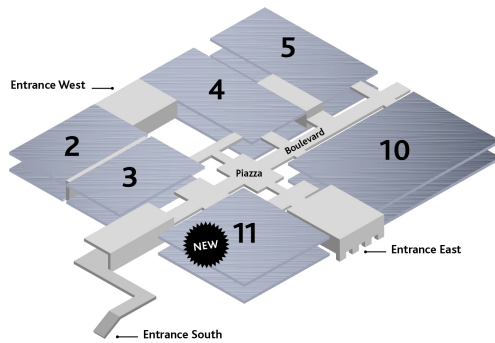


## Essential information

Please also refer to our enclosed Conditions of Participation.



## The registration documents include

Essential information

The forms:

- 1.10 Registration for main exhibitors\*
  - 1.11 Enclosure to the registration for main exhibitors
  - 1.20 Registration for co-exhibitors\*
  - 1.30 List of products\*
  - 1.12 Registration for group presentations
  - 1.13 Registration for exhibitors in a group presentation
  - Z.01 Exhibitors' passes against payment
  - Z.03 Infoscout (Trade representative search)
  - Conditions of participation special section
  - Conditions of participation general section
- \*Must be returned**

## 1 Opening times

For exhibitors:

- March 1-3: from 8:00 a.m. to 7:00 p.m.
- March 4: from 8:00 a.m. to **5:00 p.m.**

For visitors:

- March 1-3: from 9:00 a.m. to 6:00 p.m.
- March 4: from 9:00 a.m. to **5:00 p.m.**

## 2 Registration

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

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

## 3 Participation fees

**Participation fees (per m<sup>2</sup> floor area):**

**The space rental amounts:**

- Application until 31st May 2019\*:** EUR 194.00 for each m<sup>2</sup>
- Application until 31st October 2019\*:** EUR 209.00 for each m<sup>2</sup>
- Application from 1st November 2019\*:** EUR 219.00 for each m<sup>2</sup>

**\*date of receipt by Koelnmesse**

In addition, a flat rate electricity fee of EUR 11.00 per m<sup>2</sup> and an AUMA fee\* of EUR 0.60 per m<sup>2</sup> are charged.

Minimum stand area is 12 m<sup>2</sup>.

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

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 20.50 per m<sup>2</sup> - plus the costs for the obligatory marketing services (Marketing Package); see Item 7.2, Special Participation Conditions.



INTERNATIONALE EISENWARENMESSE

KÖLN

1–4 March 2020

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

## 4 Turnkey stands / Koelnmesse Service Stands

Tel. +49 221 821-3998, Fax +49 221 821-3999

E-mail: [services@exhibitor.koelnmesse.de](mailto:services@exhibitor.koelnmesse.de)

Koelnmesse GmbH offers turnkey stands. Why not take advantage of this service? These stands are available in various designs. You will find more detailed information on our website

[www.eisenwarenmesse.com](http://www.eisenwarenmesse.com)

## 5 Construction times

- Monday, 24th February 2020, 7:00 a.m. to 10:00 p.m.
- Tuesday, 25th February 2020, 7:00 a.m. to 10:00 p.m.
- Wednesday, 26th February 2020, 7:00 a.m. to 10:00 p.m.
- Thursday, 27th February 2020, 7:00 a.m. to midnight
- Friday, 28th February 2020, midnight to midnight
- Saturday, 29th February 2020, midnight to **8:00 p.m.**

**Construction must be completed by 8:00 p.m. on Saturday 29th February 2020. The aisles must be completely cleared by this time.**

The time for stand assembly may only be extended after an written application has been submitted to Koelnmesse and the extension is approved. Such extensions are subject to a fee of 800.00 EUR per day.

## 6 Dismantling times

- Wednesday, 4th March 2020, **5:00 p.m.** to midnight
- Thursday, 5th March 2020, midnight to midnight
- Friday, 6th March 2020, 7:00 a.m. to midnight
- Saturday, 07th March 2020, 7:00 a.m. to **12:00 a.m.**

The stand may not be partially or completely cleared, nor may exhibits be packed away, **before 5:00 p.m. on 4th March 2020**. In the event of any infringement, Koelnmesse GmbH reserves the right to impose a **contractual penalty of up to Euro 5,000.00** and/or refuse the exhibitor permission to participate in the next event.

**Dismantling must be completed by 12:00 a.m. on Saturday 07th March 2020. The aisles must be completely cleared by this time.**

## 7 Stand confirmation

Once your company has been accepted for participation, you will receive confirmation of your stand **as of August 2019**.

## 8 Technical guidelines / services

You may download the Technical Guidelines from the trade fair website or from [www.koelnmesse-service-portal.com](http://www.koelnmesse-service-portal.com). You also have the option of requesting the Technical Guidelines in printed form and on CD-ROM. Our entire range of services can be ordered online at the Koelnmesse Service Portal. You will receive your log-in data in a separate letter with your stand confirmation in or after August 2019.

**Please take note of the submission deadlines for the order forms!**

## 9 Maximum stand height / special constructions

The maximum permissible stand height is 3.0 metres. This is also the maximum allowable height for all company and product signs and all types of advertising.

In exceptional cases Koelnmesse can approve (against payment) advertising upside the stand construction of 3.0 metres (see Item 4 of the Special Section of the Conditions of Participation). If your stand deviates from the construction guidelines in any way or you are planning to have special constructions (i.e. roof constructions, discussion booths) or two-story constructions, please submit your plans to Koelnmesse (Exhibition Technology and Realization) **in duplicate for perusal no later than six weeks prior to the beginning of the event**. In addition, lighting equipment may be suspended from the hall ceiling. Please note that for any objects hanging from the hall ceiling, neither the lighting equipment nor its mounts may be connected to the stand construction.

## 10 Scale-drawings of stands

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

## 11 Withdrawal and non-participation

If you withdraw your application to participate before you receive the acceptance/stand area confirmation, you will have to pay a fee of 600.00 EUR. The contractual relationship can no longer be terminated once the stand has been bindingly registered and confirmed\*. 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 company, 25% of the participation fee will be charged to defray the costs incurred. If the stand cannot be re-rented, the full participation fee must be paid.

\*see "Conditions of Participation General Section", item II.

## 12 Invoicing

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

## 13 Exhibitor passes

With the invoice, 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 m<sup>2</sup>
- one pass for each further unit or part unit of 10 m<sup>2</sup> up to a stand area of 100 m<sup>2</sup>
- one pass for each further unit or part unit of 20 m<sup>2</sup> above 100 m<sup>2</sup>

Additional exhibitor passes can be ordered at Koelnmesse against payment. (Order form Z.01, folder of application)

## 14 Work passes

Together with the invoice, you will also receive free-of-charge work passes to allow your company's personnel access to the fairgrounds for purposes of construction and dismantling:

- four passes for a stand of up to 20 m<sup>2</sup>
- one pass for each further unit or part unit of 10 m<sup>2</sup> up to a stand area of 100 m<sup>2</sup>
- one pass for each further unit or part unit of 20 m<sup>2</sup> above 100 m<sup>2</sup>

## 15 Marketing services (Marketing Package)

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

Euro 1249.00 per main exhibitor, group organiser and group participant  
Euro 250.00 per co-exhibitor

Our official contractual partners will provide you with all order information and documents for the marketing services offered. Please note that your company's participation requires Koelnmesse's approval. Therefore, this approval is also a prerequisite for any offers or order confirmations. Please note: **The editorial and advertising deadline is 07/01/2020.**

### Unofficial lists of exhibitors

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

## 16 Koelnmesse representatives abroad

Koelnmesse has representative offices in over 80 countries. They will gladly assist you at any time. A list can be found in the registration documents and on the Internet at [www.koelnmesse.de](http://www.koelnmesse.de)

## 17 "Infoscout" – Visitor Information System

Information about your company, as provided on Forms 1.10 to 1.30, 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**. You can use the attached 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**.

## 18 Important contacts

	Tel.: +49 221 821-	Fax: +49 221 821-
Project Manager, Mr. Becker	-2476	-3003
Sales Manager Exhibitors, Mr. Hein	-2426	-3006
Sales Manager Exhibitors, Mr. Falk	-2078	-3006
Sales Manager Exhibitors, Ms. Wolber	-3893	-3006
Project Assistant, Ms. Détrie	-2393	-3006
Press	-2528, -2908	-3544
Protocol	-2502	-3402
Accounts department	-2378	-2506
Exhibitor support – Additional exhibitor and work passes, admission ticket vouchers – Technical services	-2991 -3910, 3575,3672	-3437 -3944
Congresses, special events, conference rooms	-2223	-3430
Security office east	-2550, -2549	-3450
Security office north	-2551, -2552	-3780
Turnkey stands Koelnmesse Service	-3998	-3999
Marketing Services / Marketing Advertising / Advertising Material	-2824	marketingpaket@k- oelnmesse.de
Event Engineering	-2773	-3419
Car parking	-3998	-3999
Traffic controlling (truck parking)	-2978	-3209
Forwarding agents (customs clearance/storage/transport) – Schenker	+49 221 981310	+49 221 981318890
Insurance	-3998	-3999
Security	-2456, -2818	-3435
Arranging personnel – Hostesses / service staff – Construction / dismantling stuff	+49 221 28492-05/-06 -2882	+49 221 2849207 +49 221 45559634
Restaurants/stand catering	+49 221 2848584	+49 221 2848599
Hotel accommodation	-3857	-3739



1-4 March 2020

Customer number:

0 0 3 0

\_\_\_\_\_

Name of main exhibitor:

## Registration

### for main exhibitor

Must be returned. List of products (Form 1.30) must be filled in for registration to be valid.

1.10

#### 1 Main exhibitor

##### 1.1 Address:

Company / name:

\_\_\_\_\_

Address:

\_\_\_\_\_

Town, postcode:

P.O. Box, postcode:

Country, state:

Tel.:

Fax:

E-Mail:

Internet:

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

Mr.  Ms.

Language of correspondence:  German  English  Sort alphabetically under the letter:

Contact person for the event is:

Mr.  Ms.

Tel.:

Fax:

E-Mail:

Position at the company:

##### 1.2 We are a/an:

- Manufacturer  Sales organization  
 Importer  Service provider  
 Trade representatives  Association / institution

##### 1.3 We are registered with the:

Commercial register

At the Magistrate Court in:

Commercial Register no.:

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

(Required information for companies from EU countries)

##### 1.5 We are a subsidiary / branch of the following company/ group:

Company / name:

Address:

Town, postcode:

Country / state:

##### 1.6 We belong to the following associations:

#### 2 Desired stand

(allocation as far as possible)

Area in m<sup>2</sup>

Frontal width in metres

min

max

Depth in metres

min

max

Type of stand:

Terrace stand

Corner stand

Two-Corner stand

Island stand

#### 2.1 According to the Conditions of Participation

##### 2.1.1 we order the following stand area at a price (excluding VAT) of:

Application until 31st May 2019\*: EUR 194.00 for each m<sup>2</sup>

Application until 31st October 2019\*: EUR 209.00 for each m<sup>2</sup>

Application from 1st November 2019\*: EUR 219.00 for each m<sup>2</sup>

\*date of receipt by Koelnmesse

plus EUR 11.00 per m<sup>2</sup> proportional energy costs\*

plus EUR 0.60 per m<sup>2</sup> AUMA fee\*

plus down payment for services (see Item 3.4, Special Participation Conditions)

plus EUR 1249.00 Marketing Package (see Item 7.2, Special Participation Conditions)

##### 2.1.2 the following "All-inclusive Stand Package" (Stand area and stand construction)

Application until 31st May, 2019

Application until 31st Oct., 2019

Application from 1st Nov., 2019

„Economy“ 320.30 €/m<sup>2</sup>\* 335.30 €/m<sup>2</sup>\* 345.30 €/m<sup>2</sup>\*

„Smart“ 326.50 €/m<sup>2</sup>\* 341.50 €/m<sup>2</sup>\* 351.50 €/m<sup>2</sup>\*

„Premium“ 386.70 €/m<sup>2</sup>\* 401.70 €/m<sup>2</sup>\* 411.70 €/m<sup>2</sup>\*

Price (plus state sales tax)

Detailed Specification of Services included see sheet S.12

#### 3 Exhibits

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

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

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

\* (see Item 3, Conditions of Participation, Special Section)

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 Online-Service Portal/ www.koelnmesse-service-portal.com (in particular the technical regulations and the conditions of Koelnmesse GmbH and the supplements contained in the order forms) are binding for our company.

#### Data Protection Notice:

You can read our Data Protection Notice in the complete participation documents and at any time under [www.koelnmesse.com/data-protection-notice](http://www.koelnmesse.com/data-protection-notice).

We would like to stay in touch with you in the future, in order to keep you appropriately informed of events and similar services. That's why we would like to ask for your consent to contact via electronic media.

I hereby permit Koelnmesse GmbH, as well as its responsible subsidiary abroad and its commercial agents, to send me information by e-mail about future similar trade fairs/events/platforms that are organized in Germany and abroad. A list of the subsidiaries and commercial agents of Koelnmesse GmbH, as well as further details about data protection, can be found in the complete document containing the participation documents. It can also be accessed at any time at [www.koelnmesse.com/data-protection-notice](http://www.koelnmesse.com/data-protection-notice). I can withdraw my consent at any time in the future (by sending an e-mail to [datenschutz-km@koelnmesse.de](mailto:datenschutz-km@koelnmesse.de))

X

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



0	0	3	0
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Name of main exhibitor:

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**Enclosure to the registration  
for main exhibitor**  
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:

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:

Language of correspondence:

German     English

**Please note:**

The registered company will be obliged to settle the invoice if the recipient of the invoice fails to effect payment.

**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:

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

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Contact person:

Position in the  
company:

Address:

Town ,  
postcode:

P.O. Box ,  
postcode:

Country /  
state:

Tel.:

Fax:

E-Mail:

Language of correspondence:

German     English

**Please note:**

You can read our Data Protection Notice in the complete participation documents and at any time under [www.koelnmesse.com/data-protection-notice](http://www.koelnmesse.com/data-protection-notice).





1-4 March 2020

Customer number:

0 0 3 0

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Group organizer:

## Registration for group presentation

1.12

### 1 The organizer of the group presentation

Sort alphabetically by organizer of group presentation under the letter:

#### 1.1 Address:

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

Address:

Town, postcode:

P.O. Box, postcode:

Country, state:

Tel.:

Fax:

E-Mail\*:

Internet\*:

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

Mr.  Ms.

Language of correspondence:

German  English

Contact person for the group presentation:

Mr.  Ms.

Tel.:

Fax:

E-Mail:

#### 1.2 We are:

- Manufacturer  Wholesaler  
 Importer  Trade representatives  
 General representatives  Association / institution  
 Service provider

#### 1.3 We are registered with the:

Commercial register

At the  
Magistrate Court in:

Commercial  
Register no.:

#### 1.4 Turnover tax ID number (VAT)

(Required information for companies from EU countries)

#### 1.5 We are a subsidiary/branch of the following company/group:

Company / name:

Address:

Town, postcode:

Country, state:

### 2 Stand area request:

(allocation as far as possible)

#### 2.1 We request following stand area for a group presentation\*\*:

We hereby order the following stand area in accordance with the Conditions of Participation at a price (excluding VAT) of:

**Application until 31st May 2019\*:** EUR 194.00 for each m<sup>2</sup>

**Application until 31st October 2019\*:** EUR 209.00 for each m<sup>2</sup>

**Application from 1st November 2019\*:** EUR 219.00 for each m<sup>2</sup>

**\*date of receipt by Koelnmesse**

plus EUR 11.00 per m<sup>2</sup> proportional energy costs\*\*

plus EUR 0.60 per m<sup>2</sup> AUMA fee\*\*

plus down payment for services\*\*

Minimum stand space 12 m<sup>2</sup> per group participant

A down payment for services will be charged. The amount depends on the services invoiced at the previous fair. For group organizers that did not take part in the previous event, the down payment amounts to 20.50 EUR per m<sup>2</sup> plus the costs for the obligatory marketing services (Marketing Package); see Item 7.2, Special Participation Conditions.

Area in m<sup>2</sup>

Frontal width in metres

min

max

Depth in metres

min

max

Type of stand:

Terrace stand

Two-corner stand

Corner stand

Island stand

\*\* (see Item 3, Conditions of Participation, Special Section)

#### 2.2 The group participation-fee amount for group participation is 400,00 Euro

### 3. Exhibits

**The List of Products (order form 1.30) must be filled in for your registration to be valid.**

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

#### Data Protection Notice:

You can read our Data Protection Notice in the complete participation documents and at any time under [www.koelnmesse.com/data-protection-notice](http://www.koelnmesse.com/data-protection-notice).

We would like to stay in touch with you in the future, in order to keep you appropriately informed of events and similar services. That's why we would like to ask for your consent to contact via electronic media.

I hereby permit Koelnmesse GmbH, as well as its responsible subsidiary abroad and its commercial agents, to send me information by e-mail about future similar trade fairs/events/platforms that are organized in Germany and abroad. A list of the subsidiaries and commercial agents of Koelnmesse GmbH, as well as further details about data protection, can be found in the complete document containing the participation documents. It can also be accessed at any time at [www.koelnmesse.com/data-protection-notice](http://www.koelnmesse.com/data-protection-notice).

I can withdraw my consent at any time in the future (by sending an e-mail to [datschutz-km@koelnmesse.de](mailto:datschutz-km@koelnmesse.de))

We will submit the names of the exhibitors in our group presentation in good time. This will be done by means of an Excel table. We have noted the "Important Information for Organizers of Group Stands" and will follow it.

By signing and returning this registration form, we acknowledge that the General, the Special Section EISENWARENMESSE and the Special Section for Group organizers and Group participants of Koelnmesse GmbH's Conditions of Participation as well as the stipulations of the Koelnmesse-Service-Portal (in particular the technical regulations and the conditions of Koelnmesse GmbH and the supplements contained in this form and the order forms) are binding for our company. We assume responsibility for ensuring that the exhibitors in our group presentation are aware of the stipulations mentioned and comply with them.



Place, date, legally binding signature and company stamp of the organizer of the group presentation

Please return to:

Koelnmesse GmbH  
P.O. box 21 07 60  
50532 Köln  
Germany  
Fax +49 221 821-3006  
eisenwaren@koelnmesse.de  
www.eisenwarenmesse.com



Customer number of group participant:

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Name of group organiser:

## Registration for exhibitors in a group presentation

# 1.13

Must be returned. Valid only in conjunction with filled out list of products/services (order form 1.30)!

### 1 The exhibitor at the group presentation

Sort alphabetically in the catalogue under the letter

#### 1.1 Address:

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

Address:

Town, postcode:

P.O. Box, postcode:

Country, state:

Tel.:

Fax:

E-Mail\*:

Internet\*:

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

Mr.  Ms.

Language of correspondence:

German  English

Contact person for the group presentation:

Mr.  Ms.

Tel.:

Fax:

E-Mail:

Position at the company:

#### 1.2 We are a/an:

- Manufacturer  Wholesaler  
 Importer  Trade representatives  
 General representatives  Association / institution  
 Service provider

#### 1.3 We are registered with the:

Commercial register

At the Magistrate Court in:

Commercial Register no.:

#### 1.4 Turnover tax ID number (VAT)

(Required information for companies from EU countries)

#### 1.5 We are a subsidiary/branch of the following company/group:

Company:

Address:

Town, postcode:

Country / state:

#### 1.6 We belong to the following associations:


#### 2 Stand area request:

(allocation as far as possible)

#### 2.1 We are exhibiting as part of the following group presentation:

#### 2.2 We request a stand area measuring\*\*:

Area in m<sup>2</sup>

Frontal width in metres min max

Depth in metres min max

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

#### 3 Products/services

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

#### Note:

\*\* The information entered in section 2.2 can be taken into account only in relation to the conditions existing at the trade fair in question. It is not a prerequisite for participation. Once admitted, an agreement of participation comes into effect between your company and the organiser of your group presentation. Should you have any further questions, please contact the organiser.

#### Data Protection Notice:

You can read our Data Protection Notice in the complete participation documents and at any time under [www.koelnmesse.com/data-protection-notice](http://www.koelnmesse.com/data-protection-notice).

We would like to stay in touch with you in the future, in order to keep you appropriately informed of events and similar services. That's why we would like to ask for your consent to contact via electronic media.

I hereby permit Koelnmesse GmbH, as well as its responsible subsidiary abroad and its commercial agents, to send me information by e-mail about future similar trade fairs/events/platforms that are organized in Germany and abroad. A list of the subsidiaries and commercial agents of Koelnmesse GmbH, as well as further details about data protection, can be found in the complete document containing the participation documents. It can also be accessed at any time at [www.koelnmesse.com/data-protection-notice](http://www.koelnmesse.com/data-protection-notice).

I can withdraw my consent at any time in the future (by sending an e-mail to [datenschutz-km@koelnmesse.de](mailto:datenschutz-km@koelnmesse.de))

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

The information above can be requested from the organiser of your group presentation or Koelnmesse GmbH at any time.



Place, date, legally binding signature and company stamp of the group participant



1-4 March 2020

Customer number:

0	0	3	0
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Main exhibitor:

**Registration for co-exhibitors\***

List of products (form 1.30) must be filled in for registration to be valid

**1.20**

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

The form has to be completely filled in and the main exhibitor has to sign it with a legally binding signature and submit it to Koelnmesse by 31st October 2019 at the latest.

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:

---

Country:

---

Tel.:

---

Fax:

---

E-Mail\*\*:

---

Internet\*\*:

---

Customer number:

0	0	3	0
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Register first letter of company name:

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

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

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

**The participation fee per co-exhibitor is to EUR 400.00 (plus VAT) and will be charged to the main exhibitors' account. This fee does not include the entry in the Marketing Package.**

Customer number:

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Register first letter of company name:

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

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

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

**The participation fee per co-exhibitor is to EUR 400.00 (plus VAT) and will be charged to the main exhibitors' account. This fee does not include the entry in the Marketing Package.**

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

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

**Please note:**  
You can read our Data Protection Notice in the complete participation documents and at any time under [www.koelnmesse.com/data-protection-notice](http://www.koelnmesse.com/data-protection-notice).



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



Bitte senden an:  
 Koelnmesse GmbH  
 Postfach 21 07 60  
 50532 Köln  
 Deutschland  
 Fax +49 221 821-3006



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Main exhibitor:

Customer no.: 

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**List of Products\***

\*Must be returned by  
 – Main exhibitor  
 – Co-exhibitor  
 Please fill in and return with your registration 1.10  
 (front page and filled in page/s)

1.30

**Name of main exhibitor**  
 (Please also fill in if co-exhibitor is indicated)

**Name(s) of co-exhibitor(s)**  
 (Please fill in a separate list of products for each co-exhibitor)

**TOOLS**

Manual hand-held tools  
 Power tools (hand-held, stationary) and accessories

**INDUSTRIAL SUPPLY**

Workshop and factory equipment  
 Protective equipment

**FASTENERS & FIXINGS,  
 FITTINGS**

Fixing and fastening technologies  
 Furniture and small fittings, decorative metalwares  
 Window fittings  
 Door locks, door fittings, keys  
 Safeguarding systems

**HOME IMPROVEMENT**

Chemical products  
 Interiors and Furnishings  
 Sanitaryware and fittings  
 Building materials, elements and accessories,  
 outside structures  
 Automotive supplies and accessories, two-wheeler  
 accessories  
 Smart home

**INDUSTRY SERVICES**

The 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.

**Our target/sales markets are:**

<p><b>Africa</b></p> <input type="checkbox"/> South Africa <input type="checkbox"/> West Africa <input type="checkbox"/> East Africa <input type="checkbox"/> North Africa	<p><b>The Americas</b></p> <input type="checkbox"/> USA <input type="checkbox"/> Canada <input type="checkbox"/> Mexico <input type="checkbox"/> Colombia <input type="checkbox"/> Brazil <input type="checkbox"/> Others Central America <input type="checkbox"/> Others South America	<p><b>Asia</b></p> <input type="checkbox"/> China <input type="checkbox"/> Japan <input type="checkbox"/> South East Asia <input type="checkbox"/> India <input type="checkbox"/> Middle East	<p><b>Europe</b></p> <input type="checkbox"/> Western Europe <input type="checkbox"/> Northern Europe <input type="checkbox"/> Southern Europe <input type="checkbox"/> Russia <input type="checkbox"/> Turkey <input type="checkbox"/> Others Eastern Europe	<p><b>Oceania</b></p> <input type="checkbox"/> Australia <input type="checkbox"/> New Zealand <input type="checkbox"/> Others Oceania
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Name of exhibitor:

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Customer no.:

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## Tools

<input type="checkbox"/>	<b>10000 Hand Tools</b>	<input type="checkbox"/>	10730 Socket wrenches and insets (including control tools)
<input type="checkbox"/>	10060 Axes	<input type="checkbox"/>	10710 Spades
<input type="checkbox"/>	10530 Barrel gauges, pin gauges, thread-wire gauges	<input type="checkbox"/>	10670 Spanners, including insert tools, box spanners
<input type="checkbox"/>	10080 Battery testers and chargers	<input type="checkbox"/>	10720 Special tools for certain trades (e.g. roofers, glaziers, till layers, plasterer etc.)
<input type="checkbox"/>	10140 Best drills and ratchet drills	<input type="checkbox"/>	10760 Spirit levels
<input type="checkbox"/>	10110 Bending tools	<input type="checkbox"/>	10070 Tape measures
<input type="checkbox"/>	10040 Body and fender tools	<input type="checkbox"/>	10780 Tool bags, tool boxes
<input type="checkbox"/>	10150 Bolt cutter	<input type="checkbox"/>	10790 Tool kits for domestic use and do-it-yourself
<input type="checkbox"/>	10170 Branding irons, driving punches	<input type="checkbox"/>	10770 Tool shafts and handles
<input type="checkbox"/>	10510 Bricklayers' tools	<input type="checkbox"/>	10120 Tools for metalsheets processing
<input type="checkbox"/>	10400 Calibrators	<input type="checkbox"/>	10240 Tools to insert
<input type="checkbox"/>	10550 Callipers	<input type="checkbox"/>	10220 Torque keys
<input type="checkbox"/>	10440 Cam shears	<input type="checkbox"/>	10210 Torque measurement systems
<input type="checkbox"/>	10050 Car tools, special	<input type="checkbox"/>	10190 Wire brushes, hand brushes
<input type="checkbox"/>	10420 Carpenters' pincers	<input type="checkbox"/>	10200 Wire shears
<input type="checkbox"/>	10100 Chisels, carving instruments	<input type="checkbox"/>	10010 Wire strippers, wire stripping tools
<input type="checkbox"/>	10520 Chisels, punches, punch drifts	<input type="checkbox"/>	<b>11000 Power Tools (hand-held, stationary) and accessories</b>
<input type="checkbox"/>	10430 Combination pliers	<input type="checkbox"/>	11550 Abrasive and polishing pastes
<input type="checkbox"/>	10700 Diagonal cutters	<input type="checkbox"/>	11560 Abrasive belts
<input type="checkbox"/>	10180 Digital measuring and indicator devices	<input type="checkbox"/>	11020 Band saws
<input type="checkbox"/>	10250 Electricians' tools	<input type="checkbox"/>	11030 Belt grinding machines
<input type="checkbox"/>	10270 Files and rasps	<input type="checkbox"/>	11735 Bench drills
<input type="checkbox"/>	10460 Fret saw blades for all materials	<input type="checkbox"/>	11040 Bending machines
<input type="checkbox"/>	10290 Gardening, agricultural and forestry tools	<input type="checkbox"/>	11524 Blasting cabinets
<input type="checkbox"/>	10260 Gauge blocks	<input type="checkbox"/>	11150 Bolt-setting equipment
<input type="checkbox"/>	10470 Gauges	<input type="checkbox"/>	11010 Boring tools
<input type="checkbox"/>	10740 Gluing tools	<input type="checkbox"/>	11810 Centre drills
<input type="checkbox"/>	10310 Hammers	<input type="checkbox"/>	11350 Chain saws, motor and electric
<input type="checkbox"/>	10360 Hand punches	<input type="checkbox"/>	11430 Circular saw blades
<input type="checkbox"/>	10330 Hand saw blades	<input type="checkbox"/>	11370 Circular saws
<input type="checkbox"/>	10340 Hand saws	<input type="checkbox"/>	11640 Collet chucks
<input type="checkbox"/>	10350 Hand shears for various materials	<input type="checkbox"/>	11630 Collets
<input type="checkbox"/>	10370 Hardness testing instruments	<input type="checkbox"/>	11360 Combination equipment for drilling, cutting, sawing, planning, grinding, turning etc.
<input type="checkbox"/>	10090 Hatchets	<input type="checkbox"/>	11620 Countersinks
<input type="checkbox"/>	10300 Hoes	<input type="checkbox"/>	11820 Cutting tools
<input type="checkbox"/>	10390 Insulated tools for electrical work up to 1000 volts	<input type="checkbox"/>	11740 Cutting, grinding and roughening wheels
<input type="checkbox"/>	10690 Joiners' and carpenters' tools	<input type="checkbox"/>	11230 Deburring machines
<input type="checkbox"/>	10540 Knives and blades	<input type="checkbox"/>	11240 Deburring tools
<input type="checkbox"/>	10450 Laser measurement and testing instruments	<input type="checkbox"/>	11180 Diamond cutting tools
<input type="checkbox"/>	10320 Manual deburring tools	<input type="checkbox"/>	11170 Diamond grinding wheels
<input type="checkbox"/>	10030 Marking tools	<input type="checkbox"/>	11100 Drill chucks
<input type="checkbox"/>	10560 Measuring screws	<input type="checkbox"/>	11120 Drilling machines
<input type="checkbox"/>	10230 Mechanical screw drivers	<input type="checkbox"/>	11220 Electric nibblers
<input type="checkbox"/>	10570 Micrometers	<input type="checkbox"/>	11200 Electric planers
<input type="checkbox"/>	10580 Nibblers	<input type="checkbox"/>	11130 Electric power screwdrivers
<input type="checkbox"/>	10280 Non-sparking tools	<input type="checkbox"/>	11530 End millers
<input type="checkbox"/>	10590 Paint brushes, ceiling brushes, painting rollers	<input type="checkbox"/>	11320 Engraving machines
<input type="checkbox"/>	10490 Painters' and decorators' tools	<input type="checkbox"/>	11330 Engraving tools
<input type="checkbox"/>	10585 Parallel blocks	<input type="checkbox"/>	11050 Flexible shafts
<input type="checkbox"/>	10600 Pincers	<input type="checkbox"/>	11315 Glass cutting tool
<input type="checkbox"/>	10160 Pinch-bars	<input type="checkbox"/>	11255 Grade machines
<input type="checkbox"/>	10620 Pipe cutters	<input type="checkbox"/>	11570 Grinding machines
<input type="checkbox"/>	10630 Pipe wrenches	<input type="checkbox"/>	11730 Gun drills
<input type="checkbox"/>	10380 Planes and cutting knives	<input type="checkbox"/>	11160 Hacksaw machines
<input type="checkbox"/>	10810 Pliers	<input type="checkbox"/>	11110 Hammer drills and electric hammers
<input type="checkbox"/>	10750 Pliers for water pumps	<input type="checkbox"/>	11830 Hole saws
<input type="checkbox"/>	10410 Plumbers' and fitters' tools	<input type="checkbox"/>	11720 Industrial brushes, machine brushes
<input type="checkbox"/>	10480 Punch	<input type="checkbox"/>	11770 Inserts
<input type="checkbox"/>	10640 Roundness gauges	<input type="checkbox"/>	11690 Jig saws
<input type="checkbox"/>	10500 Rules	<input type="checkbox"/>	11390 Laser cutting machines
<input type="checkbox"/>	10655 Scissors	<input type="checkbox"/>	11380 Laser marking machines
<input type="checkbox"/>	10680 Screw clamps, clamping tools	<input type="checkbox"/>	11400 Machine knives
<input type="checkbox"/>	10660 Screw drivers, -bits	<input type="checkbox"/>	11060 Machines for metalsheets processing
<input type="checkbox"/>	10610 Sectional metal shears	<input type="checkbox"/>	11410 Machines saw blades
<input type="checkbox"/>	10020 Separating equipment and tools	<input type="checkbox"/>	11420 Metal band saw blades
<input type="checkbox"/>	10800 Setsquares	<input type="checkbox"/>	11275 Milling Cutters
<input type="checkbox"/>	10130 Sheet metal shears	<input type="checkbox"/>	11260 Milling cutters, cutting wheels
<input type="checkbox"/>	10650 Shovels		

Name Hauptaussteller:

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Customer no.:

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<input type="checkbox"/>	11270	Milling heads
<input type="checkbox"/>	11280	Milling machines
<input type="checkbox"/>	11290	Mitre saws
<input type="checkbox"/>	11580	Other grinding materials
<input type="checkbox"/>	11700	Pad saw blades
<input type="checkbox"/>	11250	Paint spraying pistols
<input type="checkbox"/>	11505	Pipe processing machines
<input type="checkbox"/>	11340	Planing machines
<input type="checkbox"/>	11490	Polishing discs and belts
<input type="checkbox"/>	11480	Polishing machines
<input type="checkbox"/>	11680	Punching dies
<input type="checkbox"/>	11500	Reamers
<input type="checkbox"/>	11510	Reciprocating saw blades
<input type="checkbox"/>	11800	Right-angle grinders
<input type="checkbox"/>	11750	Ripping and oscillating saws
<input type="checkbox"/>	11165	Roofing tools
<input type="checkbox"/>	11590	Sanding paper
<input type="checkbox"/>	11520	Sawing and cutting-off machines
<input type="checkbox"/>	11300	Screw taps
<input type="checkbox"/>	11540	Side and face cutters
<input type="checkbox"/>	11470	Slab and tile saws
<input type="checkbox"/>	11440	Slot millers
<input type="checkbox"/>	11210	Small electric tools
<input type="checkbox"/>	11660	Spade drills
<input type="checkbox"/>	11670	Spray units
<input type="checkbox"/>	11710	Step drills
<input type="checkbox"/>	11190	Sticking knives
<input type="checkbox"/>	11450	Surface milling cutter
<input type="checkbox"/>	11460	Surface milling tools
<input type="checkbox"/>	11310	Thread milling cutters
<input type="checkbox"/>	11600	Threading dies
<input type="checkbox"/>	11790	Tool and cutter sharpeners
<input type="checkbox"/>	11786	Tool holders
<input type="checkbox"/>	11775	Tool-receiving sockets
<input type="checkbox"/>	11780	Tools and attachments for hot and cold forming
<input type="checkbox"/>	11784	Tools for embossing, stamping, marking
<input type="checkbox"/>	11610	Tools to superfinish
<input type="checkbox"/>	11185	Turning machines
<input type="checkbox"/>	11650	Twist drills
<input type="checkbox"/>	11080	Twist drills for metal
<input type="checkbox"/>	11090	Twist drills for stone and concrete
<input type="checkbox"/>	11070	Twist drills for wood, plastics and similar materials
<input type="checkbox"/>	11140	Uprights
<input type="checkbox"/>	11760	Winding cables for electric power tools

**Industrial Supply**

<input type="checkbox"/>	<b>12000</b>	<b>Workshop and factory equipment, industrial supplies, Protective equipment</b>
<input type="checkbox"/>	12250	Anti-corrosion products, lubricating-stuff
<input type="checkbox"/>	12020	Anvils and anvil inserts
<input type="checkbox"/>	12290	Arc welding equipment
<input type="checkbox"/>	12630	Assortment boxes
<input type="checkbox"/>	12055	Batteries, storage batteries, transformers
<input type="checkbox"/>	12228	Cable Cutters
<input type="checkbox"/>	12230	Cable drums, extension leads
<input type="checkbox"/>	12225	Cabling
<input type="checkbox"/>	12210	Carpenters bench
<input type="checkbox"/>	12470	Cash registers
<input type="checkbox"/>	12480	Cleaning appliances
<input type="checkbox"/>	12090	Compressed air equipment, compressed air tools
<input type="checkbox"/>	12240	Compressors
<input type="checkbox"/>	12060	Concrete, mortar and multi-purpose mixers
<input type="checkbox"/>	12120	Conveyor equipment (small)
<input type="checkbox"/>	12660	Dust extractors
<input type="checkbox"/>	12130	Ear protection
<input type="checkbox"/>	12095	Electrical supplies
<input type="checkbox"/>	12100	Ergonomics / prevention
<input type="checkbox"/>	12010	Fall protection
<input type="checkbox"/>	12110	Fire extinguishers

<input type="checkbox"/>	12670	Generators
<input type="checkbox"/>	12550	Gluing guns
<input type="checkbox"/>	12170	Hand trolleys
<input type="checkbox"/>	12166	Hand wash paste
<input type="checkbox"/>	12410	Hardware boxes
<input type="checkbox"/>	12420	Hardware systems
<input type="checkbox"/>	12220	High-pressure cleaners
<input type="checkbox"/>	12160	Holding devices for screw taps and threading dies
<input type="checkbox"/>	12510	Hose clips
<input type="checkbox"/>	12520	Hoses, industrial hoses
<input type="checkbox"/>	12200	Hot air apparatus
<input type="checkbox"/>	12740	Jacks
<input type="checkbox"/>	12140	Joint protection
<input type="checkbox"/>	12280	Ladders
<input type="checkbox"/>	12270	Laser welding equipment
<input type="checkbox"/>	12080	Lathes
<input type="checkbox"/>	12190	Lifting tools, other
<input type="checkbox"/>	12275	Lighting devices
<input type="checkbox"/>	12540	Lockers
<input type="checkbox"/>	12360	Magazines
<input type="checkbox"/>	12370	Marking and identification systems
<input type="checkbox"/>	12380	Nailing and stapling machines
<input type="checkbox"/>	12400	Oiling and lubricating appliances
<input type="checkbox"/>	12430	Packing and packaging materials
<input type="checkbox"/>	12720	Packing machines
<input type="checkbox"/>	12710	Packings
<input type="checkbox"/>	12310	Pegboard hooks
<input type="checkbox"/>	12300	Pegboards (wood/fibre)
<input type="checkbox"/>	12320	Perforated rails and accessories
<input type="checkbox"/>	12570	Protective clothing
<input type="checkbox"/>	12040	Protective gloves
<input type="checkbox"/>	12580	Protective goggles
<input type="checkbox"/>	12590	Protective helmets/hard hats
<input type="checkbox"/>	12440	Pumps
<input type="checkbox"/>	12050	Respiratory protective equipment
<input type="checkbox"/>	12390	Rivetting appliances
<input type="checkbox"/>	12490	Sack trolleys
<input type="checkbox"/>	12150	Scaffolding parts
<input type="checkbox"/>	12730	Sealing machines
<input type="checkbox"/>	12500	Sharpening appliances for tools and blades
<input type="checkbox"/>	12450	Shelf systems
<input type="checkbox"/>	12460	Shelf systems in parts
<input type="checkbox"/>	12260	Shop and store equipment
<input type="checkbox"/>	12180	Skin protection
<input type="checkbox"/>	12164	Soap
<input type="checkbox"/>	12330	Soldering equipment (blow lamps, electric soldering irons and -guns, unsoldering sets)
<input type="checkbox"/>	12340	Soldering machines
<input type="checkbox"/>	12350	Soldering materials
<input type="checkbox"/>	12640	Stackable containers
<input type="checkbox"/>	12650	Stacking appliances
<input type="checkbox"/>	12700	Stair rollers
<input type="checkbox"/>	12070	Storage boxes and containers
<input type="checkbox"/>	12770	Tool boxes, cabinets, trolleys, tool storage systems
<input type="checkbox"/>	12775	Tool packaging
<input type="checkbox"/>	12675	Torches, flashlights
<input type="checkbox"/>	12680	Transport containers
<input type="checkbox"/>	12690	Transport equipment
<input type="checkbox"/>	12785	Utility room lighting
<input type="checkbox"/>	12560	Vices and stretching devices
<input type="checkbox"/>	12620	Welding equipment accessories and gas lighters
<input type="checkbox"/>	12600	Welding equipment, autogenous
<input type="checkbox"/>	12610	Welding equipment, electric
<input type="checkbox"/>	12530	Wheelbarrows
<input type="checkbox"/>	12780	Winches
<input type="checkbox"/>	12030	Work clothing
<input type="checkbox"/>	12035	Work lamps
<input type="checkbox"/>	12750	Workbenches
<input type="checkbox"/>	12760	Workshop fittings and equipment

Name Hauptaussteller:

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Customer no.:

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**Fasteners & Fixings, Fittings**

<input type="checkbox"/>	<b>60000</b>	<b>Fixing and fastening technologies</b>
<input type="checkbox"/>	60230	Allan screws
<input type="checkbox"/>	60020	Anchors and anchor rails
<input type="checkbox"/>	60520	Barbed wire
<input type="checkbox"/>	60030	Beam nails
<input type="checkbox"/>	60440	Bolts
<input type="checkbox"/>	60300	Brass anchors
<input type="checkbox"/>	60250	Chains of all kinds and accessories
<input type="checkbox"/>	60280	Clasps, tapered screws
<input type="checkbox"/>	60170	Drive-in-nails
<input type="checkbox"/>	60210	Cravity anchors
<input type="checkbox"/>	60410	Dry-wall screws
<input type="checkbox"/>	60040	Fastening technology
<input type="checkbox"/>	60010	Hanging technology
<input type="checkbox"/>	60430	Heat-treated screws
<input type="checkbox"/>	60460	Hexagonal screws
<input type="checkbox"/>	60235	Hexagon socket screws
<input type="checkbox"/>	60400	Hinges
<input type="checkbox"/>	60080	Insulation holders
<input type="checkbox"/>	60070	Lettering and numerals
<input type="checkbox"/>	60290	Magazine nails
<input type="checkbox"/>	60100	Mesh - woven, sieves and screens
<input type="checkbox"/>	60310	Metal expansion anchors
<input type="checkbox"/>	60330	Nails
<input type="checkbox"/>	60320	Nuts and washers
<input type="checkbox"/>	60050	Picture hooks, decorative pins
<input type="checkbox"/>	60345	Pillars, posts, flagstuffs
<input type="checkbox"/>	60390	Pipe and hose clips
<input type="checkbox"/>	60550	Pre-packed and blister-packed small hardware articles
<input type="checkbox"/>	60570	Prepacked furniture fittings
<input type="checkbox"/>	60560	Prepacked window and door furniture
<input type="checkbox"/>	60350	Pressed, moulded, polystyrene as well as glass fibre parts
<input type="checkbox"/>	60360	Profiles, punched and cast parts
<input type="checkbox"/>	60140	Anchors for aerated/porous concrete
<input type="checkbox"/>	60150	Anchors, long-shaft
<input type="checkbox"/>	60160	Anchors, universal
<input type="checkbox"/>	60340	Rivets of all kinds
<input type="checkbox"/>	60240	Safety hooks, links
<input type="checkbox"/>	60450	Screws
<input type="checkbox"/>	60420	Screws for wood and hardwood
<input type="checkbox"/>	60470	Self-drilling and self-cutting screws
<input type="checkbox"/>	60060	Sheet metal screws
<input type="checkbox"/>	60270	Small hardware and ironmongery
<input type="checkbox"/>	60110	Small wire products
<input type="checkbox"/>	60490	Special nails
<input type="checkbox"/>	60510	Special pins and nails
<input type="checkbox"/>	60500	Special screws
<input type="checkbox"/>	60220	Springs
<input type="checkbox"/>	60530	Steel construction screws
<input type="checkbox"/>	60540	Steel nails
<input type="checkbox"/>	60590	Straps
<input type="checkbox"/>	60190	Threaded rods
<input type="checkbox"/>	60180	Threaded screws
<input type="checkbox"/>	60380	Thumb screws
<input type="checkbox"/>	60260	Tilt anchors
<input type="checkbox"/>	60480	Turnbuckles
<input type="checkbox"/>	60580	Wall and masonry hooks
<input type="checkbox"/>	60200	Wall hooks
<input type="checkbox"/>	60370	Wheels, rollers
<input type="checkbox"/>	60120	Wire cable of all types and accessories
<input type="checkbox"/>	60090	Wire mesh
<input type="checkbox"/>	60130	Wire pins, shaped pins, loops
<input type="checkbox"/>	60215	Wooden dowels

<input type="checkbox"/>	<b>20000</b>	<b>Furniture and small fittings, decorative metalwares</b>
<input type="checkbox"/>	20010	Antique mountings
<input type="checkbox"/>	20210	Carrying handles, crate fittings
<input type="checkbox"/>	20070	Case, bag and saddler's fittings
<input type="checkbox"/>	20240	Closures, closing systems, snaps, magnetic closures
<input type="checkbox"/>	20040	Clothes and hat stand systems, clothes stands, umbrella stands
<input type="checkbox"/>	20190	Cupboard connectors, furniture connectors
<input type="checkbox"/>	20260	Cylinder locks
<input type="checkbox"/>	20250	Decorative fittings and other small fittings
<input type="checkbox"/>	20200	Draw guides and telescoping drawer fittings
<input type="checkbox"/>	20180	Fitmments for sliding furniture doors
<input type="checkbox"/>	20120	Furniture castors
<input type="checkbox"/>	20110	Furniture fastenings
<input type="checkbox"/>	20085	Furniture fittings
<input type="checkbox"/>	20100	Furniture handles and knobs
<input type="checkbox"/>	20090	Furniture legs and glides
<input type="checkbox"/>	20140	Furniture locks and keys
<input type="checkbox"/>	20060	Hat and coat pegs, wardrobe pegs
<input type="checkbox"/>	20130	Hinges for furniture
<input type="checkbox"/>	20020	Letter boxes, letter box systems
<input type="checkbox"/>	20080	Notice board cabinets
<input type="checkbox"/>	20160	Roller draw guides
<input type="checkbox"/>	20065	Small fittings
<input type="checkbox"/>	20150	Special furniture fittings
<input type="checkbox"/>	20220	Transportation and other castors
<input type="checkbox"/>	20030	Wire wicker-work systems for furniture
<input type="checkbox"/>	<b>30000</b>	<b>Window fittings</b>
<input type="checkbox"/>	30120	Hopper sash hinges
<input type="checkbox"/>	30010	Mounting technics for windows and doors
<input type="checkbox"/>	30140	Other window-related fittings
<input type="checkbox"/>	30130	Patio door fittings
<input type="checkbox"/>	30055	Window fittings
<input type="checkbox"/>	30080	Window handles
<input type="checkbox"/>	30050	Window hinges
<input type="checkbox"/>	30110	Window latches and window stops
<input type="checkbox"/>	30060	Window sealing materials
<input type="checkbox"/>	30090	Window shutter and roller blind fittings
<input type="checkbox"/>	<b>40000</b>	<b>Door locks, door fittings, keys</b>
<input type="checkbox"/>	40200	Automatic door and door-opening equipment
<input type="checkbox"/>	40310	Auxiliary safety locks
<input type="checkbox"/>	40120	Closing systems
<input type="checkbox"/>	40320	Cylinder locks
<input type="checkbox"/>	40230	Door and gate bolts, excluding furniture bolts
<input type="checkbox"/>	40280	Door closures
<input type="checkbox"/>	40255	Door fittings
<input type="checkbox"/>	40020	Door handle sets
<input type="checkbox"/>	40250	Door hinges
<input type="checkbox"/>	40270	Door holders, door checks and other special fittings
<input type="checkbox"/>	40290	Door push-handles, knobs
<input type="checkbox"/>	40260	Door sealing materials
<input type="checkbox"/>	40240	Door, decorative and security gratings, sashes
<input type="checkbox"/>	40030	Electric door openers
<input type="checkbox"/>	40040	Folding-sliding door fittings
<input type="checkbox"/>	40210	Gate fittings
<input type="checkbox"/>	40150	Key cutting machines
<input type="checkbox"/>	40140	Keys
<input type="checkbox"/>	40060	Lifting door fittings
<input type="checkbox"/>	40130	Locks, safety locks of all kinds
<input type="checkbox"/>	40300	Padlocks
<input type="checkbox"/>	40090	Panic hinges and locks
<input type="checkbox"/>	40100	Rollers and running systems for doors and gates
<input type="checkbox"/>	40170	Safety chains
<input type="checkbox"/>	40160	Safety fittings, special safety fittings
<input type="checkbox"/>	40180	Skirting plates
<input type="checkbox"/>	40190	Special locks
<input type="checkbox"/>	40220	Staircase and railing fittings

Name Hauptaussteller:

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<input type="checkbox"/>	<b>50000 Safeguarding systems</b>
<input type="checkbox"/>	50160 Access control systems
<input type="checkbox"/>	50090 Cash and document boxes
<input type="checkbox"/>	50070 Electronic safety systems
<input type="checkbox"/>	50110 Mechanical safety systems
<input type="checkbox"/>	50130 Other safety systems
<input type="checkbox"/>	50140 Safes
<input type="checkbox"/>	50120 Security cupboards, safes, key cupboards, steel cupboards
<input type="checkbox"/>	50060 Security fittings
<input type="checkbox"/>	50080 Window security fittings

**Home Improvement**

<input type="checkbox"/>	<b>70000 Chemical products</b>
<input type="checkbox"/>	70150 Adhesive tapes
<input type="checkbox"/>	70220 Adhesive, filling, insulation foam
<input type="checkbox"/>	70120 Adhesives
<input type="checkbox"/>	70160 Adhesives and glues
<input type="checkbox"/>	70140 Cements
<input type="checkbox"/>	70200 Cleaning and treatment agents
<input type="checkbox"/>	70040 Concrete-cleaning agents
<input type="checkbox"/>	70020 Construction adhesives
<input type="checkbox"/>	70110 Fillers and primers
<input type="checkbox"/>	70030 Linings and coated surfaces
<input type="checkbox"/>	70100 Mastics
<input type="checkbox"/>	70010 Paint removers
<input type="checkbox"/>	70050 Paints, dispersion paints, acrylic paints, enamels, paint sprays
<input type="checkbox"/>	70180 Plaster
<input type="checkbox"/>	70190 Plasters, mineral or synthetic resin plasters
<input type="checkbox"/>	70080 Plastic sheeting for covering and packaging
<input type="checkbox"/>	70170 Protective coating materials, anti-corrosion products
<input type="checkbox"/>	70130 Protective coatings for wood
<input type="checkbox"/>	70060 Ready-mixed mortar (dry) and mortar admixtures
<input type="checkbox"/>	70210 Renovation materials
<input type="checkbox"/>	70090 Sealants
<input type="checkbox"/>	70070 Tile adhesives
<input type="checkbox"/>	70230 Wallpaper pastes, strippers, cleaners
<input type="checkbox"/>	<b>71000 Interior fittings, timber</b>
<input type="checkbox"/>	71065 Adhesive and decorative sheeting
<input type="checkbox"/>	71060 Blinds, shutters and laminated hangings
<input type="checkbox"/>	71040 Boot scrapers, door mats, grating
<input type="checkbox"/>	71120 Brackets
<input type="checkbox"/>	71400 Decorative mouldings, facing boards
<input type="checkbox"/>	71310 DIY profiles and fittings
<input type="checkbox"/>	71010 Finishing profiles
<input type="checkbox"/>	71300 Flat-pack furniture
<input type="checkbox"/>	71050 Insect protection
<input type="checkbox"/>	71030 Kits
<input type="checkbox"/>	71210 Mouldings, profiles, rods (plastic)
<input type="checkbox"/>	71220 Mouldings, profiles, rods (metal)
<input type="checkbox"/>	71200 Mouldings, profiles, rods (wood)
<input type="checkbox"/>	71260 Parquet, laminate, laying materials
<input type="checkbox"/>	71140 Plastic panels
<input type="checkbox"/>	71290 Rope products, brooms, brushes, scrubbers
<input type="checkbox"/>	71280 Shelving for home, hobby and storage use
<input type="checkbox"/>	71320 Supports
<input type="checkbox"/>	71315 Wallpaper
<input type="checkbox"/>	71020 Working tops and accessories
<input type="checkbox"/>	<b>73000 Sanitaryware and fittings</b>
<input type="checkbox"/>	73030 Bathroom furniture
<input type="checkbox"/>	73040 Bathroom textile products
<input type="checkbox"/>	73080 Heating and heating installation materials, pipe insulation
<input type="checkbox"/>	73070 Housewares
<input type="checkbox"/>	73200 Laundry drying racks
<input type="checkbox"/>	73100 Pipes, tubes and moulded parts and fittings
<input type="checkbox"/>	73110 Sanitary fittings for bathrooms, toilets and kitchens, chemical room dehumidifiers

<input type="checkbox"/>	73120 Sanitary installation materials, also pre-packed
<input type="checkbox"/>	73140 Saunas and accessories
<input type="checkbox"/>	73010 Valves, fittings and mountings
<input type="checkbox"/>	<b>85000 Building components, accessories and outside structures</b>
<input type="checkbox"/>	85290 Alarm systems, Acoustic alarm systems
<input type="checkbox"/>	85360 Building accessories
<input type="checkbox"/>	85340 Building auxiliary equipment
<input type="checkbox"/>	85350 Building profiles
<input type="checkbox"/>	85420 Chimney stoves, chimneys and accessories
<input type="checkbox"/>	85550 Decorative and security grills and grating
<input type="checkbox"/>	85430 Edging protection profiles
<input type="checkbox"/>	85540 Fencing, parts, doors and gates
<input type="checkbox"/>	85005 Finishing materials
<input type="checkbox"/>	85020 Foundation materials
<input type="checkbox"/>	85130 Garage doors, up-and-over, swing and rolling doors
<input type="checkbox"/>	85460 Garbage bins and sorting systems
<input type="checkbox"/>	85370 Garden watering systems, ponds
<input type="checkbox"/>	85015 Insulating materials
<input type="checkbox"/>	85030 Insulating profiles
<input type="checkbox"/>	85220 Lighting duck covers and grills
<input type="checkbox"/>	85490 Paging, public address and bell systems
<input type="checkbox"/>	85170 Porches
<input type="checkbox"/>	85090 Prefabricated staircases, retractable stairways
<input type="checkbox"/>	85140 Railing, hand rails, railing elements
<input type="checkbox"/>	85010 Roofing materials
<input type="checkbox"/>	85280 Staircase units (stairtreads, inserts and noisings) and accessories
<input type="checkbox"/>	85270 Sunblinds and blackout roller blinds
<input type="checkbox"/>	85480 Tarpaulins and sheeting
<input type="checkbox"/>	85400 Tool and garden sheds
<input type="checkbox"/>	85025 Wall materials
<input type="checkbox"/>	85520 Warning and security equipment for building sites
<input type="checkbox"/>	85530 Windbreak and screening components
<input type="checkbox"/>	85250 Wing-type shutters
<input type="checkbox"/>	<b>90000 Automotive supplies and accessories, two-wheeler accessories</b>
<input type="checkbox"/>	90070 Automotive accessories
<input type="checkbox"/>	90050 Automotive care products and bodywork paint repair set
<input type="checkbox"/>	90060 Automotive paint sprays
<input type="checkbox"/>	90030 Automotive parts
<input type="checkbox"/>	90080 Battery chargers
<input type="checkbox"/>	90090 Bicycle parts and accessories
<input type="checkbox"/>	90100 Light vehicle and motorcycle parts and accessories
<input type="checkbox"/>	90010 Towing, warning and security equipment
<input type="checkbox"/>	90020 Tuning parts and accessories
<input type="checkbox"/>	<b>100000 Smart home</b> <span style="float: right;">NEW</span>
<input type="checkbox"/>	100010 Assisted living <span style="float: right;">NEW</span>
<input type="checkbox"/>	100060 Cameras <span style="float: right;">NEW</span>
<input type="checkbox"/>	100070 Communications technology <span style="float: right;">NEW</span>
<input type="checkbox"/>	100080 Detectors/sensors <span style="float: right;">NEW</span>
<input type="checkbox"/>	100040 Garden <span style="float: right;">NEW</span>
<input type="checkbox"/>	100050 Heating and air-conditioning <span style="float: right;">NEW</span>
<input type="checkbox"/>	100020 Lighting/lights <span style="float: right;">NEW</span>
<input type="checkbox"/>	100110 Meters and measuring equipment <span style="float: right;">NEW</span>
<input type="checkbox"/>	100100 Security systems <span style="float: right;">NEW</span>
<input type="checkbox"/>	100030 Services <span style="float: right;">NEW</span>
<input type="checkbox"/>	100090 Switches and sockets <span style="float: right;">NEW</span>

**Industry services**

<input type="checkbox"/>	<b>110000 Industry services</b>
<input type="checkbox"/>	110030 Data processing hardware and software
<input type="checkbox"/>	110020 Education and training
<input type="checkbox"/>	110040 Financing and insurance
<input type="checkbox"/>	110010 Health and safety/job security/quality control
<input type="checkbox"/>	110060 Logistics

Customer no.:

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- 110110 Packaging, waste management
  - 110070 Planning/consultancy
  - 110120 Product control
  - 110100 Publications
  - 110130 Science and research
  - 110050 Shop fittings
  - 110080 Telecommunication
  - 110090 Trade associations and institutions

**Order**

We ordered the following complete stand package with order form 1.10:

- Complete stand "Economy"
- Complete stand "Smart"
- Complete stand "Premium"

Every complete-stand-package contains stand space, flat rate energy fee, AUMA-fee, build-up and dismantling of the stand according to the description below, daily stand cleaning and waste disposal during the show.

**The obligatory marketing package is not included in the package and will be invoiced separately.**

We order the additional equipment marked on page 2 of this form.



**Basic Equipment Complete stand "Economy"**

- System Octanorm, aluminium anodised
- White rear and side walls, overall height: approx. 250 cm
- Ribbed carpeting charcoal
- Wall element to hide the electrical distribution box; WxHxS: 100x250x25 cm. Retaining walls (white) are used free of charge in accordance with construction requirements.
- Row stands up to 4m width will be equipped with a fascia to ensure stability.
- Electrical sub-distribution system up to 8 kW, 1 socket, 230 V
- Lighting: 1 LED spotlight with side arm per 3 m<sup>2</sup>
- Waste-paper basket
- 1 Info counter Octanorm, lockable
- 1 Bar stool Z-Form, black

**Basic Equipment Complete stand "Smart"**

- System Octanorm Maxima light 40 x 40 mm, aluminum anodised
- white rear and side walls, overall height: approx. 300 cm
- Ceiling: double Octanorm Maxima light joist 40 x 40 mm, 1000 mm trough, along revolving booth limit
- Fascia: fascia panel 200 cm x 50 cm, along sides open to an aisle
- 1 cabin 1 x 1m with wooden door, white in stands larger than 11 m<sup>2</sup>
- Ribbed carpeting
  - charcoal (standard)
  - blue  green
  - red
- Electrical sub-distribution system up to 8 kW, 1 socket, 230 V
- Lighting: 1 LED spotlight per 3 m<sup>2</sup>
- Clothes rail, waste-paper basket

**1 furniture package**

- Furniture package A: 1 Standing Table, 2 Bar stools, 2 shelves (30 cm deep)
- Furniture Package B: 1 Infocounter, 1 Bar stool, 2 shelves (30 cm deep)
- Furniture Package C: 1 Table 70x70cm, 4 upholstered chairs, 2 shelves (30 cm deep)

**Basic Equipment Complete stand "Premium"**

- Octanorm Maxima light system, 80 mm, natural aluminium, anodized overall height: approx. 350 cm,
- white rear and side walls, 16 mm thick, tongue/groove, wall height 300 cm
- Ceiling/Supporting element: 1 lighting bridge, approx. 70 cm wide along sides open to an aisle, supporting element, approx 100 x 350 cm, per 24 m<sup>2</sup> with 1 graphic stand and 1 decoration stand as showcase or with glass shelves
- 1 Mediawall incl. 40" LCD Screen
- Fascia: 2 pcs., 100 x 50 cm, white, incl. company logos (digiprint)
- Lighting: 1 Spotlight 70 W HQI per 3 m<sup>2</sup>
- 1 cabin, 1 x 2 m with wooden door, white
- 1 coat rack, 1 waste-paper basket
- Carpeting: velours panels, available in
  - grey (standard)
  - blue  green
  - red

- Electrical sub-distribution system up to 8 kW, 1 socket, 230 V, from 31st m<sup>2</sup> 2 sockets

**1 furniture package**

- Furniture package A: 1 Standing Table, 2 Bar stools, 2 shelves (30 cm deep)
- Furniture Package B: 1 Infocounter, 1 Bar stool, 2 shelves (30 cm deep)
- Furniture Package C: 1 Table 70x70cm, 4 upholstered chairs, 2 shelves (30 cm deep)

**Complete stands "Economy" and "Smart" only:**

**Text for lettering:**

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

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Instead of an inscription of our company name, we would like an illustration of our logo for 92.30 EUR (as Digiprint).

**Valid for all Complete stands "Economy", "Smart", and "Premium":**

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

**Note: This is an excerpt of the portfolio of additional equipment. Pictures, more variety, and an easy order process are available at <http://stand.koelnmesse.com>**

Quantity		price per unit EUR
<b>Fixtures</b>		
unit(s)	Decorative panel, white, approx. 95 x 95 cm	44.00
unit(s)	Peg board, white, ca. 95 x 95 cm	49.30
r.m.	Built-in collection rail	36.70
unit(s)	Shelving, straight, 100 x 30 cm	29.60
unit(s)	Shelving, straight, 100 x 40 cm	38.40
unit(s)	Shelving, slanting, 100 x 30 cm	35.50
unit(s)	Shelving, slanting, 100 x 40 cm	49.00
<b>Platforms, display cases, counters</b>		
unit(s)	Octanorm platform, 70 x 70 + 50 cm	89.80
unit(s)	Table display case with glass top Octanorm 100 x 50 + 104 cm	140.40
unit(s)	Octanorm showcase, glazed, 70 x 70 + 205 cm, lockable	295.00
unit(s)	Octanorm info counter 100 x 50 + 104 cm, open at rear	141.00
unit(s)	Sliding door fittings for info counter	41.90
r.m.	Bar and info counter, type 05 (Stripes), white corpus, white top	282.70

Quantity		order no.	price per unit EUR
<b>Furniture</b>			
unit(s)	Sideboard lockable, approx. 80 x 42 + 72 cm		76.80
unit(s)	Table, white top, approx. 70 x 70 cm		39.30
unit(s)	Table, white top, approx. 110 x 70 cm		39.30
unit(s)	Table, white top, round, approx. 70 cm		39.30
unit(s)	Standing table, white top, approx. 110 cm high		73.90
unit(s)	Standard upholstered chair, black		30.10
unit(s)	Standard bar stool, black		29.30
unit(s)	Refrigerator, approx. 145 l, incl. electric socket		94.40
unit(s)	Sink with boiler and electric socket		152.10
unit(s)	Sink with 2 canisters and electric pump		165.40
unit(s)	Standard brochure stand		78.20
<b>Graphics</b>			
unit(s)	Additional letter for fascia lettering		4.20
r.m.	Digital print for fascia or wall elements from printable file		115.30
<b>Lighting / electric</b>			
unit(s)	Rail spotlight, „Standard“ 35 W HQI		43.60
unit(s)	Spotlight with side arm, 35 W HQI		43.60
unit(s)	Standard socket 230 V		26.90

Company

Contact

Street, postcode, town, country

Tel.

Fax

e-Mail

Date, legally binding signature and company stamp



## Important information

Please note!

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

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

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

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

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

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

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

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



1-4 March 2020

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Hall / Aisle / Stand no.:

**Exhibitor passes  
against payment**

**Z.01**

Company		Contact person
Full address		
Tel.	Fax	E-Mail

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

\_\_\_\_\_ **exhibitor passes against payment**  
50.00 EUR for each

We are aware that:

1. exhibitors' passes are only valid for stand personnel during the fair, as well as for stand erection and stand dismantling.
2. Work passes are only valid until the beginning and after the end of the fair.

You receive exhibitor and work passes free of charge:

up to 20 m <sup>2</sup> stand	3 exhibitor passes/4 work passes
up to 30 m <sup>2</sup> stand	4 exhibitor passes/5 work passes
up to 40 m <sup>2</sup> stand	5 exhibitor passes/6 work passes
up to 50 m <sup>2</sup> stand	6 exhibitor passes/7 work passes
up to 60 m <sup>2</sup> stand	7 exhibitor passes/8 work passes
up to 70 m <sup>2</sup> stand	8 exhibitor passes/9 work passes
up to 80 m <sup>2</sup> stand	9 exhibitor passes/10 work passes
up to 90 m <sup>2</sup> stand	10 exhibitor passes/11 work passes
up to 100 m <sup>2</sup> stand	11 exhibitor passes/12 work passes
1 exhibitor and work pass for each further unit or part unit of 20 m <sup>2</sup> .	

**Data Protection Notice:**

You can read our Data Protection Notice in the complete participation documents and at any time under [www.koelnmesse.com/data-protection-notice](http://www.koelnmesse.com/data-protection-notice).

We would like to stay in touch with you in the future, in order to keep you appropriately informed of events and similar services. That's why we would like to ask for your consent to contact via electronic media.

I hereby permit Koelnmesse GmbH, as well as its responsible subsidiary abroad and its commercial agents, to send me information by e-mail about future similar trade fairs/events/platforms that are organized in Germany and abroad. A list of the subsidiaries and commercial agents of Koelnmesse GmbH, as well as further details about data protection, can be found in the complete document containing the participation documents. It can also be accessed at any time at [www.koelnmesse.com/data-protection-notice](http://www.koelnmesse.com/data-protection-notice).

I can withdraw my consent at any time in the future (by sending an e-mail to [datenschutz-km@koelnmesse.de](mailto:datenschutz-km@koelnmesse.de))

X

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Please send to:

Koelnmesse GmbH  
Exhibitor Service  
Postfach 21 07 60  
50532 Köln  
Germany  
Services@exhibitor.koelnmesse.de  
Fax +49 221 821-3437



Hall / Aisle / Stand no.:

**Infoscout**

Trade representative search  
Please note pages 2, 3 and 4!

**Z.03**

Company Department, contact person

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Full address

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Tel. Fax E-Mail

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**Stand location**

Hall					Aisle					Stand no.					/					Aisle					Stand no.				

**Stand tel. no.**

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**Our company still has representatives available for the following countries/regions:**

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

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.
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**Post codes (Germany only)**

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
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**Product numbers according to list of products** (form 1.30)

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.
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**Your free variable text** (Sample on page Z.03 /4)


**Please note:**  
You can read our Data Protection Notice in the complete participation documents and at any time under [www.koelnmesse.com/data-protection-notice](http://www.koelnmesse.com/data-protection-notice).



Date, legally binding signature and company stamp

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



# Conditions of Participation

## Special Section



INTERNATIONALE EISENWARENMESSE  
KÖLN

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

### 1.1 Title

The INTERNATIONALE EISENWARENMESSE KÖLN 2020 is being organised by Koelnmesse GmbH, Messeplatz 1, 50679 Köln, Germany. The event will be held at the Cologne Exhibition Centre from Sunday, 01.03. to Wednesday, 04.03.2020.

### 1.2 Opening times

For exhibitors:

March 1-3: from 8:00 a.m. to 7:00 p.m.  
March 4: from 8:00 a.m. to **5:00 p.m.**

For visitors:

March 1-3: from 9:00 a.m. to 6:00 p.m.  
March 4: from 9:00 a.m. to **5:00 p.m.**

### 1.3 Stand construction and dismantling

#### Construction Times:

Monday, 24th February 2020, 7:00 a.m. to 10:00 p.m.  
Tuesday, 25th February 2020, 7:00 a.m. to 10:00 p.m.  
Wednesday, 26th February 2020, 7:00 a.m. to 10:00 p.m.  
Thursday, 27th March 2020, 7:00 a.m. to midnight  
Friday, 28th March 2020, midnight to midnight  
Saturday, 29th March 2020, midnight to **8:00 p.m.**

**Construction must be completed by 8:00 p.m. on Saturday 29th March 2020. The aisles must be completely cleared by this time.**

#### Dismantling Times:

**Dismantling of the exhibition stand and the goods presentation may not begin before the end of the event at 5:00 p.m. on 4th March 2020.**

Wednesday, 4th March 2020, **5:00 p.m.** to midnight  
Thursday, 5th March 2020, midnight to midnight  
Friday, 6th March 2020, 7:00 a.m. to midnight  
Saturday, 7th March 2020, 7:00 a.m. to **12:00 a.m.**

Admission for dismantling personnel from **5:00 p.m.** Trucks will be permitted to enter from: **7:00 p.m.** Dismantling of all stands and exhibits must be finished by **12:00 a.m. on Saturday, 07.03.2020.**

The time for stand assembly and dismantling may only be extended after an written application has been submitted to Koelnmesse and the extension is approved. Such extensions are subject to a fee of Euro 800.00 per day.

### 1.4 Visitor admission

INTERNATIONALE EISENWARENMESSE KÖLN 2020 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 INTERNATIONALE EISENWARENMESSE KÖLN 2018. Such producers must exhibit products that correspond to the focus of the event (see the List of Products). You may only participate as an exhibitor if the exhibited products are manufactured or developed by your company itself or developed or produced on its behalf and exclusively marketed or, in the case of services, exclusively provided by your company. You can exhibit for the companies you represent as a trade representative, sales company, association and importer insofar as the goods exhibited are not offered by any other company at the trade fair and you possess the necessary rights to present the exhibits. Koelnmesse also requires that proof of the nature of the manufacturer's business or of the activities as the manufacturer's sales company or importer be submitted in appropriate form on demand. Decisions on company admissions, eligible products and the location of exhibitor stands will be made by Koelnmesse. In the event of a

rejection, you will receive a separate letter. All exhibited products and services must correspond to the focus of the event. See the accompanying List of Products, Form 1.30. The products must be brand-new. Products and services that do not correspond to the List of Products and used products may not be exhibited or offered.

### 2.2 Co-exhibitors

Co-exhibitors can take part in INTERNATIONALE EISENWARENMESSE KÖLN 2018.

For the participation a special application (Form 1.20) is necessary and must be approved by the organizer before a co-exhibitor can use the stand area. The application and the approval both have to be made in writing.

A co-exhibitor must meet the following conditions to use a stand area: No more than 2 co-exhibitors can be applied for. The form has to be completely filled in and the main exhibitor has to sign it with a legally binding signature and submit it to Koelnmesse by 30 September 2017 at the latest. Applications that are received by Koelnmesse after this date cannot be taken into account. Enabling a co-exhibitor to participate on the stand area without first obtaining the approval of Koelnmesse is a serious violation of the Conditions of Participation. In the event of any violation of this condition, Koelnmesse 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. The stipulations of Item V of the General Section of the Conditions of Participation are not affected.

## 3 Participation fee and other costs

### 3.1 Participation fees (per m<sup>2</sup> floor area):

The space rental amounts:

Application until 31st May 2019\*: EUR 194.00 for each m<sup>2</sup>  
Application until 31st October 2019\*: EUR 209.00 for each m<sup>2</sup>  
Application from 1st November 2019\*: EUR 219.00 for each m<sup>2</sup>

\*date of receipt by Koelnmesse

\*date of receipt by Koelnmesse

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

### 3.2 AUMA fee

The Association of the German Trade Fair Industry (Ausstellungs- und Messeausschuss der Deutschen Wirtschaft e. V. – AUMA) charges you a fee of 0.60 EUR per m<sup>2</sup> of exhibition space for representing your interests.

Koelnmesse will calculate and collect the fees in the name of, and on the account of, AUMA. More detailed information is available at [www.auma-messen.de](http://www.auma-messen.de).

### 3.3 Energy costs

Exhibitors will be charged a proportional flat-rate energy fee of 11.00 EUR per m<sup>2</sup> of occupied stand area.

### 3.4 Down payment for services

Koelnmesse shall be entitled to charge a reasonable down payment for the services used for the event in question - e.g. electrical and water connections, stand cleaning, etc. The down payment for 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 20.50 per m<sup>2</sup> - plus the costs for the obligatory marketing services (Marketing Package); see Item 7.2, Special Participation Conditions.

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

### 3.5 Co-exhibitor fee

Insofar as the inclusion of other companies is permitted at your stand (see Item V of the General Section of the Conditions of Participation/Item 2.2 of these conditions), a co-exhibitor fee of 400.00 EUR per company will be charged. The price of the Marketing Package is not included in this fee (see Item 7). The co-exhibitor fee remains payable should the co-exhibitor not participate in the event.

### 3.6 Catalogue

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

### 3.7 VAT

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

#### 3.7.1 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](http://www.bzst.bund.de).

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

#### 3.8.1 Prior to receipt of acceptance/stand area confirmation

If you withdraw your application to participate before you receive the acceptance/stand area confirmation, you will have to pay a fee of 600.00 EUR.

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

You cannot normally withdraw from the contract after you have received the admission/stand area confirmation. The regulations contained in Item II of the General Section of the Conditions of Participation apply. In the event of non-participation, companies that have registered for a trade fair must pay compensation. Provided the reserved stand area can be rented to a third party, this compensation amounts to 25% of the participation fee subject, however, to the minimum fee specified in Item 3.8.1.

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

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

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

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

## 4 Stand sizes and construction

### 4.1 Stand size

The minimum stand size is 12 m<sup>2</sup>. Please note that hall pillars and other fixed construction elements may be present in the rented stand area. Minor deviations from the requested stand size do not entitle an objection to be made under Item II of the General Section of the Conditions of Participation. Trade fair partition walls for separating the stand area are not automatically provided. If needed as stand construction elements, however, they can be ordered for a fee using Form S.10. This fee does not include stand construction. Koelnmesse will erect partition walls only if this is necessary for safety reasons due to the installation of water pipes or electrical systems.

### 4.2 Responsibility

Stand construction and design must adhere to all regulations that are valid in Germany (including the regulations of the Sonderbauverordnung, the DIN and EN standards, the VDE regulations, and the accident prevention regulations of the professional associations in the currently valid versions).

All these provisions apply to both the company's own as well as to independent stand designers, decorators, and signwriters and to all persons, in as far as they perform activities as commissioned by the exhibitor or on the exhibitor's behalf in connection with the construction 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 3 m, insofar as this is permitted by the hall ceiling and any fixed structures that may be present. As long as the technical guidelines are observed when designing and erecting stands, there is no need to submit for approval drawings for one-storey stands that do not exceed the permitted height. All other stands and designs must be approved, particularly if the stand features special structures or meeting areas, or static calculations are required. Plans must be submitted in duplicate for approval by Koelnmesse in good time before the work is carried out, and at least 6 weeks before the event commences. These documents, ready to be scrutinized, consist of ground plans, views and design cross sections with all measurements.

### 4.4 Notice of approval

Stand construction may not commence until the exhibitor has received a copy bearing Koelnmesse's notice of approval. This notice of approval does not release the exhibitor from the observance of the relevant provisions. It only states that Koelnmesse has no objections in the context of stand design/arrangement. If requested to do so by Koelnmesse, the exhibitor is obliged to submit any additionally required information relating to the stand immediately.

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

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



#### 4.5 Form of stand

The following terms are used for the stand forms:

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

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

#### 4.6 Construction and design of the stands

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. The maximum stand height is 3 metres. In special cases, permission may be granted to place an advertisement above the stand area. A fee is charged for such advertisement. The prices for such advertisement above 3 metres of display stand are as follows:

Stands from 12–50 m <sup>2</sup>	153.00 EUR
Stands from 51–100 m <sup>2</sup>	307.00 EUR
Stands from 101–150 m <sup>2</sup>	454.00 EUR
Stands above 150 m <sup>2</sup>	599.00 EUR

Koelnmesse GmbH also offers a completely outfitted turnkey stand system. Orders can be placed at [www.koelnmesse-service-portal.de](http://www.koelnmesse-service-portal.de) (KSP).

## 5 Exhibitor and work passes

#### 5.1 Exhibitor passes

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

- 3 exhibitor passes for a stand of up to 20 m<sup>2</sup>
- one pass for each further unit or part unit of 10 m<sup>2</sup> up to a stand area of 100 m<sup>2</sup>
- one pass for each further unit or part unit of 20 m<sup>2</sup> above 100 m<sup>2</sup>

If more exhibitor passes are needed for stand personnel, they can be requested for a fee by the form Z.01.

#### 5.2 Work passes

You will also receive free passes that allow your personnel access to the fair ground during the construction and dismantling periods.

- 4 work passes for a stand of up to 20 m<sup>2</sup>
- one pass for each further unit or part unit of 10 m<sup>2</sup> up to a stand area of 100 m<sup>2</sup>
- one pass for each further unit or part unit of 20 m<sup>2</sup> above 100 m<sup>2</sup>

Work 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 sent together with the invoice for your stand.

#### 5.3 Exchange and return of passes

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. 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 IV of the General Section of the Conditions of Participation.

## 6 Rules on selling

In view of the specialist nature of the event, direct sales of exhibits or samples from the booths are not permitted. Furthermore, exhibits may not carry a price tag. This regulation does not apply to printed matter such as trade publications and specialist journals. Koelnmesse has the right to carry out checks and, in the event of violations of these conditions, to take suitable measures. Koelnmesse also has the right to immediately close the stands of

any exhibitors who commit such violations. Claims on the part of the exhibitor for damages or refunds are excluded in the event of such measures.

## 7 Marketing services (Marketing Package)

#### 7.1 Scope of obligatory marketing services

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

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

- Entry in the alphabetical list of exhibitors in all available fair media
- Ten product group entries in the fair catalogue
- Unlimited number of products groups in the app and the online exhibitor search
- Set-up and provision of an online press compartment incl. a company profile, a company logo, five press releases and five documents
- App for recoding visitors at fair stand with Koelnmesse registration data - number of usage licenses based on the size of the stand space
  - 2 usage licenses for a stand up to 30m<sup>2</sup>,
  - 4 usage licenses for a stand from 31 to 100m<sup>2</sup>,
  - 8 usage licenses for a stand from 101 to 500m<sup>2</sup>,
  - 15 usage licenses for a stand above 500m<sup>2</sup>
- Presentations of one Product Highlight in the app and the online exhibitor search incl. product photo and product description
- Inclusion and activation for Matchmaking365
- Activation for the Schedule Organiser Online
- Use of the database of new products in the press are
- Provision of unlimited number of admission ticket vouchers requiring registration

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

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

#### 7.2 Costs for 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 1,249.00 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 Special data protection provisions for lead tracking

Trade fair visitors can voluntarily register. Other terms may apply, particularly when visitors can only purchase certain types of tickets by registering. Koelnmesse GmbH forwards the personal data from registered visitors to third parties only if the visitors first agree to have their data used in this way.

Neither the exhibitor, nor Koelnmesse GmbH nor any other third party can require visitors to take part in lead tracking by scanning their admission tickets and so to pass on their personal data. The exhibitor is obliged to delete the personal data that it has received as a result of lead tracking in individual

cases if it is requested to do so by Koelnmesse GmbH or the visitor in question. Koelnmesse GmbH is not liable for the accuracy and completeness of the visitor registration data.

The exhibitor may only forward the personal data received as a result of lead tracking to third parties if and to the extent that the exhibitor has received express consent from the respective visitor. The exhibitor undertakes to use the personal data received as a result of lead tracking only in accordance with the legal regulations, especially those relating to data protection, and only for the exhibitor's own purposes. In this respect, the exhibitor shall exempt Koelnmesse GmbH from all claims by third parties

#### **7.4 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.

Koelnmesse GmbH is not liable for damage to property and persons caused by the use of the FairMate LeadTracking App for the lead tracking service unless it can be proved that Koelnmesse GmbH acted deliberately or with gross negligence. Liability is limited to foreseeable damages. Participants use the FairMate LeadTracking App for the lead tracking service at their own risk. Although Koelnmesse strives to provide correct information, it does not guarantee the currentness, accuracy and completeness of the supplied information nor is it liable for such. Koelnmesse does not bear any responsibility for the service's technological availability. Warranty or damage claims of all kinds are excluded if the technology breaks down or malfunctions in some other way. Maintenance, security and capacity-related issues as well as events over which Koelnmesse has no control (e.g. disturbances of the public communication networks, power outages, etc.) can lead to brief disruptions or a temporary suspension of the services. Koelnmesse does not guarantee that the web pages will be accessible at all times and that participants can call them up flawlessly and without encountering incorrect content or technical difficulties. Koelnmesse is not liable for incorrect information that is produced or disseminated by participants and/or third parties (including cooperation partners) and that is related to the ordering of admission tickets and catalogues for trade fairs and exhibitions of the Koelnmesse Group on the Internet. Koelnmesse is especially not liable for e-mails or data entries that the system fails to accept and/or receive because they do not conform to the stipulations of these Conditions of Participation or to the website's technical requirements. Koelnmesse is not liable for the offers made by third parties, especially not if they related to the use of the lead tracking service. Koelnmesse does not guarantee that all links and references to external content that are found during the use of the lead tracking service are correct or complete.

## **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

**9.2** The exhibitor bears responsibility for the legality of competitions, raffles etc. In the event of severe violations of the Conditions of Participation, Koelnmesse may immediately close your stand and clear it without resorting to legal assistance. Claims of all kinds – especially claims for damages – are excluded in this case.

**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 Euro 5000.00 (depending on the severity of the violation) for each such violation and/or 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 at the information stands in the halls for interested visitors during the event. Furthermore, with Koelnmesse's electronic information system Infoscout you can publish vacancies for trade representatives. You can use form Z.03 to specify this offer according to products, countries or regions. Exhibitors and visitors can use Infoscout free of charge.

## **11 Requirement for a written document**

All explanations 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.

# Special Conditions of Participation for Organizers and Participants of Group Participations



INTERNATIONALE EISENWARENMESSE  
KÖLN

**1. The group organizer** is the individual who coordinates the participation of two or more companies in a trade fair, and who interacts with Koelnmesse as the organizer of a group participation and rents the required stand space(s). The signing of the the Registration Form 1.12 with a legally binding signature acknowledges that the General and the Special Sections of the Conditions of Participation, the present Special Conditions of Participation for organizers of group participations and the Technical Guidelines are binding. The group organizer is the contract partner of Koelnmesse for the group participation he organizes. The group organizer is also the recipient of services with respect to VAT law.

**2. Group participants** are companies that jointly take part in a trade fair on the stand space(s) rented by the group organizer. Group participants take part in the event on the basis of a contract between the group participants on the one hand and the group organizer on the other. Group participants generally do not have a direct contractual relationship with Koelnmesse. The General and the Special Sections of the Conditions of Participation and the Technical Guidelines are binding for each individual company. The group organizer is responsible for ensuring that the group participants adhere to the Conditions of Participation. Koelnmesse is entitled to charge a **group participation fee** for each group participant. The amount of the group participation fee is shown on Registration Form 1.12.

**3. Group participations are to be organized and implemented** in accordance with the General and Special Sections of the Conditions of Participation as well as the Technical Guidelines. All of the group participants have to meet the conditions for participation. Koelnmesse is entitled to reject companies that do not fulfil the requirements for taking part in the trade fair. If the group organizer sets any conditions of participation for the group participation, these conditions have to be approved by Koelnmesse in advance.

**4. The group organizer is responsible for performing the following tasks in particular:**

- Determining the space needed for the group participation with regard to the respective trade fair. The area needed is the sum of the individual spaces to be occupied by group participants, service areas and "internal" aisles. Notifying Koelnmesse of the amount of space needed. For each trade fair, the group organizer has to submit Form 1.12 completely filled in and with a legally binding signature. For each trade fair, the group organizer has to submit Registration Form 1.12 correctly filled in and with a legally binding signature.
- Planning, ordering and coordinating stand construction, media services and other services; returning the registration documents of the group participants in full for the entry in the catalogue, the online exhibitor database, and the "Matchmaking" system for contacts between exhibitors and visitors.
- Distributing individual areas. Information on the distribution of the individual areas must be received by Koelnmesse by 31.10.2019 so that it can be used as the basis for assigning the individual stand numbers as this is necessary for entering the stand numbers into the Marketing Package.

**Koelnmesse will assign the stand numbers.**

- Handling all contract-related communication activities with the organizer.
- Handling payments for the costs of the provided stand areas, the ordered stand construction and media services, and technical service, the group participation fee insofar as it is charged and the other participation costs of the group participation fee.
- Ensuring that group participants adhere to the General and Special Sections of the Conditions of Participation, as well as the Technical Guidelines and instructions from Koelnmesse.
- Provision of a security deposit in the amount of at least €5,000. The respective amount of the security deposit is calculated according to the number of companies taking part in the group participation, and also according to the number of violations of the Conditions of Participation determined to have been committed at the previous event. The provision of the security deposit is a condition for the processing of the registration of the group participation. The security deposit serves to ensure compliance with the Conditions of Participation by the group participants, in particular with the regulations concerning dismantling stands on the last day of the trade fair. Should it be determined that participants in the group participation organized by you have violated the prohibition of premature dismantling of stands or other regulations of the Conditions of Participation,

the security deposit is forfeited. Should no violations be determined, the amount of the security deposit will be refunded. There is no entitlement to the payment of interest on the security deposit.

**5. The group participants** is registered with the group organizer in accordance with the General and Special Sections of the Conditions of Participation and the Technical Guidelines. The participants are registered using special registration documents: Form 1.13 (Registration for participants of group participations) and Form 1.30 (Products List.). Koelnmesse shall supply these documents to the group organizer for forwarding to the group participants.

**Please note our favorable early booking discounts for registrations until 31.05.2019 (date of receipt by Koelnmesse)!**

**6. Group organizers register group participations** in their own name and on their own account using registration Form 1.12. The group organizer must also send the details of the group participants to Koelnmesse and ensure that this data can be used by Koelnmesse in accordance with the German Federal Data Protection Act. The group organizer is responsible for ensuring that all of the necessary documents are completed in full and returned on time. Koelnmesse may reject a registration or cancel any admissions/ stand confirmations that may have already been sent if the documents are incomplete or not submitted on time. In such cases, Koelnmesse is also entitled to charge each participant a co-exhibitor fee as stipulated by the Special Section of the Conditions of Participation. Koelnmesse charges a group participation fee in the amount of €400 per group participant.

**7. Koelnmesse shall send the admission/stand confirmation** to the group organizer. In accordance with Item II of the General Section of the Conditions of Participation, a contract between Koelnmesse and the group organizer takes effect as soon as the latter receives the admission/stand confirmation. Contractual relationships therefore exist exclusively between Koelnmesse and the group organizer, in accordance with Item V of the General Section of the Conditions of Participation. A subsequent reduction of the stand area or the withdrawal of individual group participants is treated — relative to the respective reduction of the stand area — as a partial release from the contractual relationship, Item II, Paragraph 8 of the General section of the Conditions of Participation.

In a case where the stand construction has been ordered independently of the registration of a stand area, the provisions of the Koelnmesse Group's General Terms and Conditions for Services and the Koelnmesse Group's Special Terms and Conditions for Services — Stand Construction shall apply in the event of a cancellation of this order. You may download these terms and conditions of the Koelnmesse Group from the event website or from [www.koelnmesse-service-portal.de](http://www.koelnmesse-service-portal.de). There exists an entitlement to prove that no damages were incurred or that the costs were significantly less extensive than the fee charge

**8. Subsequent reductions of stand area/Cancellation:** Should you require less space at the trade fair than you had expected or if you wish to withdraw your application to participate before you receive the acceptance/ stand area confirmation, you will have to pay a fee of 600.00 EUR. A subsequent reduction of the stand area or the withdrawal of individual group participants is treated — relative to the respective reduction of the stand area — as a partial release from the contractual relationship, Item II, Paragraph 8 of the General section of the Conditions of Participation. The organizer can consent to a request for release from the contract by way of exception if the stand area made available can be assigned to a third party in return for payment. Unless specified otherwise in the Special Section of the Conditions of Participation, Koelnmesse is then authorised to charge a flat-rate amount of 25% of the participation fee for the costs incurred, without being required to provide further evidence. If the stand area cannot be handed over to a third party for a fee, the contract remains in force and the participation fee must be paid in full. In a case where the stand construction has been ordered independently of the registration of a stand area, the provisions of the Koelnmesse Group's General Terms and Conditions for Services and the Koelnmesse Group's Special Terms and Conditions for Services — Stand Construction shall apply in the event of a cancellation of this order. You may download these terms and conditions of the Koelnmesse Group from the event website or from [www.koelnmesse-service-portal.de](http://www.koelnmesse-service-portal.de). There exists an entitlement to prove that no damages were incurred or that the costs were significantly less extensive than the fee charged.

**9. The participation fee, the group participation fee and other costs are invoiced** to the group organizer. The invoice for services is also sent to the group organizer. The exhibitor passes and work passes for the group participants are sent to the group organizer along with the invoice for the participation fee.

**10. Orders placed for services by individual group participants** (e.g. orders for furniture hire) at the electronic Koelnmesse-Service-Portal (KSP) are made in the name and on the account of the group organizer. This requires that the notification of the distribution of the individual areas must be received by Koelnmesse on time and that the group organizer provides the corresponding authorization by forwarding the customer number and password authorization. Orders via the KSP can only be placed up to 3 days before the trade fair begins. Group participants can order services without using the KSP by doing so in their own name and on their own account and only at the Cologne exhibition centre from the first day of the construction period to the last day of the event in question.

## Important Information for Organisers of Group Stands



INTERNATIONALE EISENWARENMESSE  
KÖLN  
1–4 March 2020

1. Please let us know definitively the amount of space you will need for your group stand at the trade fair. The area you need is the sum of the individual spaces occupied by exhibitors, service areas and "internal" aisles. We require that a registration form 1.12 which has been filled in by you and bears your legally binding signature as the group organizer be returned to us by **31 May, 2019**, to benefit from our early booking discount.

2. Should you require less space at the trade fair than you had expected or if you wish to withdraw your application to participate before you receive the acceptance/stand area confirmation, you will have to pay a fee of 600.00 EUR.

3. If you return the registration forms bearing your signature by the deadline, we expect to be able to send you the space confirmation with the hall layout plan around **October 2019**. In accordance with Item II of the General Section of the Conditions of Participation, the contract between you and Koelnmesse GmbH takes effect upon receipt of this space confirmation. Contractual relationships exist exclusively between Koelnmesse and you as the group organizer, in accordance with Item V of the General Section of the Conditions of Participation. The same applies to entries in the Marketing Package. Subsequent reductions of the stand area (such as when companies cancel their participation at a group stand after you received the space confirmation) are treated in the same way as a cancellation of the contractual relationship. Item II.8 of the Conditions of Participation General Section applies: 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.

4. Group participants (companies that will participate in INTERNATIONALE EISENWARENMESSE KÖLN 2020 the group stand that you have organized, under their own name and with their own personnel and products) can be registered electronically by submitting an Excel table. The additional registration of co-exhibitors with group participants is not possible.

Please note that the minimum stand size for group participants is 12 m<sup>2</sup>.

For electronic registration of the group participants, you will receive from us an Excel table with the required contents. This means that separate registration forms are not needed from the group participants when registering electronically! You are obliged to supply Koelnmesse with a complete Excel table of group participants. The information is used as the basis for the entry in the Marketing Package, among other uses. It is therefore important that you list the participants in the alphabetically structured Excel table according to the first letters of the company names.

The corresponding tables must be received by Koelnmesse by **30 September, 2019**. Participants will not be entered into the Marketing Package unless you have submitted the Excel table by the deadline.

As the group organizer, you are responsible for the proper entry of your group participants in the catalogue.

Each participant must fulfil the requirements for taking part in INTERNATIONALE EISENWARENMESSE KÖLN 2020. In this regard, please note in particular Item 2 of Special Section of the Conditions of Participation. Koelnmesse is entitled to reject companies that do not fulfil the requirements for taking part in INTERNATIONALE EISENWARENMESSE KÖLN 2020.

5. The distribution of individual areas is your responsibility as the organizer of the joint stand. Koelnmesse must be notified as to how the individual areas have been distributed by **31 October, 2019**. This information will be used as the basis for the allocation of the individual stand numbers and thus for the entry of the stand numbers in the Marketing Package. Koelnmesse will allocate the stand numbers.

**As the group organizer, you are responsible for ensuring that all of the necessary documents are completed in full and returned on time. Should you fail to provide us with the allocation of the stand areas to the individual group participants, you will be charged a co-exhibitor fee in the amount of 400.00 EUR for each group participant.**

6. We expect to be able to send you the space invoice for all of the areas occupied by you and your group participants around **December 2019**. Invoices for the participation fee, the group participation fee as well as additional costs, in particular the costs for the Marketing Package per group participant and other services, will be issued to you as the group organizer. This does not apply if a group participant has ordered additional services from Koelnmesse GmbH. Together with the invoice we will also send you the exhibitor passes and work passes for the companies exhibiting at your joint stands. The amount listed in the invoice must be paid on time (the invoiced amount is due immediately upon receipt of the invoice) in order for the group participants to occupy the stand area.

The group organizer will order and distribute the ticket vouchers to the group participants. A separate order form will be mailed at a later date.

7. Koelnmesse GmbH will invoice you for a down payment for additional costs for the services you use during INTERNATIONALE EISENWARENMESSE KÖLN 2020. The amount of the down payment is based on the services invoiced at the previous event. For group participations that did not take part in the previous event, the down payment amounts to 20.50 EUR per m<sup>2</sup> plus the costs for the obligatory marketing services (Marketing Package); see Item 7.2, Special Participation Conditions. The amount listed in the invoice must be paid on time (the invoiced amount is due immediately upon receipt of the invoice) in order for the group participants to occupy the space area.

## General Section of the Conditions of Participation

### I Application

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

### II Acceptance/Transfer of stand space

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

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

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

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

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

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

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

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

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

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

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

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

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

### III Construction, arrangement and operation of stands

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **VI Domiciliary rights**

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

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

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

# Data Protection Notice

## 1 Controller/Contact

The Controller as defined under the data protection laws is

Koelnmesse GmbH  
Messeplatz 1  
50679 Cologne, Germany

Our Data Protection Officer can be contacted as follows:  
[datenschutz-km@koelnmesse.de](mailto:datenschutz-km@koelnmesse.de).

## 2 Your rights as data subject

If your personal data are processed, you are a data subject as defined in the GDPR and you have the following rights with respect to the Controller:

### Right of objection

**You have the right to file an objection at any time against processing of your personal data, carried out on the basis of Art. 6 (1) lit. e or f GDPR, for reasons resulting from your particular situation. This also applies to any Profiling based on these provisions.**

**The Controller will then no longer process your personal data, unless he/she can demonstrate compelling reasons for the processing warranting protection, and these prevail over your interests, rights and liberties, or if the processing is for the purpose of asserting, exercising or defence of legal entitlements.**

**If your personal data are processed in order to carry out direct advertising, you have a right to file an objection at any time against the processing of your personal data for the purpose of such advertising. This also applies to Profiling insofar as it is connected with such direct advertising.**

**If you object to processing for the purpose of direct advertising, your personal data will no longer be processed for these purposes.**

**In connection with the use of services of the information society and notwithstanding Directive 2002/58/EC, you have the possibility of exercising your right of objection via automated procedures that use technical specifications.**

You can demand **information** on whether we process personal data concerning you. If such processing is carried out, you can demand further information on this processing, in particular the purposes, categories of personal data, recipients or the categories of recipients, planned storage duration etc.

You have a right to **correction** and/or completion of your data

You can demand the **restriction of the processing** of your personal data under certain circumstances: If the processing of your personal data has been restricted, these data — with the exception of their storage — can only be processed with your consent, or for the assertion, exercise or defence of legal entitlements, or to protect the rights of another natural or legal person, or for reasons of an important public interest on the part of the EU or a member state.

Under certain circumstances, you can demand the **erasure** of the personal data concerning you. If the Controller has made your personal data public and is obliged to erase them, he/she shall, with consideration for the available technology and implementation costs, take appropriate measures, including of a technical nature, to inform Controllers, responsible for the data processing and processing the personal data, that you, as data subject, have demanded that they delete all links to these personal data, or have demanded the deletion of copies or replications of these personal data.

If you have asserted the right of rectification, erasure or restriction of processing with respect to the Controller, the latter is obliged to inform all recipients, to whom your personal data have been disclosed, of this

rectification or erasure of the data or of the restriction of processing, unless this proves to be impossible or involves disproportionate expense. You have a right with respect to the Controller to be **informed** of these recipients.

You have a right to **receive** your personal **data**, provided by you, in a structured, commonly-used and machine-readable format. You also have a right to insist that these data be transferred directly to another controller, insofar as this is technically possible. Liberties and rights of other persons must not be impaired as a result.

You have the right to **revoke** your data protection **declaration of consent** at any time. Revocation of the consent shall not affect the legality of the processing, carried out on the basis of the consent, up until the revocation. Within certain limits, you have the right not to be subjected to a decision, based exclusively on automated processing — including Profiling — that is legally effective against you or that significantly impairs you in a similar manner.

## 3 Right to complain to a supervisory body

Notwithstanding any other administrative-law or judicial remedy, you have a right to complain to a supervisory authority, in particular in the member state of your residence, your place of work or the place of the suspected violation, if you are of the opinion that the processing of your personal data violates the GDPR.

The supervisory body with which the complaint has been filed, will inform the complainant of the status and the results of the complaint, including the possibility of a judicial remedy pursuant to Art. 78 GDPR.

## 4 Information in the event of data collection via third parties

If we collect your personal data via third parties, this can involve the following categories of personal data: name, contact data as well as further information, for example concerning your responsibilities. If we do not receive these contact data directly from you, we receive them from the company for which you work and/or with which we are in contact. This can involve in particular an exhibitor or another cooperation partner with which we exchange services.

The possibility also exists of us receiving your contact data from commercial agents working for us.

## 5 Purposes and legal basis of the processing

We process your data for contract initiation, execution and settlement. This concerns the purchase of tickets as well as the contractual relationship as exhibitor, if you are acting as a natural person, for example businessman, in this respect. The data processing can also be for the purpose of administering your participation in an event or competition.

The legal basis for the handling of your data is Art. 6 (1) lit. b) GDPR, if this handling concerns the contractual exchange of services with you.

We may possibly also process data on you even if you yourself are not a customer, but rather a contact person of a business or cooperation partner.

In this respect, the legal basis for the handling of your data is Art. 6 (1) lit. f) GDPR.

We also process data for other purposes that are in our interests, specifically in order to:

- provide you with product information concerning relevant services.
- carry out measures aimed at improving and developing services and products, so as to be able to approach you individually with customised offers and products.
- carry out market and opinion research, or have this carried out by market and opinion research institutes. This enables us to obtain an overview of the

transparency and quality of our products, services and communication, and to align or design these in the interests of our customers.

The legal basis for this handling of your data is Art. 6 (1) lit. f) GDPR as well as Art. 6 (1) lit. a) GDPR, provided you have issued consent. You can revoke any such consent at any time with effect for the future.

## 6 Justified interest

If we use data within the framework of the above weighing-up of interests, our justified interest lies in enabling direct advertising (see Recital 47 GDPR), provided your privacy-law interests do not outweigh our advertising interests in each individual case.

If we use data in the context of contract initiation or fulfilment with a business or cooperation partner, our interest when handling your data lies in enabling and maintaining a dialogue with the respective business or cooperation partner, typically within the framework of a contractual or other relationship. If you act as contact person in this respect — typically in your function as employee of these companies — you typically have no opposing interest if this interaction with us is part of your work duties.

## 7 Recipients of your data

If and insofar as you have issued us with corresponding consent, we shall forward your data within the limits of this consent.

We shall also forward your data to service providers who are bound by instructions and whose work supports the provision of our services for you, on our behalf and in accordance with our instructions. These can be IT service providers, print service providers, call centres if you call in, and similar service providers.

In individual cases we also forward your data to third parties who use the data on their own responsibility: finance and tax authorities, police and investigation authorities (given the existence of a legal basis), official registration bodies (if forwarding is prescribed by law), insurance companies, banks and lending institutions (payment processing), market partners, commercial agents, auditors, lawyers, accountants or similar third parties.

## 8 Transfer of data to a third country

The transfer of data to third countries is planned if this is necessary for fulfilment of a contract, or if you issue us with express consent to forward the data to third parties.

If we transfer your data to service providers or group companies outside the European Economic Area (EEA), the transfer will only be made if the third country has been certified by the EU Commission as having an adequate level of data protection (Art. 45 (1) GDPR), or given the existence of other adequate data protection guarantees as defined in Art. 47 GDPR.

## 9 Duration of the storage of your data

If we have received your data for the processing of the contractual relationship with you as ticket purchaser or as natural person, as exhibitor, or for the purpose of an advertising approach or for the processing of your participation in an event or competition, we shall store your data and shall erase these after the event or when the contractual relationship with you has ended, when all reciprocal claims have been fulfilled and if no other statutory retention obligations or statutory justifying reasons for the storage exist.

Retention obligations exist in particular under the German Commercial Code (HGB) and the German Tax Code (AO). If such obligations apply and concern documents with your data, we shall erase your data upon expiry of the statutory retention obligations. As a rule therefore ten years from the end of the year in which the contractual relationship with you has ended.

If we use your data in the context of the contract initiation or fulfilment with a

business or cooperation partner, we shall store your data and shall erase them as soon as these are no longer required, for example if our relationship with the business or cooperation partner ends, if you yourself no longer act as contact person or similar.

Retention obligations exist under the German Commercial Code (HGB) and the German Tax Code (AO). If such obligations apply and concern documents with your data, we shall erase your data upon expiry of the statutory retention obligations. As a rule therefore ten years from the end of the year in which the contractual relationship with the business or cooperation partner has ended.

## 10 Necessity of providing your data

The provision of the data by you and the collection of the data by us for the processing of the contractual relationship with you as ticket purchaser or as natural person as exhibitor, is necessary for conclusion of the contract. Without the data we cannot conclude a contract with you or provide invoicable services.

The same applies in cases in which you wish to be approached by us for advertising purposes, or wish to participate in events or competitions.

If we collect your data in the context of contract initiation or fulfilment with a business or cooperation partner, the provision of the data is typically necessary for the contractual relationship with the company for which you work; we would be typically unable to provide services without the data.

## 11 Automated decisions in individual cases or Profiling measures

No automated decision making or profiling takes place, neither for the creation and execution of the contractual relationship with you, nor for advertising approaches, nor for the processing of your participation in events or competitions.

(last amended 12 July 2018)

# Koelnmesse Tochtergesellschaften, Repräsentanzen und Auslandsvertretungen

## Koelnmesse subsidiaries, representatives and foreign representations

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