- 1 cabin 1 x 1m with wooden door, white, lockable, in stands larger than 11 sqm
- Ribbed carpeting
- Main supply point 8 kW
- Electrical sub-distribution system up to 8 kW, 1 socket, 230 V
- Lighting: 1 35 W HQI spotlight per 3 sqm
- Clothes rail, waste-paper basket
- Waste disposal during the fair
- Daily stand cleaning

**Text for lettering:**

Company name, maximum of 20 letters, in Helvetica typeface, on each side open to an aisle.

- black (standard)
- blue
- red
- green

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Instead of an inscription of our Company Name, we would like an illustration of our logo for Euro 94.60 (as Digiprint).

- Ribbed carpeting:**
- charcoal (standard)
  - blue
  - red
  - green

**Important information from Koelnmesse:**

**New feature:** Place your order online at:  
<http://stand.koelnmesse.com>

- Changes to the order or the additional accessories ordered must be made in writing. A processing fee of 50.00 Euro will be charged for each additional change made starting with the third change to the order, irrespective of the value of the order amendment.
- Stands will be handed over 24 hours prior to the start of the fair. Exceptions are subject to written arrangements.
- Please do not forget to send us both pages of this form!
- Please read the conditions on the reverse of this order form. Your signature indicates that you accept these conditions.

**Important note: Please do not forget to send us both pages of this form!**

Company \_\_\_\_\_ Responsible \_\_\_\_\_

Full address \_\_\_\_\_

Tel. \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

Date, signature and company stamp \_\_\_\_\_

Name of exhibitor:

0 9 0 0

Customer number:

In addition to the stand construction we order the following furniture package at a cost of 179.90 Euro each:

- \_\_\_\_\_ units: Furniture Package A; 179.90 EUR  
1 standing table, 2 bar stools, 2 shelves (30 cm deep)
- \_\_\_\_\_ units: Furniture Package B; 179.90 EUR  
1 information counter, 1 bar stool, 2 shelves (30 cm deep)
- \_\_\_\_\_ units: Furniture Package C; 179.90 EUR  
1 table (70 x 70 cm), 4 chairs, 2 shelves (30 cm deep)

**Please note:**

It is **not** possible to exchange the package contents for other items!

We hereby declare that we have read and understood the Koelnmesse Terms and Conditions of Participation (General and Special Sections) and the Technical Guidelines and that we acknowledge them to be binding.  
The aforementioned terms are valid for both the company's own representatives as well as independent agents, insofar as they have been commissioned to work at our stand. We are aware that as an exhibitor we are responsible for compliance with the stipulations and are liable for those persons commissioned by us. We accept as binding the stand plan and confirmation of inventory of equipment which will be sent to us following submission of this order.  
**The order may be cancelled up to six weeks before the stand construction period officially begins.** Koelnmesse GmbH is not obliged to honour cancellations received after this deadline.  
Koelnmesse is entitled to contract a partner company to provide the service ordered. Such a service partner acts in the name of and on behalf of Koelnmesse.  
Place of performance and jurisdiction is Cologne. It is agreed that the laws of the Federal Republic of Germany apply.



Furniture Package A



Furniture Package B



Furniture Package C

In addition to the basic equipment, we hereby order the following items (for an additional fee):

Quantity		Order no.	Price per unit EUR
<b>Floor and wall construction</b>			
r.m.	Maxima wall element, HAFA white approx. 300 cm high	ssbs110	69.30
unit(s)	Folding door, lockable	ssba230	123.40
unit(s)	Wooden door, lockable, white	ssba240	123.40
unit(s)	Curtain (additional), black	ssba810	54.20
sqm	Platform, approx. 20 mm high	ssba020	18.90
sqm	Platform, approx. 50 mm high	ssba050	26.50
sqm	Platform, approx. 100 mm high	ssba010	35.40
r.m.	Backlit edge of the platform, approx. 100 mm high	ssba015	61.50
sqm	Laminate floor, beech design	ssba500	57.40
<b>Fixtures</b>			
unit(s)	Decorative panel, white, approx. 95 x 95 cm	ssba180	42.90
unit(s)	Shelving, straight, 100 x 30 cm	ssba130	28.90
unit(s)	Shelving, straight, 100 x 40 cm	ssba135	37.50
unit(s)	Shelving, slanting, 100 x 30 cm	ssba131	34.60
unit(s)	Shelving, slanting, 100 x 40 cm	ssba136	47.80
unit(s)	Peg board, white, approx. 95 x 95 cm	ssba440	48.10
r.m.	Built-in collection rail	ssba370	35.80
<b>Platforms, display cases, counters</b>			
unit(s)	Octanorm platform 70 x 70 + 50 cm	ssbo195	87.60
unit(s)	Table display case with glass top Octanorm 100 x 50 + 104 cm	ssbo750	137.00
unit(s)	Octanorm showcase, glazed, 70 x 70 + 205 cm, lockable	ssba880	287.80
unit(s)	Octanorm info counter 100 x 50 + 104 cm, open at rear	ssba320	137.60

Quantity		Order no.	Price per unit EUR
<b>Platforms, display cases, counters</b>			
unit(s)	Sliding door fittings for info counter	ssba132	40.90
r.m.	Bar and info Counter, type 05 (Stripes), bottom and top white	ssba200	275.80
<b>Furniture</b>			
unit(s)	Sideboard, lockable, approx. 80 x 42 + 72 cm	ssba570	74.90
unit(s)	Table, white top, approx. 70 x 70cm	ssba770	38.30
unit(s)	Table, white top, approx. 110 x 70 cm	ssba760	38.30
unit(s)	Table, white top, round, approx. 70 cm	ssba775	38.30
unit(s)	Standing table, white top, approx. 110 cm high	ssba790	72.10
unit(s)	Standard upholstered chair, black	ssba480	29.40
unit(s)	Standard bar stool, black	ssba110	28.60
unit(s)	Refrigerator, approx. 145 l, incl. electric socket	ssba380	92.10
unit(s)	Sink with boiler and electric socket	ssba620	148.40
unit(s)	Sink with 2 canisters and electric pump	ssba621	161.40
unit(s)	Standard brochure stand	ssba510	76.30
<b>Graphics</b>			
unit(s)	Additional letter, foil plot	ssba283	4.10
sqm	Digital print for fascia or wall elements from printable file	ssba520	112.50
<b>Lighting / electric</b>			
unit(s)	Rail spotlight, "Standard" 35 W HQI	ssba690	42.50
unit(s)	Spotlight with side arm, 35 W HQI	ssba710	42.50
unit(s)	Standard socket, 230V	ssba670	26.20

## Important information

### Please note!

- Deadline for placing your order:  
8 weeks before the start of official assembling.
- All prices given are net prices. The VAT applicable to each item will be charged at the valid rate.
- Koelnmesse offers a big selection of furniture. The employees of Koelnmesse will be happy to provide you with assistance.
- Place your order online at: <http://stand.koelnmesse.com>
- You can indicate your preferred ground plan and the position of the additional equipment on the form.
- Orders received after the deadline for submission mentioned above are subject to a surcharge of 10% of the basic price and must be confirmed in writing by Koelnmesse.
- Changes to the order or the additional equipment ordered must be made in writing. A processing fee of 50.00 Euro will be charged for each additional change made after the second change to the order, irrespective of the value of the order amendment.
- Stands will be handed over 24 hours prior to the start of the fair. Exceptions are subject to written arrangements. Stand construction and other objects are provided for use for the duration of the event.
- The invoice for the stand construction will be sent at the same time as the order confirmation. The invoice is payable immediately upon receipt without deductions. The stand may not be occupied until payment for the stand construction work has been made.
- Please read the General Terms and Conditions for the "complete stand h+h 2018" stand. Your signature indicates that you accept these conditions.

### Koelnmesse Group special terms and conditions of business for services – Stand construction –

By signing and returning the order form, the General Terms and Conditions of Koelnmesse for services, these special terms and conditions, and subordinate and in addition, the general terms and conditions of business of the service partner are recognized as binding parts of the contract. The specified conditions can be requested from Koelnmesse. The conditions are also available for download from [www.koelnmesse-service-portal.de](http://www.koelnmesse-service-portal.de). All provisions apply to both the company's own as well as to independent stand designers, decorators, and signwriters and to all persons, in as far as they perform activities as commissioned by the exhibitor or on the exhibitor's behalf in connection with the construction and design of the stand. The exhibitor is responsible for ensuring that all regulations are complied with. The exhibitor must supervise construction personnel and other persons working on their behalf to ensure that they adhere to the regulations. The exhibitor is liable for all damages to leased objects caused by the exhibitor, his employees, commissioned third parties or other persons who he has caused to fulfil his obligations or are acting on his behalf.

All prices given are net prices. VAT will be charged additionally at the statutory rate.

Complaints regarding goods and services supplied must be submitted in writing immediately, or at the very least, at some time during the event in question.

You may cancel the stand construction order only if you do so no later than six weeks before the stand construction period officially begins. The date on which Koelnmesse receives the exhibitor's declaration is the criterion for determining if the deadline has been met. For cancellations received after the deadline, Koelnmesse is entitled to charge a flat-rate fee for the costs incurred. These costs amount to 30% of the agreed fee in the event of a cancellation within 4–6 weeks prior to the start of construction, 50% of the agreed fee in the event of a cancellation within 2–4 weeks prior to the start of construction, and 100% of the agreed fee in the event of a cancellation at a later time or during the construction of the stand. The agreed fee has to be paid in full for individually crafted or purchased components and graphics.

Koelnmesse is entitled to contract a partner company to carry out the service ordered. In this event, such a company will operate in the name and on behalf of Koelnmesse.

The technical guidelines are to be observed. The technical guidelines can be requested from Koelnmesse by calling +49 221 821-3998 or can be downloaded from [www.koelnmesse.de](http://www.koelnmesse.de).



**Falttür**  
*Folding door*  
Artikelnr.: · part no.: ssba230



**Holztür**  
*Wooden door*  
Artikelnr.: · part no.: ssba240



**Vorhang**  
*Curtain*  
Artikelnr.: · part no.: ssba810



**Dekoplatte**  
*Decorative panel*  
Artikelnr.: · part no.: ssba180



**Lochplatte**  
*Peg board*  
Artikelnr.: · part no.: ssba440



**Kollektionsstange**  
*Built-in collection rail*  
Artikelnr.: · part no.: ssba370



**Regalbord gerade**  
*Shelving, straight*  
Artikelnr.: · part no.: ssba130



**Regalbord schräg**  
*Shelving, slanting*  
Artikelnr.: · part no.: ssba131, ssba136



**Podest Octanorm**  
**Octanorm platform**

Artikelnr.: · part no.: ssbo195



**Tischvitrine + Glasaufsatz Octanorm**  
**Table display case + glass top Octanorm**

Artikelnr.: · part no.: ssbo750



**Vitrinenelement Octanorm**  
**Octanorm showcas**

Artikelnr.: · part no.: ssba880



**Informationstheke Octanorm**  
**Octanorm info counter**

Artikelnr.: · part no.: ssba320



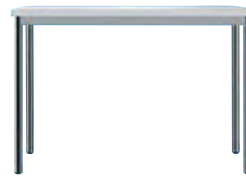
**Bar- und Informationstheke Typ 05**  
**Bar and info counter type 05**

Artikelnr.: · part no.: ssba200



**Sideboard**  
**Sideboard**

Artikelnr.: · part no.: ssba570



**Tisch**  
**Table**

Artikelnr.: · part no.: ssba770, ssba760



**Tisch rund**  
**Table round**

Artikelnr.: · part no.: ssba775



**Stehtisch**  
**Standing table**

Artikelnr.: · part no.: ssba790



**Polsterstuhl Standard**  
**Standard upholstered chair**

Artikelnr.: · part no.: ssba480



**Barhocker Standard**  
**Standard bar stool**

Artikelnr.: · part no.: ssba110



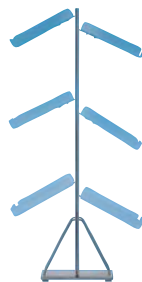
**Kühlschrank**  
**Refrigerator**

Artikelnr.: · part no.: ssba380



**Spüle mit Boiler**  
**Sink with boiler**

Artikelnr.: · part no.: ssba620



**Prospektständer**  
**Brochure stand**

Artikelnr.: · part no.: ssba510



**Stromschienenstrahler**  
**Rail spotlight**

Artikelnr.: · part no.: ssba690











**Strahler mit Auslegearm**  
**Spotlight with side arm**

Artikelnr.: · part no.: ssba710

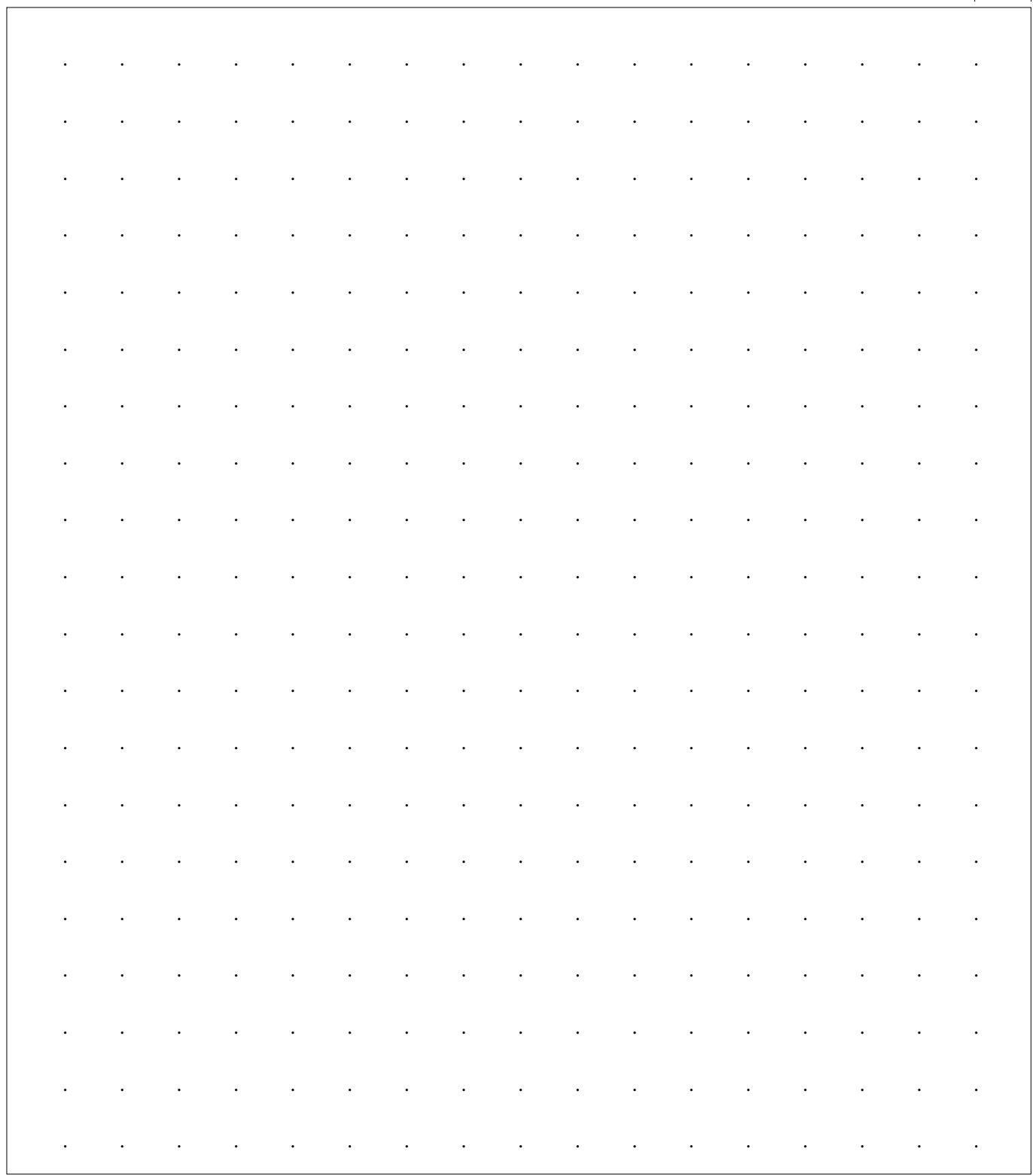
Um die von Ihnen gewünschte Installation ordnungsgemäß durchführen zu können, ist die Beifügung einer Standskizze mit den eingezeichneten Anschlusswünschen oder die Erstellung einer Skizze unbedingt erforderlich.

To enable the installations you require to be carried out correctly, please ensure that you enclose a stand sketch that includes your requested connection points.

Symbole zur Erstellung der Standskizze:

	= Holztür Wooden door		= Falttür Folding door		= Vorhang Curtain		= Regal Shelves
	= Steckdosen Electric sockets		= Stuhl Chair		= Tisch Table		= Strahler Lights

1 m





29.03.- 31.03.2019

0	9	0	0
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Hall / Aisle / Stand no. \_\_\_\_\_

**Exhibitors' passes  
 against payment**

**Z.01**

Company		Department / contact
Full address, postal code, town, country		
Tel.	Fax	E-Mail

We apply herewith for the following exhibitors' passes in addition to those which we are already entitled to for our stand area:

\_\_\_\_\_ **exhibitors' passes against payment**  
 each 21.00 Euro

We are aware that additional exhibitors' passes cannot be returned after they have been invoiced.

**Exhibitor passes**

Each exhibitor receives free of charge and valid for the period from the first day on which construction work begins to the final day of dismantling:

- 3 passes for a stand up to 20 sqm
- each additional 10 sqm up to 100 sqm 1 further pass
- each additional 20 sqm over 100 sqm 1 further pass
- Upper limit : max. 150 exhibitor passes

**Work passes**

These passes will also be sent together with the invoice for the participation fee.

- 2 passes up to 10 sqm
- 4 passes up to 20 sqm
- each additional 10 sqm up to 100 sqm 1 further pass
- each additional 20 sqm over 100 sqm 1 further pass
- Upper limit : max. 150 working passes

**X**



# Conditions of Participation

## Special Section



h+h Cologne  
The international trade fair for  
creative handicraft and hobby  
Cologne, 29 March – 31 March 2019

### 1 Organiser, event, venue and dates, visitor admission

#### 1.1 Title

The h+h cologne is being organised by Koelnmesse GmbH, Messeplatz 1, 50679 Köln, Germany.

The event will be held at the Cologne Exhibition Centre from Friday, 29th March to Sunday, 31st March 2019.

1.2 Opening times	Exhibitors	Visitors
Friday, 29th March 2019	8:00 a.m. – 7:00 p.m.	9:00 a.m. – 6:00 p.m.
Saturday, 30th March 2019	8:00 a.m. – 7:00 p.m.	9:00 a.m. – 6:00 p.m.
Sunday, 31st March 2019	8:00 a.m. – 6:00 p.m.	9:00 a.m. – 5:00 p.m.

#### 1.3 Stand construction and dismantling

Stand construction may begin:

Monday, 25th March 2019, 07:00 a.m. – 10:00 p.m.  
Tuesday, 26th March 2019, 07:00 a.m. – 10:00 p.m.  
Wednesday, 27th March 2019, 07:00 a.m. – 12:00 p.m.  
Thursday, 28th March 2019, 12:00 p.m. – 06:00 p.m. (last day of construction)

**Construction must be completed by no later than 06:00 p.m. on Thursday, 28.03.2019.** The aisles must be completely cleared by this time.

Dismantling of the exhibition stand and the goods presentation may not begin before the end of the event at 05:00 p.m. on 31.03.2019. Admission for dismantling personnel from: 05:00 p.m. Trucks will be permitted to enter from 06:00 p.m.

Sunday, 31st March 2019, 05:00 p.m. – 12:00 p.m.  
Monday, 01st March 2019, open 24 hours  
Tuesday, 02nd March 2019, 12:00 p.m. – 04:00 p.m.

**Dismantling of all stands and exhibits must be finished by 04:00 p.m. on Tuesday, 02.04.2019.**

#### 1.4 Visitor admission

h+h cologne is a trade fair. Only trade visitors are admitted.

### 2 Eligibility to participate

#### 2.1 Exhibitor

Only manufacturers that are entered in the Commercial Register or in the Handicrafts Register are permitted to participate at h+h cologne. Such producers must exhibit products that correspond to the focus of the event (see the list of products). You may only participate as an exhibitor if the exhibited products are manufactured or developed by your company itself or developed or produced on its behalf and exclusively marketed or, in the case of services, exclusively provided by your company.

You can exhibit for the companies you represent as a trade representative, sales company, association and importer insofar as the goods exhibited are not offered by any other company at the trade fair and you possess the necessary rights to present the exhibits.

Koelnmesse also requires that proof of the nature of the manufacturer's business or of the activities as the manufacturer's sales company or importer be submitted in appropriate form on demand.

Decisions on company admissions, eligible products and the location of exhibitor stands will be made by Koelnmesse. In the event of a rejection, you will receive a separate letter.

All exhibited products and services must correspond to the focus of the event. See the accompanying list of products, form 1.30. The products must be new ex-works. Products and services that do not correspond to the list of products and used products may not be exhibited or offered.

#### 2.2 Co-exhibitors/additionally represented companies

The participation of co-exhibitors and / or additionally represented companies at h+h cologne is possible. A special application and an acceptance by the

organiser are required for the use of the stand area by a co exhibitor (see Item V of the General Section of the Conditions of Participation).

### 3 Participation fee and other costs

#### 3.1 Participation fee (per sqm floor area):

The space rental amounts:

	Early bird (until 30.06.2018)	Stand rate (from 01.07.2018)
Stand rental per sqm (up to 100 sqm)	155.00 EUR	163.00 EUR
Stand rental per sqm (from 100 sqm*)	150.00 EUR	158.00 EUR

(\*applicable to the entire area)

Euro 880.00 per main exhibitor, group organiser and group participant  
Euro 250.00 per co-exhibitor

The participation fee does not include the provision of stand partition walls or other special construction elements. For two-storey exhibition stands, the actual allotted area in the upper storey following the technical inspection is calculated at 50 % of the price per m<sup>2</sup> of floor area. The participation fee will be calculated according to the dimensions of the stand area allocated. Hall pillars and other fixed construction elements present in the rented stand area do not provide grounds for a reduction in the participation fee.

#### 3.2 AUMA fee

The Association of the German Trade Fair Industry (Ausstellungs- und Messeausschuss der Deutschen Wirtschaft e. V. – AUMA) charges you a fee of 0.60 EUR per sqm of exhibition space for representing your interests. Koelnmesse will calculate and collect the fees in the name of, and on the account of, AUMA.

More detailed information is available at [www.auma-messen.de](http://www.auma-messen.de).

#### 3.3 Energy costs

Exhibitors will be charged a proportional flat-rate energy fee of 13.00 EUR per sqm of occupied stand area.

#### 3.4 Down payment for services

Koelnmesse shall be entitled to charge a reasonable down payment for the services used for the event in question – e.g. electrical and water connections, stand cleaning, etc. The down payment for exhibitors who have not participated in the previous event shall total Euro 15.00 per m<sup>2</sup> – plus the costs for the obligatory marketing services (Marketing Package); see Item 7.2, Special Participation Conditions.

Once the event has ended, a separate final invoice for services will be issued; the down payment will be applied towards this amount. The invoice shall fall due for payment immediately following receipt. If the amount of the down payment should exceed the fees actually incurred for services, the amount by which the down payment exceeds actual charges shall be refunded to the exhibitor. The exhibitor shall have no claim to payment of interest on the down payment.

#### 3.5 Co-exhibitor fee

Insofar as the inclusion of other companies is permitted at your stand (see Item V of the General Section of the Conditions of Participation/Item 2.2 of these conditions), a co-exhibitor fee of 150.00 EUR per company will be charged. The co-exhibitor fee remains payable should the co-exhibitor not participate in the event. The price of inclusion in the Marketing Package is not included in this fee (see Item 7.2).

#### 3.6 Marketing services

Use of the marketing services described in Item 7.1 shall be obligatory and is subject to a charge (see Item 7.2, Special Participation Conditions).

#### 3.7 VAT

All prices given are net prices. The statutory VAT will be charged separately where applicable



### 3.8.1 VAT identification number

As a rule, Koelnmesse provides exhibitors (proprietors) with a uniform service – a so-called event service – in accordance with Art. 3a.4., Par. (2) of the German ordinance on the application of the VAT (UStAE). The place of performance for such services is the recipient's headquarters. Koelnmesse will therefore invoice foreign exhibitors (proprietors) according to the reverse charge accounting mechanism without charging any German VAT. Exhibitors from the European Union need to enter their valid VAT identification number in the registration form in order to be considered entrepreneurs. Exhibitors must immediately notify Koelnmesse of any changes to their VAT identification numbers.

### 3.8.2 Reimbursement of VAT

If, in exceptional cases, services are not provided as uniform offerings in the sense described above and statutory VAT is charged, foreign exhibitors (proprietors) may receive a refund of the invoiced VAT provided they fulfil the legal requirements.

Further details are available on the Internet at: [www.bzst.bund.de](http://www.bzst.bund.de).

### 3.9 Costs in the event of non-participation

#### 3.9.1 After receipt of acceptance/stand area confirmation

You cannot normally withdraw from the contract after you have received the admission / stand area confirmation. The regulations contained in Item II of the General Section of the Conditions of Participation apply.

In the event of non-participation, companies that have registered for a trade fair must pay compensation. Provided the reserved stand area can be rented to a third party, this compensation amounts to 25% of the participation fee subject, however, to the minimum fee of 500.00 EUR.

#### 3.9.1 Stand construction by Koelnmesse

If you have also ordered stand construction services from Koelnmesse, you may cancel the stand construction order only if you do so no later than six weeks before the stand construction period officially begins. The date on which Koelnmesse receives the exhibitor's declaration is the criterion for determining if the deadline has been met. For cancellations received after the deadline, Koelnmesse is entitled to charge a flat-rate fee for the costs incurred. These costs amount to 30% of the agreed fee in the event of a cancellation within 4–6 weeks prior to the start of construction, 50% of the agreed fee in the event of a cancellation within 2–4 weeks prior to the start of construction, and 100% of the agreed fee in the event of a cancellation at a later time or during the construction of the stand. The agreed fee has to be paid in full for individually crafted or purchased components and graphics.

#### 3.9.1.1 Stand construction by exhibitor / stand constructor

In a case where the stand construction has been ordered independently of the registration of a stand area, the provisions of Koelnmesse's General Terms and Conditions for services apply. You can download Koelnmesse's General Terms and Conditions for services from the event's website or from [www.koelnmesse-service-portal.de](http://www.koelnmesse-service-portal.de).

3.9.2 You shall be entitled to prove that no damages were incurred or that the costs were significantly less extensive than the amount charged.

## 4 Stand sizes and construction

### 4.1 Stand size

The minimum stand size is 12 sqm.

Please note that hall pillars and other fixed construction elements may be present in the rented stand area. Minor deviations from the requested stand size do not entitle an objection to be made under Item II of the General Section of the Conditions of Participation.

Trade fair partition walls for separating the stand area are not automatically provided. If needed as stand construction elements, however, they can be ordered for a fee using form S.10.

This fee does not include stand construction.

Koelnmesse will erect partition walls only if this is necessary for safety reasons due to the installation of water pipes or electrical systems.

### 4.2 Responsibility

The construction, design and operation of the stand must adhere to all regulations that are valid in Germany (including the regulations of the Sonderbauverordnung, the Arbeitsschutzgesetz (industrial safety law), the industrial safety regulations, the DIN and EN standards, the VDE regulations, and the accident prevention regulations of the professional associations in the currently valid versions). All these provisions apply to both the company's own as well as to independent stand designers, decorators, and signwriters and to all persons, in as far as they perform activities as commissioned by the exhibitor or on the exhibitor's behalf in connection with the construction, dismantling, design and operation of the stand.

The exhibitor is responsible for ensuring that all regulations are complied with. The exhibitor must supervise construction personnel and other persons working on their behalf to ensure that they adhere to the regulations. The stipulations of the General Section of the Conditions of Participation and the Technical Guidelines are not affected.

### 4.3 Maximum stand height

The maximum permissible stand height is set at 3.50 m, insofar as this is permitted by the hall ceiling and any fixed structures that may be present. As long as the technical guidelines are observed when designing and erecting stands, there is no need to submit for approval drawings for one-storey stands that do not exceed the permitted height. All other stands and designs must be approved, particularly if the stand features special structures or meeting areas, or static calculations are required. Plans must be submitted in duplicate for approval by Koelnmesse in good time before the work is carried out, and at least 6 weeks before the event commences.

These documents, which can be scrutinized, consist of ground plans, views and design cross sections with all measurements.

### 4.4 Notice of approval

Stand construction may not commence until the exhibitor has received a copy bearing Koelnmesse's notice of approval. This notice of approval does not release the exhibitor from the observance of the relevant provisions.

It only states that Koelnmesse has no objections in the context of stand design/arrangement. If requested to do so by Koelnmesse, the exhibitor is obliged to submit any additionally required information relating to the stand immediately.

There is no obligation on the part of Koelnmesse to ensure the observance of other provisions.

Nevertheless, if an infringement of the relevant provisions is found to have been committed, Koelnmesse can, for this reason, also refuse to issue the notice of approval. You have been informed of the fact that in exceptional cases – at your request and on your account – the stand construction documents must be submitted to the responsible authorities for scrutiny. Irrespective of official approvals of the stand, any objections made by Koelnmesse concerning the stand must be responded to immediately. In case of imminent danger, Koelnmesse is entitled to determine at its absolute discretion the measures necessary and have them implemented at the exhibitor's expense.

### 4.5 Form of stand

The following terms are used for the stand forms:

Terrace stand: one side open  
Corner stand: two sides open  
Two-corner stand: three sides open  
Island stand: four sides open.

Deviations from the requested stand shape do not entitle an objection to be made under Item II of the General Section of the Conditions of Participation.

### 4.6 Construction and design of the stands

The stand must be constructed to comply with the form of the stand confirmed.

The arrangement of the stand is left to the exhibitor but should be appropriate for the event in question.

The exhibitor has to obtain information on the load capacity of the hall floor and the hall headroom. Only the on-site measurements apply to stand space. Banners and company signs are not permitted to encroach into the aisles. Koelnmesse also offers a completely outfitted turnkey stand system. Orders can be placed at [www.koelnmesse-service-portal.de](http://www.koelnmesse-service-portal.de) (KSP).

## 5 Exhibitor passes and work passes

### 5.1 Exhibitor passes

Each exhibitor receives free of charge and valid for the period from the first day on which construction work begins to the final day of dismantling:

- 3 passes for a stand up to 20 sqm
- each additional 10 sqm up to 100 sqm 1 further pass
- each additional 20 sqm over 100 sqm 1 further pass
- Upper limit : max. 150 exhibitor passes

The passes are sent together with the invoice for the participation fee.

If more exhibitor passes are needed for stand personnel, they can be requested from the Koelnmesse Sales Service Centre or with the formular Z.01 for a fee.

### 5.2 Work passes

You will also receive free passes that allow people commissioned by you or who work on your behalf to access the fair grounds in order to construct and dismantle your stand. These passes are only valid up to the start and after the end of the event. They do not entitle the holders to enter the grounds during the event.

- 2 passes for a stand up to 10 sqm
- 4 passes for a stand of up to 20 sqm
- each additional 10 sqm up to 100 sqm 1 further pass
- each additional 20 sqm over 100 sqm 1 further pass
- Upper limit : max. 150 working passes

These passes will also be sent together with the invoice for the participation fee. If more passes are needed, they can be requested from the Koelnmesse Exhibitor Service Centre.

### 5.3 Exchange and return of passes

All passes are for specific individuals and are non-transferable. If stand personnel change during the event, you can exchange a used exhibitor pass (i.e. one bearing a name) one time and free of charge for a new pass. The passes are issued by the Exhibitor Services Centre.

Exhibitor and work passes that were paid for but not used can be returned to Koelnmesse until the last day of the trade fair for a refund of the fee.

Transferring a pass to a third party – whether sold or given free of charge – is not permitted and represents a severe violation of the Conditions of Participation, in accordance with Item VI of the General Section of the Conditions of Participation.

## 6 Rules on selling

In view of the specialist nature of the event, direct sales of exhibits or samples from the booths are not permitted. Furthermore, exhibits may not carry a price tag.

This regulation does not apply to printed matter such as trade publications and specialist journals nor to products or samples manufactured by small series supplies.

Koelnmesse has the right to carry out checks and, in the event of violations of these conditions, to take suitable measures. Koelnmesse also has the right to immediately close the stands of any exhibitors who commit such violations. Claims on the part of the exhibitor for damages or refunds are excluded in the event of such measures.

## 7 Marketing Services (Marketing Package)

### 7.1 Scope of obligatory marketing services

Koelnmesse issues official trade fair media to accompany the events it hosts

**The components of these media for main exhibitor, group organiser and group participant are as follows:**

- Entry in the alphabetical list of exhibitors in all available fair media
- Unlimited number of product groups in all available fair media
- Set-up and provision of an online press compartment incl. a company profile, a company logo, five press releases, ten pictures and five documents
- Presentation of one Product Highlight in the app and the online exhibitor search incl. product photo and product description
- Activation for the Schedule Organiser Online
- Use of the database of new products in the press area

- Provision of unlimited number of admission ticket vouchers requiring registration

**The components of these media for co-exhibitor are as follows:**

- Entry in the alphabetical list of exhibitors in all available fair media
- Unlimited number of product groups in all available fair media

### 7.2 Costs for the obligatory marketing services (Marketing Package)

Use of the marketing services listed under Item 7.1 is mandatory for all represented companies, co-exhibitors and costs:

Euro 880.00 per main exhibitor, group organiser and group participant  
Euro 250.00 per co-exhibitor

Our official contractual partners will provide you with all order information and documents for the marketing services offered. Please note that your company's participation requires Koelnmesse's approval. Therefore, this approval is also a prerequisite for any offers or order confirmations.

If an exhibitor still has not submitted an order to the official contractual partners by the editorial and advertising deadline, the exhibitor's particulars shall be added to the official fair media, subject to charge, on the basis of the information provided on the respective Registration Form 1.10, 1.20 or 1.12, 1.13. Where possible, registrations and orders received later will also be included in the official fair media. If Koelnmesse receives orders and registrations later than the editorial and advertising deadline, Koelnmesse shall accept no guarantee for provision of any marketing services. In such cases, there shall be no claims recognised, regardless of their nature, but particularly claims for reductions in cost for inclusion in the official media, or claims for damages.

### 7.3 Responsibility/release of Koelnmesse from liability

Official fair media are published by Koelnmesse GmbH, Messeplatz 1, 50679 Cologne, Germany, which in turn shall be entitled to commission another company with concrete execution and with advertisements.

The advertiser shall be responsible for the content of advertisements and entries, and for any damages resulting therefrom. Koelnmesse does not accept responsibility for printing errors, incorrect placement, errors and omissions or faulty printing.

## 8 Commercial property rights

**8.1** Koelnmesse does not want any exhibitors who in the process of producing, disseminating, selling, owning or advertising their products violate laws regarding the protection of intellectual property or commercial property rights in the broadest sense.

If a final court decision has determined *res judicata* that an exhibitor in connection with one of Koelnmesse's events has violated laws of the kind mentioned in paragraph 1, Koelnmesse is entitled to bar that exhibitor from the next event of this kind after the *res judicata* court decision if there is sufficient suspicion that the exhibitor will again and repeatedly violate laws for the protection of intellectual property or commercial property rights.

**8.2** You will find more detailed information in the No Copy! brochure.

## 9 Non-permissible advertising/violations of the Conditions of Participation

In order to ensure that the overall character of the event is safeguarded and the exhibitors and visitors are protected from irritating or illegal activities, in particular the following advertising measures are forbidden:

- Exceeding the binding specified booth height
- Advertising activities outside the rented stand area without the prior written permission of Koelnmesse
- Advertising of an ideological or political nature

The exhibitor bears responsibility for the legality of competitions, raffles etc. In the event of severe violations of the Conditions of Participation,

Koelnmesse may immediately close your stand and clear it without resorting to legal assistance. Claims of all kinds – especially claims for damages – are excluded in this case.

#### **10 Requirement for a written document**

All explanations must be specified in writing.

#### **11 Severability clause**

Should individual or several provisions of these conditions be or become invalid in whole or in part, the validity of the remaining provisions and of the contract shall not be affected. The parties will conduct negotiations in good faith to replace the invalid provisions with valid provisions that come as close as possible to fulfilling the business purpose of the invalid provisions. Should the invalidity of a provision have arisen from a specific figure given therein with regard to performance or time (deadline or date), the nearest legally permissible figure shall replace the invalid one in the provision.

#### **12 General Section of the Conditions of Participation, Technical Guidelines**

The stipulations of the General Section of the Conditions of Participation and the Technical Guidelines are not affected.

## General Section of the Conditions of Participation

### I Application

1. To indicate your intention to take part in the event, you must return to us a completely filled in form with your legally binding signature (Registration).
2. By signing and returning the form, you acknowledge that the General and the Special Sections of the Conditions of Participation and the Technical Guidelines are binding for your company as part of the contract. You can download the Technical Guidelines from the event's website or from [www.koelnmesse-service-portal.com](http://www.koelnmesse-service-portal.com). You also always have the option of requesting the Technical Guidelines in printed form or on CD-ROM. Within the framework of the fulfilment of contractual duties, the event organizer will process and use the information provided in this form via an automated procedure that takes the regulations stipulated under the Federal Data Protection Law of the Federal Republic of Germany into account.
3. The registration shall be regarded as legally binding on your part, irrespective of admission; no conditions or reservations may be appended to the aforesaid registration. Requests for stands at specific locations, in particular, do not represent conditions for participation.

### II Acceptance/Transfer of stand space

1. The organizer shall accept your application in accordance with the conditions which apply to all participants (acceptance/stand area confirmation). There is no legal claim to acceptance. If the number of registration forms complying with the requirement profile and received by the organizer prior to the expiration of the registration period exceeds the number of available exhibition spaces, the organizer shall have the right to make a discretionary decision regarding the admission of registrants to the exhibition. Your company may be disqualified from admission to the exhibition if you failed to fulfil your financial obligations to the organizer at any time, or if you failed to fulfil such financial obligations within the prescribed period of time.
2. The contract comes into effect at the latest upon receipt of the admission (by post, fax or other electronic means of transmission), which is valid without a signature. Should the content of the confirmation of acceptance differ substantially from that of your application, then the contract shall be concluded under the terms of acceptance if you do not lodge a written objection within 2 weeks of receipt of confirmation of acceptance. The same shall apply, if it is necessary to postpone the event or to transfer the event to another location, and the change is deemed to be reasonable with respect to yourself; in this case, the corresponding notification of change from the organizer shall supersede the admission. The acceptance only applies to the respective event, the company applying and referred to in the acceptance letter, and its registered products and services. Products and services which do not conform to the list of products may not be exhibited or offered at the trade fair.
3. The organizer allocates stand space on the basis of which exhibition theme at the event your registered products belong to.

There is no right to claim the allocation of stand space in a certain form, in a certain size, in a certain hall or in a certain hall area. Deviations from the requested form or placement of the stand do not provide grounds for an objection to be made under Item II, Paragraph 2 of the General Section of the Conditions of Participation.

4. In special cases for important reasons, the organizer is entitled to subsequently allocate you stand space other than stated in the confirmation of acceptance, to change the size and dimensions of your stand space, to relocate or close entrances or exits and to undertake structural changes in the exhibition halls without claims arising on your part. In the event of a reduction in stand space size, you will be credited with the difference arising from the correspondingly lower participation fee.

You will be notified without undue delay if the stand space becomes unavailable due to reasons which are beyond the organizer's control. In this case, you will be entitled to a reimbursement of the participation fee. Any further claims for damages, which will exceed the aforementioned reimbursement, shall be excluded in these cases.

5. Any complaints on your part must be submitted in writing immediately or at the latest while the event is in progress; complaints submitted at a later date cannot be considered.
6. The organizer is entitled to revoke the acceptance if it was granted on the basis of incorrect statements or if the company fails to meet the conditions of participation after the acceptance was granted. The organizer shall have the right to rescind the contract, if there is a substantial reason or good cause. Such substantial reason exists, in particular, if an application for opening insolvency proceedings against your assets has been made, such an application has been dismissed due to lack of funds, or insolvency proceedings have commenced. You must inform the organizer of this immediately.
7. Prior to receipt of acceptance/stand area confirmation, revocation of registration shall only be possible if permitted by the Special Section of the Conditions of Participation. In this event, a fee specified in the Special Section of the Conditions of Participation shall be paid.

8. Following receipt of acceptance/stand area confirmation, in general, revocation is no longer possible. The organizer can agree to the request for release from the contract in exceptional cases if the stand space no longer required can be assigned to another exhibitor against payment. In this instance, the organizer is entitled to demand general reimbursement of the costs incurred corresponding to 25 % of the participation fee without providing proof, unless otherwise specified in the Special Section of the Conditions of Participation. If the stand area cannot be assigned to a third party against payment, the contract remains in force and the participation fee must be paid in full.

If the Special Section of the Conditions of Participation stipulate that you must purchase a Visitor Promotion Package, the specified price has to be paid in the event that you withdraw from the contract and admission ticket vouchers have been provided. Liability for catalogue costs, stand construction costs and other costs, which in particular, have been incurred as a result of a claim by a third party or of services rendered, is not affected.

You shall have the right to provide proof that a damage or loss has not been incurred or that the extent of the damage or loss incurred is considerably less.

Occupation of a space which becomes available in the form of an exchange of stand areas by a participant who has already been approved and allotted a space for the event does not represent an alternate assignment of the stand area against payment.

The co-exhibitor fee must be paid in full in the event a company that has been accepted as a co-exhibitor does not participate.

9. The following cases will fall solely within your scope of risk as exhibitor:
  - a) if the products which you have stipulated for the presentation cannot be introduced at the venue of the event due to the legal requirements prevailing there or due to other reasons, or
  - b) if such products do not arrive in due time, do not arrive undamaged or do not arrive at the venue of the event at all – e.g. as a result of any loss, delay in transport or customs, etc. – or
  - c) if your journey, the journey of your employees or your stand or installation personnel should be delayed or should become impossible – e.g. because a visa is not granted.

You will remain under obligation to pay all the charges agreed upon.

10. Event-related regulations are detailed in the Special Section of the Conditions of Participation.

### III Construction, arrangement and operation of stands

1. As an exhibitor, you are responsible for ensuring that your trade fair participation, and especially the construction and design of your stand, comply with all the statutory provisions of the Federal Republic of Germany as well as the regulations of this General Section and the Special Section of the Conditions of Participation and the Technical Guidelines. This also applies to the persons working on behalf of the exhibitor, who must be supervised to ensure that they adhere to the regulations.
2. Additional regulations, especially those of an event-related nature, can be found in the Special Section of the Conditions of Participation and in the Technical Guidelines.
3. Any additional technical services that may be required, particularly the installation of electricity, water and safety devices, the recruitment of local auxiliary personnel, etc., can be ordered via the Koelnmesse-Service-Portal (KSP) by means of special order forms against a separate charge. Orders placed by third parties (in particular by stand construction companies) in connection with the construction and design of stand areas are considered to have been commissioned by the exhibitor and at the exhibitor's expense.
4. For the duration of the event the stands must be staffed by personnel and display the products specified in the application and confirmation of acceptance. Vacating the stand prior to the end of the event represents a serious breach of these Conditions of Participation and shall entitle the organizer to assert damage claims and exclude your company from future participation in Koelnmesse Group events.
5. Products and services may only be presented in the stand area listed in the acceptance/stand confirmation. You may not distribute products, flyers and other advertising materials in other areas of the exhibition centre without first receiving the organizer's written permission.
6. The legal stipulations of the Federal Republic of Germany must be complied with during the presentation and sale of products and services. Products that are not intended or approved for sale worldwide must bear a corresponding note or country-specific label.
7. The organizer is entitled to demand that you remove products from your stand that do not correspond to the List of Goods, the presentation of which does not conform with the legal stipulations of the Federal Republic of Germany, or, which through their odour, noises, other emissions or appearance, could constitute a considerable disruption to the operation of the event or put the safety of exhibitors and visitors at risk.

### IV Participation fee and other costs/Terms of payment/Scope of the standardised event services

1. The participation fee for the standardised event services covers the rental of the stand area for the entire duration of the event and the construction and dismantling periods stipulated in the Special Section of the Conditions of Participation, a specific number of exhibitor and work passes, the use of technical and service facilities at the exhibition centre, general hall security, cleaning of the generally accessible hall areas, general hall lighting, and advice on organization, advertising and public relations work for your participation. In addition, the participation fee includes services provided by the organizer as part of the general visitor marketing activities. At the organizer's discretion, these activities especially include a selection of the following services: placing

of advertisements, provision of advertising materials for the exhibitors' own communications measures, direct marketing measures (e.g. publication and dispatch of newsletters and other information to potential visitors by mail, fax, or other means of electronic transmission), provision of an online ticket shop, and event-related Internet domains. The standardised event services also include the provision and supply of energy covered by the flat-rate energy fee; in this respect, please note the corresponding regulations of the Special Section of the Conditions of Participation.

The event services also encompass the inclusion in the list of exhibitors. This is obligatory for each exhibitor, co-exhibitor, group participant and additionally represented company. Please note the corresponding regulations of the Special Section of the Conditions of Participation. The organizer has the right to request additional payment for certain listed services.

2. The participation fee does not include the provision of stand partition walls or other special construction elements.
3. The amount of the participation fee and other costs will be calculated on the basis of the dimensions of the allocated stand space and according to the rates specified in the Special Section of the Conditions of Participation. The size of the allocated floor area is calculated without taking projections, pillars, installation connections and other fixed objects into account.
4. For two-storey exhibition stands, the participation fee for the upper storey is calculated in accordance with the regulations of the Special Section of the Conditions of Participation after the upper storey has been approved following a technical inspection.
5. After your admission, you will receive an invoice for the participation fee and the other costs; the invoiced amount is due immediately upon receipt of the invoice. This also applies to all amounts that must be paid within the framework of the contractual relationship, and, in particular, to invoices, as stipulated by Item II, Paragraph 7 and Paragraph 8 of these Conditions of Participation.
6. All prices are net fixed rates plus any accruing value-added tax as well as any comparable taxes which may be imposed at the venue of the event. Please note the regulations for VAT refunds listed in the Special Section of the Conditions of Participation.
7. In the event of an increase in the organizer's own operating costs, the organizer shall have the right to increase the various prices by the amount that will cover the increase. The increase in its own operating costs may result from rising costs for manufacturing, procurement and labour or from increases in energy costs, fees, taxes and other public duties at the event location. The greatest amount that each individual price can rise is limited to 5% if more than 9 months have passed between the time the contract is concluded and the date the event is held, 7.5% if more than 18 months have passed and 10% if more than 24 months have passed.
8. The settlement of all liabilities within the prescribed period shall be a prerequisite for the occupation of the stand space.

9. Failure to execute payment on time will result in interest being charged of 9% above the base rate according to Art. 288 of the German Civil Code. If the damage incurred by the organizer is greater, he shall be entitled to lodge a claim for these damages. The compensation shall become invalid or be reduced, if you can provide evidence that the organizer has incurred little or no damage as a result of the payment default.

Should settlement of the invoice not be effected by the deadline or in full, the organizer is, in addition, entitled to dissolve the contract with you and to otherwise dispose of the stand area reserved for your company.

10. Resulting from the organizer's claim in regard to the assignment of the stand space, your exhibits are subject to a contractual lien in the organizer's favour.

11. Any services that have been provided by the organizer will be invoiced in euros. You are obliged to pay the amount shown on the invoice in the currency shown on the invoice („billing currency“). If the organizer should be prepared, as a courtesy, to accept settlement of the invoice in a currency other than the billing currency in individual cases, without being under any obligation to do so, such payment must be based with regard to the conversion on the official buying rate of the billing currency on the date the payment is received. Any exchange rate losses in relation to the billing currency after the invoice becomes due for payment are, therefore, at your expense.

12. Any complaints relating to the invoice are to be submitted in writing, immediately, at the latest 2 weeks after receipt; complaints made at a later date cannot be considered.

13. Any projecting parts, pillars, installation connections and permanent internal fittings in the assigned stand space do not entitle you to any reduction in the participation fee or other costs.

14. The organizer shall also be entitled to the payment of the full amounts, if you fail to fulfil any of your obligations arising from the contractual relationship. This does not affect claims to damages. In the event of the contract not being fulfilled at all by the organizer, or being fulfilled only in part, you have claims to a proportional reimbursement of any payments you have already made. Claims above and beyond this are ruled out in accordance with the regulations in Items VII and VIII of these Conditions of Participation. The regulations in Item XI of these Conditions of Participation shall remain unaffected.

15. In the event of counter claims being made against those claims arising from the contract, you can only set off or assert your right of retention in as far as your claims have been found to be uncontested or legally valid.

16. In the event that an invoice is sent to a third party at the request of the exhibitor, this does not constitute any waiver of the right to claim the account receivable from the exhibitor. The latter remains obliged to pay until such time as the account receivable has been settled in full.

## **V Co-exhibitors, additionally represented companies, group participations**

1. In principle, stand spaces shall be hired out only as a whole unit and only to one contracting party. As an exhibitor, you are not permitted to relocate, exchange, share, or in any other way make the stand space allocated to you completely or partially accessible to third parties, without the prior consent of the organizer.

2. A stand area may only be used by several companies at once if the stipulations of the Special Section of the Conditions of Participation allow the participation of co-exhibitors and/or additionally represented companies.

3. Use of the stand area by another company with its own products and own staff (co-exhibitor) requires a special application for permission and approval by the organizer. This also applies to companies who have their own products at the stand but none of their own staff (additionally represented companies). Companies which are members of a group as well as subsidiaries are considered to be co-exhibitors.

The organizer reserves the right to demand a special participation fee and other costs for approving co-exhibitors for participation. Such charges and costs will be invoiced to you as the exhibitor. The organizer has the right to limit the number of approved co-exhibitors per exhibitor. If co-exhibitors and additio-

nally represented companies are to be accepted, the preconditions laid out in Item II of these Conditions of Participation apply; these companies are subject to the General and Special Sections of the Conditions of Participation and the Technical Guidelines.

Should you accommodate a co-exhibitor or a company which is additionally represented, without the express permission of the organizer, this shall be grounds for dissolving the contract with you without notice and to have the stand space vacated at your risk and expense. No claims of any kind can be made against the organizer in this case, especially no claims for damages.

Even after confirmation of acceptance has been received, the contract exists exclusively between the organizer and the exhibitor, who is liable for the negligence on the part of his co-exhibitors/additionally represented companies as well as for his own negligence.

4. If several companies wish to participate at the event together on one stand – a group participation – then the existing General and Special Sections of the Conditions of Participation and the Technical Guidelines are binding for each individual company. The registration is accomplished by the group organizer, who is responsible for the group participants' adherence to the Conditions of Participation. Subsequent to acceptance and stand area confirmation, a contractual relationship exists exclusively between the group organizer and the event organizer. Exceptions exist in the case of group participants' individual orders for services in their own name and at their own expense; such individual orders are permitted only on site during the period from the first stand construction day to the last official day of the event.

5. If a stand area is jointly assigned to two or more companies, they are jointly and severally liable to the organizer.

## **VI Domiciliary rights**

1. The organizer exercises domiciliary rights throughout the exhibition grounds.

2. He is entitled to have exhibits removed from a stand if their display contravenes statute law, offends good morals or is not in keeping with the event programme. Promotion of political and ideological ends is prohibited. In the event of serious offences against the Conditions of Participation, the Technical Guidelines or legal regulations, the organizer is entitled to close your stand or have it vacated.

3. The house regulations for the Cologne exhibition centre apply in their current-ly valid version.

## **VII Warranty**

The warranty period for deliveries of new articles is 1 year. For used articles, all liability based on warranty is excluded. No warranty claims are available if the damage is due to normal wear and tear, force majeure, faulty or negligent handling, excessive loads or failure to comply with statutory provisions or operating instructions.



## VIII Liability/Insurance

1. The organizer's liability, independent of fault, for damages because of initial defects in the assigned object of the contract is excluded.

2. In the event of claims for damages (i) for loss of life, bodily injury or impaired health as well as (ii) for violations of Germany's Product Liability Act caused intentionally or by gross negligence the organizer shall be liable in accordance with the statutory obligations.

Furthermore, the organizer shall be liable for every culpable infringement of an essential contractual obligation. Essential contractual obligations shall pertain only to those contractual obligations which must be complied with during the execution of the contract. This applies to all claims which could arise in connection with this contract.

The organizer is not otherwise liable for simple negligence. Other contractual and/or legal damage claims of any type, including damage claims for consequential damages, shall be excluded, unless the damage was caused by the intentional or grossly negligent action of the organizer.

If the organizer is liable for damages, this liability is limited to damages that the organizer should have foreseen at the time of the contract's conclusion as the possible consequence of a breach of contract or that should have been foreseen had the usual care been exercised. Moreover, indirect and consequential damages are only eligible for compensation if such damage can typically be expected to occur.

The foregoing limitations of liability shall apply, to the full extent, to the executive organs, employees, legal representatives, persons employed in performing an obligation and vicarious agents, whose services are used by the organizer for the performance of the contract. (This also applies to personal liability in each case.)

If the organizer is compelled to temporarily vacate or permanently close the exhibition area or parts thereof, to postpone the event, shorten or extend it due to force majeure, or for other reasons beyond its control, then the exhibitor is not entitled to any rights, in particular, to claims for damages against the organizer.

The responsibility of the event organizer is limited to fault in all cases without prejudice to any limitations of liability under these Conditions of Participation.

Within the scope of liability, the statutory burden of evidence regulations shall continue to apply; they will not be affected by this clause.

3. The organizer does not assume any obligation to exercise proper care of exhibits, stand fittings and objects which are the property of the stand personnel.

The organizer transfers the general surveillance of the trade fair halls and the outdoor areas, the supervision of the exterior grounds, and the security checks at the entrances to security agencies and their uniformed guards and non-uniformed personnel.

Every visitor and exhibitor in the exhibition hall must have a valid admission ticket or exhibitor pass and show it to the aforementioned security staff upon request. This general surveillance does not include the guarding and securing of individual stands or stand components.

4. In the event of contracts that provide for the procurement of certain items, then, unless otherwise expressly agreed in individual cases, the organizer does not assume the risk of procurement.

5. The organizer does not conclude insurance policies for specific stands. The organizer has concluded a framework agreement for exhibition insurance against the usual insurable dangers such as fires, burglary, theft, damage, water damage, etc., including the risks associated with the delivery and removal of the exhibits.

The exhibitor can cover his participation risks at its own expense in accordance with this framework agreement (order form accessible through the online service tool). All cases of theft and damage must be immediately reported to the police, the organizer and the insurance company at Messewache Ost (Security Office East at Entrance East) and thereafter registered in writing.

Exhibitors are strongly recommended to insure exhibits and take out sufficient exhibition insurance for the duration of the trade fair and the construction and dismantling periods. Stand security personnel may only be provided by the security agencies that have been commissioned for this purpose by the organizer.

6. As an exhibitor, you will be liable to the organizer and to third parties for any damage inflicted on the organizer or on third parties, provided that such damage is attributable to your culpable action or the culpable action of your personnel, your employees or any third party which you have appointed or any other third parties, whose services you are using for the purpose of fulfilling your obligations. In this regard, you must exempt the event organizer from all claims by third parties. It is necessary to observe strict compliance with the Technical Guidelines which will be handed over to you by the organizer, as well as with the information from the organizer's circular letters pertaining to questions on the preparation and implementation of the event.

7. The exhibitor shall irrevocably indemnify the organizer from all claims by third parties insofar as these are based on the exhibitor's presentation, the design of the exhibitor's stand, the products presented at the exhibitor's stand, or the intellectual content of these products violating the rights of third parties (in particular, but without being limited to, copyrights, the rights to names and images, trademark rights, competition rights and publicity rights) or other statutory provisions. This indemnity obligation encompasses all of the associated costs and expenses (in particular, but without being limited to, warning and legal costs as well as court fees).

## IX Assertion of claims/period of limitation

1. The exhibitor's claims against the organizer — of whatever type — must be submitted to the organizer in writing immediately or, at the very least, during the course of the event. The date on which the organizer receives the claim will be the sole criterion for determining if it has been received by the deadline. Claims which are received at a later date cannot be considered.

2. Their claims against the organizer arising from the contractual relationship as well as all other claims relating thereto, shall become statute-barred after 6 months. The limitation period shall commence at the end of the month, in which the closing date of the event falls. This does not apply to damage claims resulting from (i) loss of life, bodily injury or impaired health, (ii) Germany's Product Liability Act, (iii) essential contractual obligations and (iv) damages caused by the organizer's intentional or grossly negligent actions. The statutory periods of limitation apply in such cases.

This does not apply to damage claims resulting from (i) loss of life, bodily injury or impaired health, (ii) Germany's Product Liability Act, (iii) essential contractual obligations and (iv) damages caused by the organizer's intentional or grossly negligent actions. The statutory periods of limitation apply in such cases.

## **X Place of fulfilment/place of jurisdiction/applicable law**

1. The place of fulfilment shall be the principal place of business of the organizer. The place of jurisdiction, also in a process involving documents, bills of exchange and cheques is, in so far as you are a businessman, legal entity of public law or a separate asset under public law, Cologne. The organizer shall also be entitled, at his option, to lodge his claims at the court of the place where you have your place of business or your branch.

2. All legal relationships between you and the organizer are subject to Federal German Law as well as to the German text.

## **XI Reservations / force majeure, cancellation of the event**

1. As an exhibitor, you will be solely responsible for compliance with all the laws, guidelines, and other regulations which are in force in the host country, even if the content of the organizer's Conditions of Participation deviate from such regulations. You must obtain information promptly and comprehensively of the relevant regulations prevailing at the venue of the event, and obtain the required knowledge.

The organizer will not be liable for damages and other losses which could be incurred on your part as an exhibitor.

2. The organizer shall have the right to reschedule, shorten, extend or cancel the event, as well as to terminate the event temporarily or definitely, in part or in whole, if such an action is required due to reasons for which he is not responsible or unforeseen events such as force majeure, e.g. natural disasters, wars, strikes, terrorist attacks or the breakdown or obstruction of traffic, supply and/or communication links. The organizer shall immediately notify the exhibitor of such circumstances, provided he is not also prevented from doing so by force majeure. In such cases, the exhibitor has no claim to have the resulting damages recompensed.

3. In case the event is cancelled as a result of one of the cases mentioned in Clause 21, you, as an exhibitor, are obligated to cover an appropriate share of the costs incurred to prepare the event if the organizer requests you to do so. This share shall amount to no more than 50% of the agreed-upon user fee. The specific amount that each exhibitor has to bear is determined on the basis of the sum of all the costs that the organizer has already incurred, divided by the number of exhibitors and taking into account the size of the exhibition space that each exhibitor has booked.

4. If cases of force majeure prevent the organizer or its service partners from fulfilling some or all of their obligations, the organizer is released from its obligations until the force majeure ceases. The organizer shall immediately notify the exhibitor of such actions, provided the organizer is not prevented from doing so by force majeure as well. Strikes, lockouts, regulatory intervention and the impossibility of providing auxiliary materials such as electricity are considered to be the equivalent of force majeure, unless they are of short duration or caused by the organizer.

5. You shall have the right to rescind the contract, if you lose your interest in participating in the event because of one of the cases mentioned in Clause 2, and if you waive the reservation for the stand space allotted to you. Upon obtaining knowledge of the change, the rescission of the contract must be declared in a written statement and without undue delay. In case of the cancellation of an event, the organizer shall not be liable for damages and/or other losses which may be incurred on your part.

## **XII Final provisions**

1. By signing the application form you recognize the organizer's Conditions of Participation (the General and Special Sections, the Technical Guidelines and all other regulations relating to the contractual relationship) as binding. The contractual relationship is subject solely to these stipulations. Divergent or supplementary terms from the exhibitor do not become part of the contract even if the organizer does not specifically object to them. This applies especially to diverging conditions of payment.

2. Should these provisions be partially legally invalid or contain gaps, this shall not effect the validity of the remaining provisions or the contract. In this event, the parties shall undertake to replace the invalid provision with such a provision or to fill the gap with such a provision, which comes closest to enabling the commercial purpose pursued by the parties to be fulfilled.

3. All alterations to the contract must be made in writing. The same shall also apply to any amendment or cancellation of the written-form clause itself.



# Koelnmesse Tochtergesellschaften, Repräsentanten und Auslandsvertretungen

## Koelnmesse subsidiaries and foreign representations

### **Afrika - Africa**

(for Botswana, Kenya, Malawi, Mauritius, Namibia, Tanzania, Zambia, Zimbabwe); Jorrit H. F. Plambeck – International Trade Fair Marketing, 31 Josiah Chinamano Ave., P.O. Box 3794, Harare-Zimbabwe, Tel. +263 4 251490-93, Fax +263 4 251489, E-Mail: info@fairpros.com  
**Ägypten - Egypt**  
German-Arab Chamber of Commerce, 21, Soliman Abaza St., Mohandessin - Giza, P.O. Box 385, 11511 - Ataba - Cairo, Tel. +202 333368183, Fax +202 333368026, E-Mail: fairs@ahk-mena.com

**Albanien - Albania**  
Deutsche Industrie- und Handelsvereinigung in Albanien, Rruga Skenderbeg Pall. 4/7, 1000 Tirana, Albanien, Tel. +355 4 222 7146, E-Mail: info@dihaha.al

### **Andorra - Andorra**

siehe Spanien, see Spain

### **Argentinien - Argentina**

Cámara de Industria y Comercio Argentino-Alemana, Av. Corrientes 327, piso 23, C 1043 AAD Buenos Aires, Tel. +54 11 5219-4000, Fax +54 11 5219-4001, E-Mail: ahkargentina@ahkargentina.com.ar

### **Australien - Australia**

Fairlab Exhibition Management, P.O. Box 1096, Bakery Hill VIC 3354, Australia, Tel. +61 3 5332 2823, E-Mail: info@koelnmesse.com.au

### **Bahrain - Bahrain**

siehe Vereinigte Arabische Emirate, see United Arab Emirates

### **Belgien - Belgium**

Luc Van Den Eede, Interleuvenlaan 62, BE-3001 Heverlee, Tel. +32 16 394855, Fax +32 16 394858, E-Mail: belux@koelnmesse.be

### **Bolivien - Bolivia**

Cámara de Comercio e Industria Boliviano-Alemana, Calle 15 Calacoto Nr. 7791, Torre Ketal, of. 311, P.O. Box 2722, La Paz, Tel. +591 2 2795151, Fax +591 2 2790477, E-Mail: dk@ahkbol.com

### **Bosnien-Herzegowina - Bosnia-Herzegovina**

Delegation der Deutschen Wirtschaft in Bosnien und Herzegowina Fra Anđela Zvizdovića 1 / B3, BiH - 71000 Sarajevo, Tel. +387 33 295 914 Fax +387 33 29 59 20, E-Mail: amra.surkovic@ahk.ba

### **Brasilien - Brasil**

Koelnmesse Organização de Feiras Ltda., Av. Francisco Matarazzo, 1752, cj 1.704, CEP 05001-200 – São Paulo/SP, Tel. +55 (11) 3966-3022, E-Mail: cf@cc@koelnmesse.com.br

### **Bulgarien - Bulgaria**

Deutsch-Bulgarische Industrie- und Handelskammer, F. J. Curie 25, A, 1113 Sofia, Tel. +359 2 81630-32, Fax +359 2 81630-19, E-Mail: ilia.todorov@ahk.bg

### **Chile - Chile**

AHK Business Center S.A., Av. El Bosque Norte 0440, Of. 601, Las Condes, Santiago de Chile, Chile, Tel. +56 2 2035320-19, Fax +56 2 2035325, E-Mail: awandelt@camchal.cl

### **China, Guangzhou - China, Guangzhou**

Koelnmesse Guangzhou Representative Office, Room 3311, Metro Plaza, 183 Tianhe Road (North), Tianhe District, Guangzhou 510620, Tel. +86 20 87552467, Fax +86 20 87552970, E-Mail: a.lee@koelnmesse.cn

### **China, Peking - China, Beijing**

Koelnmesse Co. Ltd., Unit 0906, Landmark Tower II, No. 8 Dong San Huan North Road, Beijing 100004, Tel. +86 10 65907766/65907878, Fax +86 10 65906139, E-Mail: info@koelnmesse.cn

### **China, Shanghai - China, Shanghai**

Koelnmesse Shanghai Representative Office, Unit 2610, Jing'an China Tower, No. 1701 Beijing Road (W), Shanghai 200040, Tel. +86 21 63906161, Fax +86 21 63906858, E-Mail: miniao@koelnmesse.cn

### **Costa Rica - Costa Rica**

Cámara de Comercio e Industria Costarricense Alemana, Apdo. Postal 10746-1000, San José, Costa Rica C.A., Tel. +506 2290 7621, Fax +506 2290 7644, E-Mail: administracion@ahk.cr

### **Dänemark - Denmark**

(for Greenland, Iceland, Faroe-Islands) Interress ApS, Radhusvej 2, 2920 Charlottelund, Tel. +45 45 50 56 55, Fax +45 45 50 50 27, E-Mail: messe@interress.dk

### **Dominikanische Republik - Dominican Republic**

Cámara de Comercio, Industria y Turismo Dominicano-Alemana, Centro Dominicano-Alemán, 2do. Piso, Calle Isabel la Católica No. 212, Zona Colonial, Santo Domingo, Tel. +1 809 68 86700, Fax +1 809 68 79681, E-Mail: ccdomalemana@deinternational.com.do

### **Ecuador - Ecuador**

C.I. LATIN EUROPEAN COMMUNICATION S.A.S. Carrera 23 No 23-22, El Retiro / Antioquia, Colombia, Tel. +57 3104145933, Fax +57 4 5825147, E-Mail: s.schilg@koelnmesse.co

### **El Salvador - El Salvador**

Cámara Salvadoreña Alemana de Comercio e Industria, Apdo. Postal 01-550, San Salvador/El Salvador C.A., Tel. +503 22432428, Fax +503 22432093, E-Mail: direccion@ahk.com.sv

### **Estland - Estonia**

Consultatio Baltica, UAB, Ateities Str. 56, Bendoriai, Lt-14180 Vilnius, r. Litauen, Tel. +370 5 215 7115, E-Mail: info@koelnmesse-baltic.com

### **Finland - Finland**

Edelte Oy, Ms. Päivi Ahvenainen, Sahakyläntie 5, FIN-04770 Sahakylä, Tel. +358 10 6168400, Fax +358 10 6168402, E-Mail: koelnmesse@kolubus.fi

### **Frankreich - France**

Chambre Franco-Allemande de Commerce et d'Industrie, 12, rue Chernoviz, 75782 Paris Cedex 16, Tel. +33 1 45258211 +42244711, Télécopie +33 1 45256396, E-Mail: r.wodetzki@koelnmesse.fr

### **Griechenland - Greece**

Deutsch-Griechische Industrie- und Handelskammer, Dorilaou Str. 10-12, 11521 Athen, Tel. +30 210 6419028, Fax +30 210 6445175, E-Mail: koelnmesse@mail.ahk-germany.de

### **Voulgari 50, 52429 Thessaloniki, Tel. +30 231 327733, Fax +30 231 327737, E-Mail: koelnmesse@ahk.com.gr**

### **Großbritannien - Great Britain**

International Business Media Services, 42 Christchurch Road, Ringwood BH24 1DN, United Kingdom, Tel. +44 1425 48 68 30, Fax +44 1425 48 68 31, E-Mail: info@koelnmesse.co.uk

### **Guatemala - Guatemala**

Camara de Comercio e Industria Guatemalteco-Alemana, 6a Avenida 20-25, zona 10, Edificio Plaza Maritima, 01010 Guatemala City, Guatemala C.A., Tel. +502 2 3336036, Fax +502 2 3682971, E-Mail: gerencia@ahk.gt

### **Honduras - Honduras**

Cámara de Comercio e Industria Hondureño Alemana, Blvd. Morazán No. 2160, Edificio Paysen (Segundo Piso), 11101 Tegucigalpa, M.D.C. Honduras C.A., Apdo. Postal 3811, Tegucigalpa, M.D.C., Honduras, C.A., Tel. +504 2238 5363, Fax +504 2238 5371, E-Mail: info@ahk.hn

### **Hongkong - Hong Kong(SAR)**

Unit B, 12/F., CKK Commercial Centre, 289 Hennessy Road, Wanchai, Hong Kong, Tel. +852 2511 8118, Fax +852 2511 8100, E-Mail: info@koelnmesse.com.hk

### **Indien - India**

(for Bangladesh, Buthan, Myanmar, Nepal, Sri Lanka) Koelnmesse YA Tradefair Pvt. Ltd., Office # 1102, 11th Floor, DLH Park, Opp. MTNL office, S.V. Road, Goregaon West, Mumbai 400062, Indien, Tel. +91 22 28715200, Fax +91 22 28715222, E-Mail: info@koelnmesse-india.com

### **Indonesien - Indonesia**

Perkumpulan Ekonomi Indonesia-Jerman, EKONID, JL H A Salim 115, Jakarta 10310, Indonesia, Tel. +62 21 3155644, Fax +62 21 3155276, E-Mail: prieta.perthantri@ekonid.or.id

### **Irak - Iraq**

IFP SAL, IFP bldg., 56th Str., Hazmieh, P.O. Box: 55576 Beirut, Lebanon, Tel. +961 5 959111, Fax +961 5 959888, E-Mail: ghassan.nawfal@fpexpo.com

### **Iran - Iran**

Fujan Rahbaran Nami Ltd., Beheshti Ave., Sarafraz Ave., Padideh Complex, No. 47, 1st Floor, Unit 118, Tehran 1587696411 IRAN, Tel.: +98 21 88171261-3, Fax: +98 21 88171261, E-Mail: narineh.azalbar@frn-co.com

### **Irland - Ireland**

International Business Media Services Ltd., 4th Floor, 205/207 City Road, London EC1V 1JN, Großbritannien, Tel. +44 1992 510950, Fax +44 1992 510951, E-Mail: n.fielder@koelnmesse.co.uk

### **Israel - Israel**

Itex International Exhibitions Services Ltd., 3 Nirim St. (Entrance B) 6706040 Tel-Aviv, Tel. +972 3 6882929, Fax +972 3 6883031, E-Mail: itex@itex.co.il

### **Italien - Italy**

Koelnmesse S.r.l., Viale Sarca 336/F, Edificio 16, 20126 Milano (MI), Italien, Tel. +39 02 8696131, Fax +39 02 89095134, E-Mail: info@koelnmesse.it

### **Japan - Japan**

Koelnmesse Co., Ltd., Ebisu IS Bldg. 5F, 1-13-6 Ebisu, Shibuya-ku, Tokyo, 150-0013, Japan, Tel. +81 3 5793 7770, Fax +81 3 5793 7771, E-Mail: kmjpn@koelnmesse.jp

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siehe Lebanon, see Lebanon

### **Kanada - Canada**

siehe Vereinigte Staaten von Amerika, see United States of America (USA)

### **Kolumbien - Colombia**

C.I. LATIN EUROPEAN COMMUNICATION S.A.S., Carrera 23 No 23-22, El Retiro / Antioquia, Colombia, Tel. +57 3104145933, Fax +57 4 5825147, E-Mail: s.schilg@koelnmesse.co

### **Korea - Korea**

Rhinmesse Co., Ltd., 1 UN Village Gil, Yongsan-gu, Seoul 04420, Korea, Tel. +82 2 7984101, Fax +82 2 7984383, E-Mail: info@rmesse.co.kr

### **Kosovo - Kosovo**

siehe Mazedonien, see Macedonia

### **Kroatien - Croatia**

Deutsch-Kroatische Industrie- und Handelskammer, Strojarska cesta 22/11 HR-10000 Zagreb, Tel. +385 1 6311 613, Fax +385 1 6311 630 E-Mail: davor.okici@ahk.hr

### **Kuwait - Kuwait**

siehe Vereinigte Arabische Emirate, see United Arab Emirates

### **Lettland - Latvia**

Consultatio Baltica, UAB, Ateities Str. 56, Bendoriai, Lt-14180 Vilnius, r. Litauen, Tel. +370 5 215 7115, E-Mail: info@koelnmesse-baltic.com

### **Libanon - Lebanon**

IFP SAL, IFP bldg., 56th Str., Hazmieh, P.O. Box: 55576 Beirut, Lebanon, Tel. +961 5 959111, Fax +961 5 959888, E-Mail: ghassan.nawfal@fpexpo.com

### **Liechtenstein - Liechtenstein**

siehe Schweiz, see Switzerland

### **Litauen - Lithuania**

Consultatio Baltica, UAB, Ateities Str. 56, Bendoriai, Lt-14180 Vilnius, r. Litauen, Tel. +370 5 215 7115, E-Mail: info@koelnmesse-baltic.com

### **Luxemburg - Luxembourg**

siehe Belgien, see Belgium

### **Malaysia - Malaysia**

Promo Era Sdn Bhd, Lot 8.12, 8th Floor, Wisma Cosway, Jalan Raja Chulan, 50200 Kuala Lumpur, Malaysia, Tel. +603 2031 6686, Fax +603 2031 9686, E-Mail: Koelnmesse@gmail.com

### **Malta - Malta**

Koelnmesse S.r.l., Viale Sarca 336/F, Edificio 16, 20126 Milano (MI), Italien, Tel. +39 02 8696131, Fax +39 02 89095134, E-Mail: info@koelnmesse.it

### **Marokko - Morocco**

Chambre Allemande de Commerce et d'Industrie, Lot El Manar, Villa 18, rue Ahmed Ben Taher El Menjra, Quartier El Hank, 20160 Casablanca, Tel. +212 522 429420, Fax +212 522 948172, E-Mail: khadija.mahmoudi@dhikassa.org

**Mazedonien (ehem. jugosl. Republik) - Macedonia (The former Yugoslav Republic of Macedonia)**  
Repräsentanz der Deutschen Wirtschaft in Mazedonien, Bul. Kliment Ohridski 30/5, MK-1000 Skopje, Mazedonien, Tel. +389 2 322 88 24, Fax +389 2 329 67 90, E-Mail: koelnmesse@ahk.mk

### **Mexiko - Mexico**

Deinternational de México, S.A. de C.V., Av. Santa Fe 170, oficina 1-4-12, Lomas de Santa Fe, 02120 México, D.F., Mexico, Tel. +52 55 15005900, Fax +52 55 15005910, E-Mail: gabriela.gonzalez@deinternational.com.mx

### **Moldawien - Moldova**

Intermesse Concept SRL, Str. Ion Baiesu nr. 6, 077135 Mogosoaia, Ilfov, Rumänien (RO), Tel. +40 722 238214, Fax +40 31 4094176, E-Mail: info@koelnmesse.ro

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siehe Serbien, see Serbia

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Physical address: 4 Tokomaru Street, Orakei, Auckland 1071, New Zealand  
Tel. +64 (9) 5219200, Fax +64 (9) 5219201, E-Mail: rober@messereps.co.nz

### **Nicaragua - Nicaragua**

Cámara de Industria y Comercio Nicaraguense-Alemana, Apdo. Postal 1125, Managua, Nicaragua C.A., Tel. +505 22701923, Fax +505 22705269, E-Mail: gerencia@deinternational.com.ni

### **Niederlande - Netherlands**

RS Vision Expo BV, Excl. Vertegenwoordiging van Koelnmesse in Nederland, Panoven 13, 3401 RA IJSELSTEIN, Tel. +31 (0) 30 – 3036450, Fax +31 (0) 30 – 3036456, E-Mail: info@koelnmesse.nl

### **Norwegen - Norway**

Norsk-Tysk Handelskammer, Drammensveien 111B, 0273 Oslo, Postboks 603 Skoyen, 0213 Oslo, Tel. +47 22 128213, Fax +47 22 128222, E-Mail: wiese-hansen@handelskammer.no

### **Oman - Oman**

siehe Vereinigte Arabische Emirate, see United Arab Emirates

### **Österreich - Austria**

Gesell GmbH & Co. KG, Sieveringer Str. 153, 1190 Wien, Tel. +43 1 3205037, Fax +43 1 3206344, E-Mail: office@gesell.com

### **Pakistan - Pakistan**

Liaison Office for Koelnmesse: Gardee Trust Building, Napier Road, Lahore 54000, Tel. +92 42 37238484, +92 42 37321947, Fax +92 42 37220175, E-Mail: messe@messe-liaison.com

### **Panama - Panama**

Cámara de Comercio e Industria Panameña Alemana, Apdo. Postal 0831 02537, Patilla, Panamá C.A., Tel. +507 2699358, Fax +507 2699359, E-Mail: info@panama.ahk.de

### **Paraguay - Paraguay**

Cámara de Comercio e Industria Paraguayo-Alemana, Avda. República Argentina 1616 c/ Alfredo Seiferheld, 1887 Asuncion, Tel. +595 21 615 848, Fax +595 21 615 844, E-Mail: gerencia@ahkasu.com.py

### **Peru - Peru**

Cámara de Comercio e Industria Peruano-Alemana, Camino Real 348, Torre el Pilar, P. 15, Lima 27-San Isidro, Casilla 27-0069, Lima 27-San Isidro, Tel. +51 1 4418616, Fax +51 1 4426014, E-Mail: ferias@camara-alemana.org.pe

### **Philippinen - Philippines**

fairs&more Inc., c/o ECCP, 19/F Phil. AXA Life Centre, Sen. Gil Puyat Avenue cor. Tindalo Street, C.P.O. Box 1302, 1200 Makati City, M.M.La., Tel. +63 2845 1324, Fax +63 27596690, E-Mail: noli.nacanon@eccp.com

### **Polen - Poland**

Przedstawicielstwo Targów Koelnmesse w Polsce Sp.J., ul. Bagatelna 11 lok. 7, 00-585 Warszawa, Polen, Tel. +48 22 848 80 00, Fax +48 22 848 90 11, E-Mail: info@koelnmesse.pl

### **Portugal - Portugal**

siehe Spanien, see Spain

### **Quatar - Qatar**

IFP Qatar LTD, Al Mountazah Area, IBN Seena Street, IFP Bldg, 2nd floor, Tel. +974 44329900, Fax +974 44432891, E-Mail: george.yache@fpqatar.com

### **Republik Belarus - Republic Belarus**

Informationszentrum der Deutschen Wirtschaft GmbH, Prospekt Gasyet Prawd, 11 A, 2. Etage, 220116 Minsk, Republik Belarus (BY), Tel. +375 17 270 5141, Fax +375 17 270 5141, E-Mail: info@deinternational.by

### **Rumänien - Romania**

Intermesse Concept SRL, Str. Ion Baiesu nr. 6, 077135 Mogosoaia, Ilfov, Tel./Fax +40 31 4094176, Mobilitel. +40 722 238214, E-Mail: info@koelnmesse.ro

### **Russland - Russia**

ООО „Informationszentrum der Deutschen Wirtschaft“, 1. Kasatskiy per. 7, 119017 Moskva, Russland, Tel. +7 495 7301347, Fax +7 495 7303432, E-Mail: a.shehkova@koelnmesse.ru

### **Saudi Arabien - Saudi Arabia**

IFP SAL, IFP bldg., 56th Str., Hazmieh, P.O. Box: 55576 Beirut, Lebanon, Tel. +961 5 959111, Fax +961 5 959888, E-Mail: ghassan.nawfal@fpexpo.com

### **Schweden - Sweden**

BraMässor Sverige AB, P.O. Box 22 307, SE-104 22 Stockholm, Sweden Tel. +46 (0) 76 714 50 33, E-Mail: marie.hemdal@bramassor.se, www.brminternational.se

### **Schweiz, Liechtenstein - Switzerland, Liechtenstein**

Handelskammer Deutschland-Schweiz, Tödisstrasse 60, 8002 Zürich, Tel. +41 44 2836111, Fax +41 44 2836121, E-Mail: info@koelnmesse.ch

### **Serbien - Serbia**

Deutsch-Serbische Wirtschaftskammer (AHK Serbien), Toplicin venac 19-21, 11000 Belgrad, Serbien, Tel. +381 11 2028070, Fax +381 11 3034780, E-Mail: koelnmesse@ahk.rs

### **Singapur - Singapore**

Koelnmesse Pte. Ltd., 152 Beach Road, #25-05 Gateway East, Singapore 189721, Tel. +65 65006700, Fax +65 62948403, E-Mail: info@koelnmesse.com.sg

### **Slowakische Republik - Slovak Republic**

Ing. Jan Besperát, výhradní zástupce Koelnmesse pro C’R a SR, Sokratova 2043/6, 143 00 Praha 4, Tel./fax +42 021910173, E-Mail: besperat@koelnmesse.cz

### **Slowenien - Slovenia**

Deutsch-Slowenische Industrie- und Handelskammer, Poljanski nasip 6, 1000 Ljubljana, Slowenien, Tel. +386 1 252 88 54, Fax +386 1 252 88 69, E-Mail: danijel.gostencnik@ahkslo.si

### **Spanien - Spain**

SGM Ferias & Servicios S.L., Núñez de Balboa 94 - 1º C, 28006 Madrid, Tel. +34 91 3598141, Fax +34 91 3500476, E-Mail: info@koelnmesse.es

### **Südafrika - South Africa**

Southern African-German Chamber of Commerce and Industry, No. 47, Oxford Road, Forest Town 2193, P.O. Box 87078, Houghton 2041, Tel. +27 11 486 2775, Fax +27 86 683 2907, E-Mail: faletter