

Essential information

Please also refer to our enclosed Conditions of Participation.



Eu'Vend & coffeena
International Vending and Coffee Fair
Cologne, 09.-11.05.2019

1 Opening times NEW

For exhibitors: 09.-10.05.2019 from 8:00 a.m. to 7:00 p.m.
11.05.2019 from 8:00 a.m. to 5:00 p.m.
For visitors: 09.-10.05.2019 from 9:00 a.m. to 6:00 p.m.
11.05.2019 from 9:00 a.m. to 4:00 p.m.

2 Build up period

05.-07.05.2019 07:00 a.m. - midnight
08.05.2019 07:00 a.m. - 08:00 p.m.

Construction must be completed by no later than 8:00 p.m. on Wednesday, 8th May 2019. The aisles must be completely cleared by this time. Koelnmesse can authorize an earlier start of construction upon availability; a fee of Euro 800.00 per day is charged for the extension of the construction period.

3 Dismantling period NEW

Start of dismantling period:
Saturday, 11th May 2019, 4:00 p.m.

End of dismantling period:
Monday, 13th May 2019, 12:00 p.m. (noon)

Dismantling may begin **no earlier than 4:00 p.m.** on 11th May 2019.

Dismantling the trade fair stand and/or the product presentation before the official end of the event represents a serious breach of the Conditions of Participation. In the event of any violation of this condition, Koelnmesse GmbH is entitled to impose a fine of up to 5,000.00 EUR (depending on the severity of the violation) for each such violation and/or to exclude the exhibitor from subsequent events.

4 Application

Form 1.10 must be submitted by each main exhibitor. Please fill out the application form completely, stamp it with your company seal, and have a responsible person sign it. The application 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 must be filled in for each of these companies.

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

Start of hall planning: November 2018.

5 Participation costs

5.1 Stand space

at registration by **14. September 2018** 209,00 EUR
at registration from **15. September 2018** 229,00 EUR

In addition, a flat rate electricity fee of 9.50 EUR per m² and an AUMA fee of 0.60 EUR per m² are charged. 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 30.50 per m² – 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.

All prices are net prices and do not include VAT.

The rental fee for stand area does not include the cost for any constructions.

6 Turn key-stands / Koelnmesse stands

Why not take advantage of the Koelnmesse turnkey stands? These stands are available in various designs and can be ordered online:
<http://stand.koelnmesse.com>.

Tel. +49 221 821-3998
standbau-services@koelnmesse.de
<http://stand.koelnmesse.com>

7 Marketing services (Marketing Package) NEW

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 729.00 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 **22.03.2019**.

Unofficial lists of exhibitors

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 publishing house 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.

8 Stand area confirmation

If your company is accepted as an exhibitor, you will receive a stand confirmation. The contract comes into being when you receive your stand confirmation.

You will receive sketches of your stand and layout plans, including dimensions, together with your stand confirmation, from December 2018.

9 Invoice

You will receive the invoice for the stand area along with your free exhibitor and work passes **starting in February 2019**. Please observe the terms and conditions of payment listed under Item IV of the General Conditions of Participation.

10 VAT refunds

Foreign exhibitors (proprietors) may receive a refund of the VAT paid with the invoice as long as they fulfil the legal requirements. Please also note Item 3.8 in the Special Section of the Conditions of Participation.

11 Cancellation/non-participation

After the exhibitor has received the Stand Space Confirmation, it is no longer possible to release the company in question from the contractual relationship free of charge. The organizer can agree to the request for release from the contract only in exceptional cases if the stand space not required can be rented to another exhibitor. In this instance the organizer is entitled to demand a general reimbursement of the costs incurred corresponding to 25 % of the participation fee but minimum of 1,000.00 EUR. If the space cannot be re-rented, the full participation fee must be paid. Please see "Special Conditions of Participation", Item 3.9.

12 Technical guidelines/services

Our entire range of services, with technical build up guidelines, can be found online at the Koelnmesse-Service-Portal (www.koelnmesse-service-portal.com). You will receive your log-in data via e-mail shortly after receiving your stand area confirmation.

Please note the order deadlines.

13 Maximum stand height / special constructions

The maximum permissible stand height (including signs, banners and other advertising material) is standardised at 5 m. On request, Koelnmesse can approve a higher stand height insofar as technical and construction-related requirements are met. If you should wish to build special features, please send **the plans in duplicate for approval to the Technical Service Department at Koelnmesse 6 weeks before the event at the very latest**. Rear walls must be neutral in design.

On this point, please note the Special Section of the Conditions of Participation and the Technical Guidelines.

14 Exhibitor passes NEW

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:

- three passes for a stand of up to 20 m²
- one pass for each further unit or part unit of 10 m² up to a stand area of 100 m²
- one pass for each further unit or part unit of 20 m² above this area

15 Work passes

Together with the invoice, you will receive free work passes that allow your company's staff access to the fair grounds during the build up and dismantling periods. The work passes are only valid during the build up and dismantling periods.

16 Koelnmesse GmbH foreign representations

Our sales network is there for you in more than 100 countries. If you have any questions, they will gladly assist you at any time. You can find a list of these representations on the last page of this document. The list is also available on the website www.koelnmesse.com.

17 Vending Star 2019

Register by **15th March 2019** for the Vending Star 2019! The Vending Star honours innovative solutions from the branch. The international jury of experts will choose the Vending Star 2019 from the best items submitted. If you are interested in entering, please note the announcement of the Vending Star 2019 competition and the registration documents, which you will receive from 15th October 2018.

18 Infoscout

The information about your company that you submitted on Forms 1.10 to 1.30 will be made available at the information stands in the halls for interested visitors during the event. Furthermore, you can find out about commercial representative vacancies with Koelnmesse GmbH's electronic information system "Infoscout".

You can use the enclosed Form Z.03 to specify this offer according to products, countries or regions. Exhibitors and visitors can use "Infoscout" free of charge.

19 Non-permissible advertising

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, the following advertising measures in particular 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
- Advertising measures for fairs which are not completely or partly carried out by Koelnmesse

The exhibitor bears responsibility for the legality of competitions, raffles etc.

20 Other

The Koelnmesse-Service-Portal contains further information on your advertising and media services ("marketing services") before, during and after the fair.

The distribution of advertising material outside the stand area is not permitted.

**Checklist for preparing your participation
at Eu'Vend & coffeena 2017**



Eu'Vend & coffeena
International Vending and Coffee Fair
Cologne, 09.-11.05.2019

		done?
Take advantage of the Early Bird discount	Until 14th September 2018	<input type="radio"/>
Registration main exhibitor with form 1.10 and 1.30	Until layout planning starts in November 2018	<input type="radio"/>
Confirmation of receipt of registration documents	After receipt of your registration	<input type="radio"/>
Stand area confirmation together with scaled sketches of your stand and layout plans	From December 2018	<input type="radio"/>
Order of complimentary invitations for your customers	From December 2018	<input type="radio"/>
Registration for Vending Star	Until 15th March 2019	<input type="radio"/>
Order other services related to your trade fair presentation (e.g. stand construction power and water supply, hostesses etc.)	Deadlines listed in Koelnmesse-Service-Portal (www.koelnmesse-service-portal.de)	<input type="radio"/>
Register co-exhibitors using Form 1.20 and the List of Goods (Form 1.30)	Not later than 22nd February 2019	<input type="radio"/>
Editorial and advertising deadline	22nd March 2019	<input type="radio"/>
Order free advertising kit	Until 2 weeks before the start of the fair	<input type="radio"/>
Register stand parties	Until 2 weeks before the start of the fair	<input type="radio"/>
Register musical renditions GEMA – Bezirksdirektion Stuttgart Key Account Management Messe Herdweg 63, 70174 Stuttgart, Germany Tel. +49 711 2252-794 Fax +49 711 2252-800 E-Mail: messe@gema.de www.gema.de	Before beginning of the fair	<input type="radio"/>
Order parking space for trucks/refrigerated containers	Before beginning of the fair (subject to availability)	<input type="radio"/>
Reserve office and/or conference rooms	Before beginning of the fair (subject to availability)	<input type="radio"/>



09.-11.05.2019

Client number:

0 8 8 0

Name of main exhibitor:

**Registration for
main exhibitor**

Start of hall planning:
01.11.2018

1.10

1 Main exhibitor

Sort alphabetically under the letter:

1.1 Address:

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

Address:

Town , postcode:

P.O. Box , postcode:

Town , postcode:

Country, state:

Tel.:

Fax:

E-Mail:

Internet:

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

Mr Ms

E-Mail:

Language of correspondence:

German English

Contact person for the event is:

Mr Ms

Tel.:

Fax:

E-Mail:

Function:

1.2 We are: (Please tick only one box)

- Manufacturer Association / institution
 Importer Trade medium
 Sales organization Wholesaler
 Service provider Wholesaler

1.3 Turnover tax ID number (VAT):

(Required information for companies from EU countries)

1.4 We are registered with the:

Commercial register

At the Magistrate
Court in:

Commercial
Register no.:

1.5 We belong to the following associations:

2 Desired stand (allocation as far as possible)

2.1 We hereby order the following stand area in accordance with the Conditions of Participation at a price of:

Registration by 14.09.2018 209,00 EUR/m ²	Registration from 15.09.2018 229,00 EUR/m ²
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plus 9.50 EUR/m² proportional energy costs
 plus 0.60 EUR/m² AUMA fee
 plus 729.00 EUR Marketing Package
 plus statutory VAT

Area in m²

Frontal width in metres	min	max
Depth in metres	min	max

Type of stand: Terrace stand Corner stand
 Two-corner stand Island stand

2.2 Order stand package

We hereby order a stand package for the stand area mentioned in 2.1 (only valid with one of the forms 1.40-1.50)

We are interested in an individual offer for stand construction of Koelnmesse GmbH

2.3 If possible, we do not wish to be placed next to the following companies:

2.4 Water supply

We will need a water supply on our stand area (if available). We will order it via the Koelnmesse-Service-Portal

3 We would like to be placed in the

Eu'Vend coffeena
segment. (Only one choice possible)

4 Exhibits

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

Please check your products/services on the enclosed List of Goods. Please note that only those products/services registered with the List of Goods may be exhibited at the fair.

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 fromroad, 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 services@exhibitor.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 service package (in particular the technical regulations and the supplements contained in the order forms) are binding for our company.



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



09.-11.05.2019

Client number

0	8	8	0
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Name of main exhibitor:

**Enclosure to the registration
 for main exhibitor**
 Differing invoice address /
 Address for correspondence

1.11

1 Invoice address

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

Language of correspondence:

German English

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

Address: _____

Town , postcode: _____

P.O. Box , postcode: _____

Town , postcode: _____

Country / state: _____

Tel.: _____

Fax: _____

E-Mail: _____

Please note:

The company registered (form 1.10) is a contractual partner of Koelnmesse GmbH and, as such, subject to a payment obligation. An invoice recipient/addressee different to this is considered to be merely reflective of a change/deviation of a postal nature. In the case of a different invoice recipient, the account opened reflects the customer account and the VAT ID number of the registered exhibitor. Contracts with exhibitors from Germany are subject to VAT. This does not change even if the different invoice recipient is registered outside of Germany. If the different invoice recipient fails to meet its payment obligations, the company registered with us still has a payment obligation. An invoice cannot be issued to a different company with a VAT ID number other than that of the registered exhibitor.

2 Address for correspondence

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

Language of correspondence:

German English

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

Address: _____

Town , postcode: _____

P.O. Box , postcode: _____

Town , postcode: _____

Country / state: _____

Tel.: _____

Fax: _____

E-Mail: _____

Contact person: _____

E-Mail contact person: _____

Tel. contact person: _____

Please note:

The information on this form will be stored automatically by Koelnmesse GmbH in accordance with the stipulations of the Bundesdatenschutzgesetz (Federal Data Protection Law), and will be passed on to third parties within the framework of the contractual obligations.





09.-11.05.2019

Client number:

0	8	8	0
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Main exhibitor:

Application for Co-exhibitors*

List of Goods (Form 1.30) must be filled in for registration to be valid
 Deadline: 22.02.2019

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: (give particulars of legal status such as "Limited, Corporation" etc.)

Contact person:

E-Mail
 Contact person:

Street:

Postal Code / City:

Postal Code /
 P.O.Box:

Postal Code / City:

Country:

Tel.:

Fax:

E-Mail:

Internet:

Company/Name: (give particulars of legal status such as "Limited, Corporation" etc.)

Contact person:

E-Mail
 Contact person:

Street:

Postal Code / City:

Postal Code /
 P.O.Box:

Postal Code / City:

Country:

Tel.:

Fax:

E-Mail:

Internet:

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

Client number:

0	8	8	0
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Register first letter of company name:

The company is:

- Manufacturer
 Importer
 Sales organization
 Service provider

- Trade representative
 Trade medium
 Wholesaler
 Association /
 institution

The company is represented with:

- own staff

The participation fee per co-exhibitor is to 250.00 EUR (plus VAT) and will be charged to the main exhibitors' account. This fee does not include the entry in the Marketing Package.

Client number:

0	8	8	0
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Register first letter of company name:

The company is:

- Manufacturer
 Importer
 Sales organization
 Service provider

- Trade representative
 Trade medium
 Wholesaler
 Association /
 institution

The company is represented with:

- own staff

The participation fee per co-exhibitor is to 250.00 EUR (plus VAT) and will be charged to the main exhibitors' account. This fee does not include the entry in the Marketing Package.

*** Explanation "Co-exhibitors":**

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

Please note:

The information on this form will be stored automatically by Koelnmesse GmbH in accordance with the stipulations of the Bundesdatenschutzgesetz (Federal Data Protection Law), and will be passed on to third parties within the framework of the contractual obligations.

X

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



09.-11.05.2019

Client number:

0 8 8 0

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List of Goods

Must be returned by main exhibitors, co-exhibitors, group organizers and group participants. Please fill in and return with your registration.

1.30

Name of exhibitor/group organizer:

Name of co-exhibitor/group participant:

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

Product area (Only one area may be named)

- 010000 Coffee/Hot Drinks
- 020000 Snacks/Drinks/Other Filling Products
- 030000 Hot beverage vending machines/Coffee-making machines
- 040000 Other vending machines
- 050000 Machine accessories/Components and spare parts
- 060000 Payment Systems, Remote data transmission
- 070000 Vending machine cups/Disposable tableware/packaging
- 080000 Services and accessories for operators and coffee house proprietor
- 090000 Operator
- 100000 Organizations/Associations

List of Goods (Please check the appropriate box)

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.

010000 Coffee/Hot Drinks

Coffee

- 010101 Green coffee
- 010102 Soluble bean coffee/instant coffee (freeze-dried)
- 010103 Soluble bean coffee/instant coffee (spray-dried)
- 010104 Ground coffee
- 010105 Coffee (whole beans)
- 010106 Coffee (liquid concentrate)
- 010107 Coffee husks and capsules
- 010108 Coffee pads
- 010109 Organic coffee
- 010110 Instant coffee specialities (e.g. cappuccino)
- 010199 Other coffee

Hot Drinks, others

- 010201 Cocoa
- 010202 Tea and herbs for infusions
- 010203 Instant tea
- 010299 Other Hot Drinks

Additional products

- 010301 Coffee whitener
- 010302 Milk powder
- 010303 Milk
- 010304 Sugar/sweetener
- 010305 Toppings
- 010306 Flavours, syrups
- 010399 Other additional products

020000 Snacks/Drinks/Other Filling Products

Snacks

- 020101 Sweets and chocolate, chocolate bars
- 020102 Salted snacks
- 020103 Cake
- 020104 Meat products
- 020105 Chilled Food
- 020106 Frozen Food, Ice cream

Main exhibitor/Co-exhibitor:

Client number:

0 8 8 0

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- 020107 Milk and dairy products
- 020108 Organic foods
- 020109 Instant soups
- 020110 Fresh soups
- 020199 Other foods

Drinks

- 020201 Beer
- 020202 Energy drinks
- 020203 Fruit juices
- 020204 Fruit juice concentrate
- 020205 Instant drink powder for cold drinks
- 020206 Milk drinks
- 020207 Mineral water
- 020208 Syrup concentrates
- 020209 Smoothies
- 020210 Wine
- 020298 Other alcoholic drinks
- 020299 Other non-alcoholic drinks

Other Filling Products

- 020301 Flowers
- 020302 Sanitary products/condoms
- 020303 Cosmetic products
- 020304 Tobacco/Tobacco products/smokers' requisites
- 020305 Electronic equipment
- 020306 Books
- 020307 Newspapers/magazines
- 020308 Paper products
- 020309 Souvenir
- 020310 Tools
- 020311 Licensed merchandise
- 020312 Toys
- 020399 Other filling products

030000 Hot beverage vending machines/ Coffee-making machines**Hot drink vending machines**

- 030101 Table-top hot drinks dispensers
- 030102 Freshly brewed hot drink vending machines
- 030103 Hot drink vending machines for liquid concentrate
- 030104 Hot drink vending machines for soluble products/ instant drink machines
- 030105 Vending machines with integrated fresh grinding systems
- 030106 In-cup hot drink vending machines
- 030107 Hot drink dispensers
- 030199 Other hot drink vending machines

Coffee-making machines

- 030201 Espresso machines
- 030202 Coffee machines
- 030203 Fully automatic coffee machines for husks and capsules
- 030204 Roasting machines
- 030205 Coffee grinders
- 030299 Other coffee-making machines

040000 Other vending machines**Cold drink vending machines**

- 040101 Table-top cold drinks dispensers
- 040102 Cold drink vending machines (cans and/or bottles)
- 040103 Cold drink vending machines (drink cartons)
- 040104 Post-mix/pre-mix cold drink vending machines
- 040105 Cold drink dispensers
- 040199 Other cold drink vending machines

Watercoolers

- 040201 Bottled watercoolers
- 040202 Point-of-use watercoolers (PoU)
- 040299 Other watercoolers

Snack and food vending machines

- 040301 Table-top snack and food machines

- 040302 Machines for preparing ready-meals/hot snacks
- 040303 Bread machines/baguette machines
- 040304 Ice cream machines
- 040305 Chewing gum machines
- 040306 Menu machines
- 040307 Pizza machines, spaghetti machines
- 040308 Machines for French fries
- 040309 Popcorn machines
- 040310 Snack vending machines for confectionery etc./spiral vending machines

- 040311 Frozen food vending machines
- 040312 Catering vending machines
- 040313 Sausage machines
- 040314 Combined drinks/snacks machines
- 040399 Other snack and food vending machines

Machines for nonfood products

- 040401 Machines for gift items
- 040402 Machines for hygiene products/cosmetics/ condoms
- 040403 Machines for flowers
- 040404 Newspaper vending machines
- 040405 Magazine vending machines
- 040406 Cigarette machines
- 040407 Vending machines for electronic products
- 040499 Machines for packed products (at normal temperature)

Other service machines

- 040501 Automatic money changers
- 040502 Automatic in-store amusements for children
- 040503 Machines for returned bottles, cans or cups
- 040504 Token machines
- 040505 Vending machines for toys
- 040506 Game pads
- 040507 Vending machines for services
- 040508 Machines for parking area management
- 040509 Access control machines
- 040599 Other service machines

050000 Machine accessories/Components and spare parts**Accessories/spare parts/components in vending machines**

- 050101 Refuse containers
- 050102 Post-mix and pre-mix containers
- 050103 Containers for additives
- 050104 Containers for hot drinks
- 050105 Seals
- 050106 Cup dispensers
- 050107 Push switches
- 050108 Mountings/fittings
- 050109 Coffee filters
- 050110 Monitors for checking liquid levels
- 050111 Monitors for checking water volumes
- 050112 Motors
- 050113 Relay
- 050114 Rotary pumps
- 050115 Collecting containers for cups
- 050116 Hoses
- 050117 Collecting containers for cans
- 050118 Thermostats
- 050119 Vibration pumps
- 050120 Water filters
- 050121 Energy controller
- 050122 Heating spiral
- 050123 Windows
- 050124 Grinders
- 050125 Control technology
- 050199 Other accessories/spare parts/components in Vending machines

Accessories/spare parts/componentes for vending machines

- 050201 Refuse containers in front of vending machines
- 050202 Vending machine casings/frets for vending Machines and equipment

Main exhibitor/Co-exhibitor:

Client number:

0 8 8 0

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<input type="checkbox"/>	050203	Cupboards for vending machines
<input type="checkbox"/>	050204	Anti-burglary and security systems
<input type="checkbox"/>	050205	Safety locks/security systems
<input type="checkbox"/>	050206	Displays/monitors
<input type="checkbox"/>	050207	Audio/video systems
<input type="checkbox"/>	050208	Receipt Printers
<input type="checkbox"/>	050209	Luminaires
<input type="checkbox"/>	050210	Foils, adhesive lettering
<input type="checkbox"/>	050299	Other accessories for vending machines

060000 Payment Systems, Remote data transmission**Payment systems**

<input type="checkbox"/>	060101	Coin switching units
<input type="checkbox"/>	060102	Cash dispensers/hoppers
<input type="checkbox"/>	060103	Banknote reading devices
<input type="checkbox"/>	060104	Banknote counting systems
<input type="checkbox"/>	060105	Mobile payment/mobile radio payment systems
<input type="checkbox"/>	060106	Payment systems (magnetic cards)
<input type="checkbox"/>	060107	Payment systems (chip card/key)
<input type="checkbox"/>	060108	Card reading devices
<input type="checkbox"/>	060109	Other cashless payment systems
<input type="checkbox"/>	060110	Electronic wallets
<input type="checkbox"/>	060111	Money changers
<input type="checkbox"/>	060112	Coins/tokens
<input type="checkbox"/>	060113	Control systems
<input type="checkbox"/>	060114	Payment systems (non-contacting)

Remote data transmission

<input type="checkbox"/>	060201	Online shop systems
<input type="checkbox"/>	060202	Web-based portals
<input type="checkbox"/>	060203	EDI/Web EDI
<input type="checkbox"/>	060204	Internet/intranet
<input type="checkbox"/>	060205	Debit/Credit card processing
<input type="checkbox"/>	060206	Portable data terminals
<input type="checkbox"/>	060207	Vending machine invoicing systems/merchandise Management systems
<input type="checkbox"/>	060208	CRM systems
<input type="checkbox"/>	060209	Data control systems
<input type="checkbox"/>	060210	Wi-Fi, RFID and connectivity
<input type="checkbox"/>	060211	Mobile communications
<input type="checkbox"/>	060212	Mobile data entry devices

Kiosk Systems

<input type="checkbox"/>	060301	Self-Service Kiosks/Terminals
<input type="checkbox"/>	060302	Technologies for kiosk systems
<input type="checkbox"/>	060303	Accessories/services for kiosk systems

070000 Vending machine cups/Disposable tableware/packaging

<input type="checkbox"/>	070101	Vending machine cups
<input type="checkbox"/>	070102	Disposable cutlery/tableware/packaging
<input type="checkbox"/>	070103	Chinaware
<input type="checkbox"/>	070104	Swizzle sticks

080000 Services and accessories for operators and coffee house proprietor**Financial**

<input type="checkbox"/>	080101	Vending machine invoicing systems
<input type="checkbox"/>	080102	Bank/organizations
<input type="checkbox"/>	080103	Payment system services
<input type="checkbox"/>	080104	Money handling companies
<input type="checkbox"/>	080105	Leasing companies
<input type="checkbox"/>	080106	Payment system servicing
<input type="checkbox"/>	080107	Money counting and sorting machines
<input type="checkbox"/>	080108	Coin packaging machinery
<input type="checkbox"/>	080109	Safe
<input type="checkbox"/>	080199	Other financial services

Marketing/Advertising

<input type="checkbox"/>	080201	Architecture and shop design
<input type="checkbox"/>	080202	Vending machine branding and vending areas branding
<input type="checkbox"/>	080203	Telemarketing services
<input type="checkbox"/>	080204	Visual merchandising

<input type="checkbox"/>	080299	Other marketing services
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Other services/accessories

<input type="checkbox"/>	080301	Vending machine servicing
<input type="checkbox"/>	080302	Consulting
<input type="checkbox"/>	080303	e-logistics and Internet services
<input type="checkbox"/>	080304	Facility management
<input type="checkbox"/>	080305	Fleet management
<input type="checkbox"/>	080306	Planning, engineering
<input type="checkbox"/>	080307	Project management
<input type="checkbox"/>	080308	Service vehicles
<input type="checkbox"/>	080309	Software
<input type="checkbox"/>	080310	Telephone systems/telephone network operators
<input type="checkbox"/>	080311	Transport companies
<input type="checkbox"/>	080312	Vending management
<input type="checkbox"/>	080313	Merchandise management systems
<input type="checkbox"/>	080314	Interior furnishings
<input type="checkbox"/>	080315	Equipment for service vehicles
<input type="checkbox"/>	080316	Storage fittings for vending machine filling products
<input type="checkbox"/>	080317	Cleaning equipment
<input type="checkbox"/>	080318	Cleaning materials
<input type="checkbox"/>	080319	Transport means for vending machines and filling products
<input type="checkbox"/>	080320	Tools
<input type="checkbox"/>	080321	Promotion vehicles
<input type="checkbox"/>	080322	Working clothing
<input type="checkbox"/>	080323	Waste disposal
<input type="checkbox"/>	080399	Other accessories

Vending zones

<input type="checkbox"/>	080401	Cafés
<input type="checkbox"/>	080402	Convenience shops, petrol station stores
<input type="checkbox"/>	080403	In-store restaurants
<input type="checkbox"/>	080404	Kiosks
<input type="checkbox"/>	080405	Snack, fast food
<input type="checkbox"/>	080406	Bars and restaurants
<input type="checkbox"/>	080407	Newspaper and tobacco stores
<input type="checkbox"/>	080408	Photo stores
<input type="checkbox"/>	080409	Shopping centers/shopping malls
<input type="checkbox"/>	080410	System solutions

090000 Operator

<input type="checkbox"/>	090101	Fully operating
<input type="checkbox"/>	090102	Partially operating

100000 Organizations/Associations

<input type="checkbox"/>	100101	Trade magazines
<input type="checkbox"/>	100102	Organizations
<input type="checkbox"/>	100103	Associations
<input type="checkbox"/>	100104	Magazines/publishers
<input type="checkbox"/>	100104	Certifier/Seals/Standards

Koelnmesse GmbH
 Postfach 21 07 60
 50532 Köln
 Deutschland
 Tel. +49 221 821-2994
 Fax +49 221 821-3437
 E-Mail: tickets@koelnmesse.de



09.-11.05.2019

0 8 8 0

Client number:

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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 _____

In accordance with the Conditions of Participation we apply herewith for the following exhibitors' passes in addition to those to which we are already entitled for our stand area

_____ exhibitors' passes/30.00 EUR (incl. statutory VAT) each

We would like to additionally order delivery via courier

- Inside Germany Euro 12.00 (including 19% VAT)**
- Outside Germany Euro 10.00 (including 19% VAT)**

Exhibitor cards and cards for stand construction personnel

Each exhibitor receives **free of charge** and valid for the period from the day on which assembly work begins to the final day of dismantling.

- 3 passes for a stand up to 20 sqm in area,
 - 1 pass for each further unit or part unit of 10 sqm up to a stand area of 100 sqm,
 - 1 pass for each further unit or part unit of 20 sqm above this area.
- The passes are sent to exhibitors together with the invoice.

We are aware that:

Exhibitor passes are valid during the fair, as well as the build up and dismantling period for stand personell only. Additional exhibitor passes cannot be returned after they have been invoices.

X

Place, Date, Legally binding signature and company stamp

Koelnmesse GmbH
 Postfach 21 07 60
 50532 Köln
 Germany
 Fax +49 221 821-99 3505
 euvend-coffeena@koelnmesse.de
 www.euvend-coffeena.com



Hall/Aisle/Stand _____

Infoscout
 Trade agents sought

Please note pages 2, 3 and 4!

Z.03

09.-11.05.2019

Company _____

Department, contact person _____

Full address _____

Tel. _____

Fax _____

E-Mail _____

Stand description

Hall	Aisle	Stand no.	Aisle	Stand no.

Stand tel. no.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

For the countries/postal areas mentioned below we want a commercial agent.

Country/countries (Please use the codes from the list on page Z.03 / 3)

1. <input style="width: 40px;" type="text"/>	2. <input style="width: 40px;" type="text"/>	3. <input style="width: 40px;" type="text"/>	4. <input style="width: 40px;" type="text"/>	5. <input style="width: 40px;" type="text"/>	6. <input style="width: 40px;" type="text"/>	7. <input style="width: 40px;" type="text"/>
8. <input style="width: 40px;" type="text"/>	9. <input style="width: 40px;" type="text"/>	10. <input style="width: 40px;" type="text"/>	11. <input style="width: 40px;" type="text"/>	12. <input style="width: 40px;" type="text"/>	13. <input style="width: 40px;" type="text"/>	14. <input style="width: 40px;" type="text"/>

Postcodes (Germany only)

1. <input style="width: 80px;" type="text"/>	2. <input style="width: 80px;" type="text"/>	3. <input style="width: 80px;" type="text"/>	4. <input style="width: 80px;" type="text"/>	5. <input style="width: 80px;" type="text"/>
6. <input style="width: 80px;" type="text"/>	7. <input style="width: 80px;" type="text"/>	8. <input style="width: 80px;" type="text"/>	9. <input style="width: 80px;" type="text"/>	10. <input style="width: 80px;" type="text"/>

Product numbers according to list of products (Form 1.30)

1. <input style="width: 60px;" type="text"/>	2. <input style="width: 60px;" type="text"/>	3. <input style="width: 60px;" type="text"/>	4. <input style="width: 60px;" type="text"/>	5. <input style="width: 60px;" type="text"/>
6. <input style="width: 60px;" type="text"/>	7. <input style="width: 60px;" type="text"/>	8. <input style="width: 60px;" type="text"/>	9. <input style="width: 60px;" type="text"/>	10. <input style="width: 60px;" type="text"/>
11. <input style="width: 60px;" type="text"/>	12. <input style="width: 60px;" type="text"/>	13. <input style="width: 60px;" type="text"/>	14. <input style="width: 60px;" type="text"/>	

Free choice of text (as in specimen at page Z.03 /4)

"Infoscout" – Visitor Information System

Your contact information as provided on Form 1.10, as well as your registered product groups, will be made available to interested visitors at the information stands in the halls during the trade fair. In addition, you may use Koelnmesse's "Infoscout" electronic information system to publish **vacancies for trade representatives**. Exhibitors and visitors can use the "Infoscout" system free of charge.

"Infoscout" can provide visitors with the following information:

- **Which exhibitor is showing products XY?**
"Infoscout" takes this information from your application form 1.10 and your registered product groups.
- **Where do I find company XY?**
Here again "Infoscout" uses the information provided on your application form 1.10. Please check whether all companies exhibiting with you or represented by you have been registered.

If you wish to publish vacancies for trade representatives we require the following information:

- Where does a trade agent find firms who are still looking for representatives in several regions?
You can provide this information in German or English. For a specific product, as defined in the list of products, you can enter the desired national code/postal code and a freely variable text. The recording capacity here is limited to a maximum of 14 national codes, max. 10 postal codes, max. 14 product numbers and max. 407 letters in freely variable text. Possibly the CDH – Central Federation of German Trade Agents and Merchant Brokers Associations – will write to you separately about this question.

Should the available number of entries be insufficient for your requirements, please request separate additional forms. Please take into account the above-mentioned capacities.

Supplementary to this information in "Infoscout", the system can provide answers to the following questions:

- Service facilities in the exhibition centre including the open restaurants
- Cologne restaurants and pubs
- Wanted persons announcements
- Lost / Found
- Supporting events
- Congresses
- Seminars
- Company events

Please do not forget to include your customer number on every form. You will find it on your stand confirmation note.

Countries

Germany	004	Djibouti	338	Lesotho	395	Rwanda	324
Afghanistan	660	Dominican Republic	456	Liberia	268	San Marino	047
Albania	070	Ecuador	500	Libya	216	Sao Tome and Principe	311
Algeria	208	Egypt	220	Liechtenstein	037	Saudi-Arabia	632
American Oceania	457	El Salvador	428	Lithuania	055	Senegal	248
Andorra	043	Equatorial Guinea	310	Luxembourg	018	Seychelles	355
Angola	330	Eritrea	336	Macau	743	Sierra Leone	264
Antigua and Barbuda	459	Estonia	053	Macedonia	096	Singapore	706
Argentina	528	Ethiopia	334	Madagascar	370	Slovakia	063
Armenia	077	Faroe Islands	041	Malawi	386	Slovenia	091
Aruba (Netherl. Antilles)	474	Fiji	815	Malaysia	701	Somalia	342
Australia	800	Finland	032	Maldives	667	South Afrika	388
Austria	038	France	001	Mali	232	South Sudan	912
Azerbaijan	078	French Polynesia (Tahiti)	822	Malta	046	Spain	011
Bahamas	453	Gabon	314	Martinique	462	Sri Lanka	669
Bahrain	640	Gambia	252	Mauretania	228	St. Helena	329
Bangladesh	666	Georgia	076	Mauritius	373	St. Lucia	465
Barbados	469	Ghana	276	Mexico	412	St. Pierre and Miquelon	408
Belarus	073	Gibraltar	044	Moldova	074	St. Vincent and the Grenadines	467
Belgium	017	Great Britain	006	Monaco	001	Sudan	224
Belize	421	Greece	009	Mongolia	716	Surinam	492
Benin	284	Greenland (Denmark)	406	Montserrat	470	Swaziland	393
Bermuda	413	Grenada	473	Morocco	204	Sweden	030
Bhutan	675	Guadeloupe	458	Mozambique	366	Switzerland	039
Bolivia	516	Guatemala	416	Myanmar	676	Syria	608
Bosnia-Herzegovina	093	Guinea-Bissau	257	Namibia	389	Taiwan	736
Botswana	391	Guyana	488	Nauru	803	Tajikistan	082
Brasil	508	Haiti	452	Nepal	672	Tanzania	352
British Oceania	468	Honduras	424	Netherlands Antilles	478	Thailand	680
Brunei	703	Hong Kong	740	New Caledonia	809	The Netherlands	003
Bulgaria	068	Hungary	064	New Zealand	804	The Philippines	708
Burkina Faso	236	Iceland	024	Nicaragua	432	Togo	280
Burundi	328	India	664	Niger	240	Trinidad and Tobago	472
Cambodia	696	Indonesia	700	Nigeria	288	Tunisia	212
Cameroon	302	Iran	616	Norway	028	Turkey	052
Canada	404	Iraq	612	Oman	649	Turkmenistan	080
Cap Verde	247	Israel	624	Pakistan	662	Uganda	350
Central African Republic	306	Italy	005	Panama	442	Ukraine	072
Chad	244	Ivory Coast (Côte d'Ivoire)	272	Papua New Guinea	801	United Arab Emirates	647
Chile	512	Jamaica	464	Paraguay	520	United States	400
China	720	Japan	732	Peru	504	Uruguay	524
Colombia	480	Jordan	628	Poland	060	Uzbekistan	081
Comoros	375	Kazakhstan	079	Portugal	010	Vatican City	045
Congo	318	Kenya	346	Puerto Rico	400	Venezuela	484
Costa Rica	436	Korea	728	Qatar	644	Vietnam	690
Croatia	092	Kuwait	636	Republic of Guinea	260	Western Samoa	819
Cuba	448	Kyrgyzstan	083	Republic of Ireland	007	Yemen	653
Cyprus	600	Laos	684	Réunion	372	Zambia	378
Czech Republic	061	Latvia	054	Romania	066	Zimbabwe	382
Denmark	008	Lebanon	604	Russia	075		

Conditions of Participation Special Section



Eu'Vend & coffeena
International Vending and Coffee Fair

1 Organiser, event, venue and dates, visitor admission

1.1 Name

Eu'Vend & coffeena is being organised by Koelnmesse GmbH, Messeplatz 1, 50679 Köln, Germany.

Conceptual sponsor of Eu'Vend is German Vending Association (BDV), Universitätsstraße 5, 50937 Köln, Germany.

It will be held at the Koelnmesse exhibition centre from Thursday, 09.05.2019 to Saturday, 11.05.2019.

1.2 Opening times

For exhibitors: 09.-10.05.2019 from 08:00 a.m. to 07:00 p.m.
11.05.2019 from 08:00 a.m. to 05:00 p.m.
For visitors: 09.-10.05.2019 from 09:00 a.m. to 06:00 p.m.
11.05.2019 from 09:00 a.m. to 04:00 p.m.

1.3 Stand construction and dismantling

Stand construction may begin at 7:00 a.m. on Sunday, 05th May 2019. On 5th until 7th May 2019 the hall is open from 7:00 a.m. until midnight every day. On 8th May 2019 the hall is open from 7:00 a.m. until 8:00 p.m.

Construction must be completed by no later than 8:00 p.m. on Wednesday, 8th May 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 4:00 p.m. on Saturday, 11th May 2019. Dismantling of all stands and exhibits must be finished by 12:00 p.m. (noon) on Monday, 13th May 2019.

1.4 Visitor admission

Eu'Vend & coffeena is a trade fair. Only trade visitors are admitted.

2 Eligibility to participate

2.1 Exhibitors

Only manufacturers that are entered in the commercial register or in the Handicrafts Register are permitted to participate at Eu'Vend & coffeena. Such producers may only exhibit products that correspond to the focus of the event (see the List of Goods). 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 Goods, Form 1.30. The products must be new ex-works. Products and services that do not correspond to the List of Goods and used products may not be exhibited or offered.

2.2 Co-exhibitors

The participation of co-exhibitors at Eu'Vend & coffeena is possible. A special application and the 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

3.1.1 Participation fee: per m² of floor space

at registration by 14. September 2018 209,00 EUR
at registration from 15. September 2018 229,00 EUR

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 second storey is measured with technical precision and calculated at 50% of the price per m² 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 (AUMA) charges you a fee of 0.60 EUR cents per m² for representing your interests. Koelnmesse has agreed to take over calculating and collecting the fees in the name of, and on the account of AUMA. More detailed information is available at www.auma-messen.de.

3.3 Energy costs

9.50 EUR per m² of occupied stand area as a proportional flat-rate energy fee.

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 services shall be assessed on the basis of the services charged for the previous event. For exhibitors who have not participated in the previous event, the down payment shall total to 30.50 Euro per square metre – plus the costs for the obligatory marketing services (Marketing Package); see Item 7.2, Special 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 250.00 EUR per company will be charged. The price of the Marketing Package is not included in this fee (see Item 7.2). The co-exhibitor fee remains payable should the co-exhibitor not participate in the event.

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 Conditions).

3.7 VAT

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

3.7.1 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.

3.7.2 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.

3.8 Costs in the event of non-participation

3.8.1 After receipt of admission/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 amounting to 25% of the participation fee, but at least 1,000.00 EUR, when Koelnmesse succeed to rent the space to another exhibitor.

3.8.2 Stand construction by Koelnmesse

3.8.2.1 Stand construction by Koelnmesse - Complete stands

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 6 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 Service is entitled to charge a flatrate 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.

3.8.2.2 Stand construction by Koelnmesse - Individual stands and turnkey system stands

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

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

4 Stand sizes and construction

4.1 Stand size

The minimum stand size is 12 m². 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 from www.koelnmesse-service-portal.de. 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

Stand construction and design must adhere to all regulations that are valid in Germany (including the special construction regulation, 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 sign writers 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 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 5 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 permissible 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 immediately responded to. 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 (KSP).

5 Exhibitor passes and work passes NEW

5.1 Receipt of the 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:

- Three passes for a stand up to 20 m²
- One pass for each additional 10 m² or part thereof up to a stand size of 100 m²
- One pass for each additional 20 m² or part thereof

The passes are sent together with the invoice for your stand. If more exhibitor passes are needed for stand personnel, they can be requested from the Exhibitor Support of Koelnmesse for a fee. You will also receive free passes that allow your personnel access to the fair grounds during the construction and dismantling periods. 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. The passes are also sent together with the invoice for your stand. All passes are for specific individuals and are non-transferable.

5.2 Exchange and return of passes

All passes are for specific individuals and are non-transferable. If there is a change of the stand personnel during the event, the used exhibitor passes (i.e. passes bearing a name) can be exchanged for new passes one time only free of charge. The passes are issued by the Exhibitor Service Centre and must 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 trade nature of the event, direct sales of exhibits or samples at the stands 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.

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) NEW

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
- Ten product group entries in the fair catalogue
- Unlimited number of product groups in the app and the online exhibitor search
- Inclusion and activation for Matchmaking365
- Activation for the Schedule Organiser Online
- Provision of unlimited number of admission ticket vouchers requiring registration

The components of these media for co-exhibitor and other represented companies are as follows:

- Entry in the alphabetical list of exhibitors in all available fair media
- Ten product group entries in the fair catalogue
- Unlimited number of product groups in the app and the online exhibitor search

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 other represented companies and costs:

Euro 729.00 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.

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, 1.21 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

9.1 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
- Advertising measures for fairs which are not completely or partly carried out by Koelnmesse

The exhibitor bears responsibility for the legality of competitions, raffles etc.

9.2 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 these cases.

9.3 Dismantling the trade fair stand and/or the product presentation before the official end of the event represents a serious breach of the Conditions of Participation. In the event of any violation of this condition, Koelnmesse GmbH is entitled to impose a fine of up to 5,000.00 EUR (depending on the severity of the violation) for each such violation and/or to exclude the exhibitor from subsequent events.

10 "Infoscout" – Information service for visitors

Your contact information as provided on Form 1.10, as well as your registered product groups, will be made available to interested visitors at the information stands in the halls during the trade fair. In addition, you may use Koelnmesse's "Infoscout" electronic information system to publish **vacancies for trade representatives**.

Please use form Z.03 to specify this offer in terms of products, countries or regions. Exhibitors and visitors can use the "Infoscout" system free of charge.

11 Requirement for a written document

All declarations must be specified in writing.

12 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.

13 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. 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.

