

Essential Information in brief

Please refer to the enclosed exhibiting conditions



THE INTERIOR BUSINESS EVENT
Cologne, 17.-23.01.2022

1 Opening hours

For visitors:

Mon. 17 January to Fri. 21 January 2022 daily from 9:00 a.m. to 6:00 p.m.
Sat. 22 January 2022 from 10:00 a.m. to 6:00 p.m.
Sun. 23 January 2022 from 10:00 a.m. to 5:00 p.m.

Friday, 21. January 2022 to Sunday, 23. January 2022, the event will also be open to the general public.

For exhibitors:

Mon. 17 January to Fri. 21 January 2022 daily from 8:00 a.m. to 7:00 p.m.
Sat. 22 January 2022 from 09:00 a.m. to 7:00 p.m.
Sun. 23 January 2022 from 09:00 a.m. to 6:00 p.m.

2 Application

To register the **Online-Application** on the imm cologne webpage needs to be used. The application forms must be completely filled in and to be sent to Koelnmesse by clicking on the button "Submit binding application". At the same time you will receive a copy of your registration to the email address you provided during registration.

3 Participation fees

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

on application until **30 April 2021*** EUR 205.00 per m²
on application from **01 May 2021*** EUR 225.00 per m²

date of receipt by Koelnmesse

*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 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 Scaled drawings

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

5 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.

6 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.

7 Construction times

Sun. 02 January to Mon. 10 January 2022 6:00 a.m. to midnight
Tue. 11 January to Sat. 15 January 2022 midnight to midnight
Sun. 16 January 2022 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, 16 January 2022. Minor design changes can be carried out within your stand up until midnight.

8 Dismantling times

Start of dismantling period: 5:00 p.m. on Sunday, 23 January 2022
End of dismantling period: 6:00 p.m. on Wednesday, 26 January 2022

The halls are open throughout the dismantling period.

9 Stand area confirmation

Stand areas will be allocated **from June 2021** provide that your application has been accepted.

10 Technical guidelines / services

You may download the Technical Guidelines from the trade fair website or from www.service.imm-cologne.de/serviceshop/login. You also have the option of requesting the Technical Guidelines in printed form. Our entire range of services can be ordered online at the Koelnmesse Service shop. You will receive your log-in data in a separate letter with your stand confirmation.

Please take note of the submission deadlines!

11 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 (acceptance@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.

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 2021**. Please observe the terms and conditions of payment listed under Item IV of the General Conditions of Participation.

14 Exhibitor passes

As an exhibitor you will receive codes for free exhibitor passes, valid from the first day of assembly to the last 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.

You will receive the voucher codes separately by email, in time before the start of the setup. Please pass on these voucher codes to your employees who will be working at the exhibition grounds. The voucher codes can be exchanged for a valid ticket in the ticket shop after registration. Further information on redeeming the vouchers can be found in the e-mail that we will send you together with the vouchers.

15 Work passes

You will also receive free passes to enter the exhibition grounds for persons who work on your behalf or on your account in connection with the construction and dismantling of the stand. These passes are only valid until the start of the event or after it has ended, but do not entitle you 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

You will receive the voucher codes separately by email, in time before the start of the setup. Please pass on these voucher codes to your employees who will be working at the exhibition grounds. The voucher codes can be exchanged for a valid ticket in the ticket shop after registration. Further information on redeeming the vouchers can be found in the e-mail that we will send you together with the vouchers.

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 1,660.00 per main exhibitor, group organiser and group participant.
Euro 350.00 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 18.11.2021.

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).