

Essential Information in brief

Please refer to the enclosed exhibiting conditions



THE INTERIOR BUSINESS EVENT
Cologne, 18.-24.01.2021

The application forms include

Essential information

The forms:

- 1.10 Application for main exhibitor*
- 1.11 Enclosure to the registration for main exhibitor
- 1.20 Application for co-exhibitors*
- 1.21 Application for additional represented companies*
- 1.30 List of Products*

Conditions of Participation Special Section

Conditions of Participation General Section

***Must be returned**

1 Opening hours

For visitors:

Monday till Friday, 18 - 22 January 2021	daily from 9:00 a.m. to 6:00 p.m.
Saturday, 23 January 2021	10:00 a.m. to 6:00 p.m.
Sunday, 24 January 2021	10:00 a.m. to 5:00 p.m.

From Friday, 22 January 2021, the event will also be open to the general public.

For exhibitors:

Monday till Friday, 18 - 22 January 2021	daily from 8:00 a.m. to 7:00 p.m.
Saturday, 23 January 2021	9:00 a.m. to 7:00 p.m.
Sunday, 24 January 2021	9:00 a.m. to 6:00 p.m.

2 Application

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* or additionally represented companies* are required to register using **Form 1.20/1.21**.

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

The minimum stand size is 12 m².
The participation fee (plus VAT) is:

on application by 28 February 2020*	EUR 195.00 per m ²
on application by 30 June 2020*	EUR 205.00 per m ²
on application by 01 July 2020*	EUR 215.00 per m ²

*Date on which Koelnmesse GmbH receives the application.

In addition, a flat-rate energy fee* of EUR 12.00 per m² and an AUMA fee* of EUR 0.60 per m² will be charged, plus a flat-rate fee for exhibitor services*. Use of the marketing services described in Item 7.1 (Conditions of Participation Special Section) shall be obligatory and is subject to a charge (see Item 7.2, Conditions of Participation Special Section).

The participation fee for stand area does not include the cost for any construction.

*see Item 3 of the Special Section of the Conditions of Participation

4 Reimbursement of VAT

As a rule, Koelnmesse provides exhibitors (proprietors) with a uniform service — so-called event service — in accordance with Art. 3a.4., Par. (2) of the German ordinance on the application of VAT (UStAE). The place of performance for this services is the recipient's headquarters. Koelnmesse will therefore invoice foreign exhibitors (proprietors) according to the reverse charge accounting mechanism without charging German VAT.

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

5 Turnkey stands

Tel. +49 221 821-2047

Be sure to take advantage of our offer and order a turnkey stand. These stands are available in a variety of designs. You will receive the corresponding offers from us in a separate mailing.

6 Construction times

Sat. 02 January to Mon. 11 January 2021	6:00 a.m. to midnight
Tue. 12 January to Sat. 16 January 2021	midnight to midnight
Sun. 17 January 2021	midnight to 6:00 p.m.

All stand construction measures must be finished and the aisles must be completed cleared by 6:00 p.m. on Sunday, 17 January 2021. Minor design changes can be carried out within your stand up until midnight.

Koelnmesse can authorize an early build up, a fee of Euro 1,000.00 per day is charged for the extension of the construction period.

7 Dismantling times

Start of dismantling period: 5:00 p.m. on Sunday, 24 January 2021
End of dismantling period: 6:00 p.m. on Wednesday, 27 January 2021

Koelnmesse can approve an extended dismantling upon request. For the extension of the construction period, a fee of Euro 1,000.00 per day will be charged.

8 Stand area confirmation

Stand areas will be allocated **from Juni 2020** after your application has been accepted.

9 Technical guidelines / services

You may download the Technical Guidelines from the event website or from www.koelnmesse-service-portal.de. 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 area confirmation.

10 Maximum stand height / special construction

Depending on the hall architecture, the maximum permissible stand height is 4.50 m. This is also the maximum permissible height for all company and product signs and all types of advertising. (Some restrictions apply at the sides of some halls in the passages. Please contact Koelnmesse for further information.)

The stand must be constructed in a way that makes it as transparent as possible from all sides bordering on aisles – long, enclosed stand designs are not permitted.

If your stand deviates from the construction guidelines in any way or you are planning to have special constructions, please submit your plans in duplicate for approval by Koelnmesse (approval@koelnmesse.de) in good time before the work is carried out, and at least 6 weeks before the event commences. 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.

11 Scaled drawings

Scaled drawings and floor plans will be sent together with the stand space confirmation.

12 Cancellation / non-participation

You cannot normally withdraw from the contract after you have received the admission/stand space confirmation. 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. The full participation fee will be charged if the space is not relet.

13 Invoicing

You will receive the invoice about the participation fee **around September 2020**. Please observe the terms and conditions of payment listed under Item IV of the General Conditions of Participation.

14 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 exhibitor passes for a stand up to 20 m² size
- One additional pass for each additional 10 m² or part thereof up to a stand size of 100 m²
- One additional pass for each additional 20 m² or part thereof over a stand size of 100 m²
- The maximum number of passes free of charge is 150 exhibitor passes. The free of charge exhibitor passes as well as additional exhibitor passes against payment can easily be ordered online. After the event, we will invoice you for the passes that are actually used and that go beyond the free quota.

15 Work passes

You will also receive free passes that allow people commissioned by you or who work on 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 m² size
- 4 passes for a stand up to 20 m² size
- One additional pass for each additional 10 m² or part thereof up to a stand size of 100 m²
- One additional pass for each additional 20 m² or part thereof over a stand size of 100 m²
- The maximum number of passes free of charge is 150 work passes. The free of charge work passes as well as additional exhibitor passes against payment can easily be ordered online. After the event, we will invoice you for the passes that are actually used and that go beyond the free quota.

16 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, co-exhibitors and other represented companies and costs:

Euro 1,580.00 per main exhibitor, group organiser and group participant.
Euro 250.00 per co-exhibitor and other represented companies.

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 19.11.2020.

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.

17 Koelnmesse foreign representatives

Koelnmesse has local representatives in more than 80 countries from whom you can obtain advice and assistance. You can find a list on our webpage www.koelnmesse.de.

18 Ban on direct sales

Exhibits may not carry a price tag, and sales to end-consumers are not permitted. Violations will result in stand closures and fines.

19 Clearing the stand before the specified time is forbidden

Clearing the trade fair stand before the official end of the event represents a serious breach of the Conditions of Participation and will result in a fine (see Item 4.7 of the Special Section of the Conditions of Participation).