

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

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. 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