



DISCOVER INTERIOR IDEAS

THE INTERIOR BUSINESS EVENT
13.–19.01.2020

APPLICATION FORMS

Essential Information in brief

Please refer to the enclosed exhibiting conditions



THE INTERIOR BUSINESS EVENT
Cologne, 13.–19.01.2020

The application forms include

Essential information

The forms:

1.10 Application for main exhibitor*

1.11 Enclosure to the registration for main exhibitor

1.20 Application for co-exhibitors*

1.21 Application for additional represented companies*

1.30 List of Products*

Conditions of Participation Special Section

Conditions of Participation General Section

***Must be returned**

1 Opening hours

For visitors:

Monday, 13 January to Friday, 17 January 2020,
daily from 9:00 a.m. to 6:00 p.m.

Saturday, 18 January 2020, from 10:00 a.m. to 6:00 p.m.

Sunday, 19 January 2020, from 10:00 a.m. to 5:00 p.m.

From Friday, 17 January 2020, the event will also be open to the general public.

For exhibitors:

Monday, 13 January to Friday, 17 January 2020,
daily from 8:00 a.m. to 7:00 p.m.

Saturday, 18 January 2020, from 9:00 a.m. to 7:00 p.m.

Sunday, 19 January 2020, from 9:00 a.m. to 6:00 p.m.

2 Application

Form 1.10 must be submitted by each main exhibitor. Please fill out the registration form completely, stamp it with your company seal, and have a responsible person sign it. The registration is only valid when accompanied by the list of products on **Form 1.30**. Co-exhibitors* or additionally represented companies* are required to register using **Form 1.20/1.21**.

A separate list of products – **Form 1.30** – must be filled in for each of these companies. *see Item V of the General Section of the Conditions of Participation

3 Participation fees

The minimum stand size is 12 m².

The participation fee (plus VAT) is:

For registration by 31 January 2019*	190,00 EUR/m ²
For registration by 30 April 2019*	200,00 EUR/m ²
For registration on or after 01 May 2019	210,00 EUR/m ²

*Date on which Koelnmesse GmbH receives the application.

In addition, a flat-rate energy fee* of EUR 11.50 per m² and an AUMA fee* of EUR 0.60 per m² will be charged, plus a flat-rate fee for exhibitor services*. Use of the marketing services described in Item 7.1 (Conditions of Participation Special Section) shall be obligatory and is subject to a charge (see Item 7.2, Conditions of Participation Special Section).

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

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

4 Reimbursement of VAT

As a rule, Koelnmesse provides exhibitors (proprietors) with a uniform service — so-called event service — in accordance with Art. 3a.4., Par. (2) of the German ordinance on the application of VAT (UStAE). The place of performance for this services is the recipient's headquarters. Koelnmesse will therefore invoice foreign exhibitors (proprietors) according to the reverse

charge accounting mechanism without charging German VAT.

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

5 Turnkey stands

Tel. +49 221 821-2047

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

6 Construction times

Thu. 2 January to Mo. 6 January 2020, daily 6:00 a.m. to midnight.

From Tue. 7 January to Sat. 11 January 2020, daily midnight to midnight.

On Sun. 12 January 2020, midnight to 6:00 p.m.

All stand construction measures must be finished and the aisles must be completed cleared by 6:00 p.m. on Sunday, 12 January 2020. Minor design changes can be carried out within your stand up until midnight.

Koelnmesse can authorize an early build up, a fee of Euro 800.00 per day is charged for the extension of the construction period.

7 Dismantling times

Start of dismantling period: 5:00 p.m. on Sunday, 19 January 2020

End of dismantling period: 6:00 p.m. on Wednesday, 22 January 2020

8 Stand area confirmation

Stand areas will be allocated **from Juni 2019** after your application has been accepted.

9 Technical guidelines / services

You may download the Technical Guidelines from the event website or from www.koelnmesse-service-portal.de. Our entire range of services can be ordered online at the Koelnmesse Service Portal. You will receive your log-in data in a separate letter with your stand area confirmation.

10 Maximum stand height / special construction

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

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

If your stand deviates from the construction guidelines in any way or you are planning to have special constructions, please submit your plans in duplicate for approval by Koelnmesse (approval@koelnmesse.de) in good time before the work is carried out, and at least 6 weeks before the event commences. In addition, lighting equipment may be suspended from the hall ceiling. Please note that for any objects hanging from the hall ceiling, neither the lighting equipment nor its mounts may be connected to the stand construction.

11 Scaled drawings

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

12 Cancellation / non-participation

You cannot normally withdraw from the contract after you have received the admission/stand space confirmation. In the event of non-participation, companies that have registered for a trade fair must pay compensation. Provided the reserved stand area can be rented to a third party, this compensation amounts to 25 % of the participation fee subject. The full participation fee will be charged if the space is not relet.

13 Invoicing

You will receive the invoice about the participation fee **around September 2019** together with your free exhibitor and work passes.

14 Exhibitor passes

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

- 3 exhibitor passes for a stand up to 20 m² size
- One additional pass for each additional 10 m² or part thereof up to a stand size of 100 m²
- One additional pass for each additional 20 m² or part thereof over a stand size of 100 m²
- The maximum number of passes free of charge is 150 exhibitor passes.

If more exhibitor passes are needed, they can be requested for a fee (see Item 5.1 of the Special Section of the Conditions of Participation).

15 Work passes

You will also receive free passes that allow people commissioned by you or who work on behalf to access the fair grounds in order to construct and dismantle your stand. These passes are only valid up to the start and after the end of the event. They do not entitle the holders to enter the grounds during the event.

- 2 passes for a stand up to 10 m² size
- 4 passes for a stand up to 20 m² size
- One additional pass for each additional 10 m² or part thereof up to a stand size of 100 m²
- One additional pass for each additional 20 m² or part thereof over a stand size of 100 m²
- The maximum number of passes free of charge is 150 work passes

If more work passes are needed, they can be requested for a fee (see Item 5.2 of the Special Section of the Conditions of Participation).

16 Marketing services (Marketing Package)

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

Euro 1,550.00 per main exhibitor, group organiser and group participant
Euro 250.00 per co-exhibitor and other represented companies.

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

Please note: The editorial and advertising deadline is 14.11.2019.

A note on unofficial exhibitors' directories

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

17 Koelnmesse foreign representatives

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

18 Ban on direct sales

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

19 Clearing the stand before the specified time is forbidden

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



13.-19.01.2020

Client number:

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Name of main exhibitor:

Application for main exhibitor
 Must be returned. List of Products (Form 1.30) must be filled in for your application 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:

*These information will be published in all lists of exhibitors.

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

Mr. Ms.

Language of correspondence: **Sort alphabetically under the letter:**

German English

Contact person for the event is:

Mr. Ms.

Position:

Tel.:

Fax:

E-mail:

1.2 We are a/an:

Manufacturers Marketing company
 Importer Association/Organisation
 Wholesaler 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:

1.6 We belong to the following associations:

2 Stand request (allocation as far as possible)

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

on application by 31 January 2019* EUR 190.00 per m²
 on application by 30 April 2019* EUR 200.00 per m²
 on application or after 1 May 2019 EUR 210.00 per m²

plus EUR 11.50 per m² proportional energy fee
 plus EUR 0.60 per m² AUMA fee
 plus down payment for services (see Item 3.4, Special Participation Conditions)
 plus Marketing Package (see Item 7.2, Special Participation Conditions)
 plus VAT

*Date on which Koelnmesse GmbH receives the application

Space in total m²

Frontal width in metres	min	max
Depth in metres	min	max

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

3 Exhibits

The List of Products must be filled in for your application to be valid.

Please check 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.

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

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



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

Please send to:
 Koelnmesse GmbH
 Postfach 21 07 60
 50532 Köln
 Germany
 Fax +49 221 821-3280
 imm@koelnmesse.de



13.-19.01.2020

Customer number:

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Main exhibitor:

**Enclosure to the registration
 for Main Exhibitor**

Invoice address/Address for correspondence

1.11

- 1 Invoice address – if different from Main Exhibitor**
 If **invoice** should be charged to address other than the one of the Main Exhibitor please enter below:

Correspondence language:
 German English

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

Address:

Town, postcode:

P.O. Box, postcode:

Country, state:

Country:

Tel.:

Fax:

E-Mail:

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 different from Main Exhibitor**
 If **correspondence** should be sent to address other than the one of the Main Exhibitor please enter below:

Correspondence language:
 german english

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

Contact person:

Address:

Town, postcode:

P.O. Box, postcode:

Country, state:

Tel.:

Fax:

E-Mail:

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.

X

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

Please send to:
 Koelnmesse GmbH
 Postfach 21 07 60
 50532 Köln
 Germany
 Fax +49 221 821-3280
 imm@koelnmesse.de



13.-19.01.2020

Client number:

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Main exhibitor:

**Application for
 Co-exhibitors***
 List of Products (Form 1.30) must be
 filled in for application to be valid

1.20

We hereby register co-exhibitors on our stand according to Item V of the General Section of the Conditions of Participation:

If you need to register more than one additional companies, please photocopy the blank form first.

Company/Name:

Address:

Town, postcode:

P.O. Box, postcode:

Country, state:

Tel.:

Fax:

E-mail:

Internet:

Turnover tax ID number (VAT):

(Required information for companies from EU countries)

Owner/Managing Director:

Mr. Ms.

Contact person:

Mr. Ms.

Tel.:

E-mail:

Client number:

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Register
 first letter of
 company name:

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The company is:

- Manufacturer
 Importers
 Wholesaler

- Marketing company
 Association/Organisation
 Service provider

The company is represented with:

- own products
 own staff
 own company sign

We belong to the following associations:

The participation fee per co-exhibitor is Euro 800.00 (plus VAT) and will be charged to the main exhibitors' account. This fee does not include the entry in the Marketing Package, see Item 7.2 Special Participation Conditions.

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 staff 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.

X

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

Please send to:
 Koelnmesse GmbH
 Postfach 21 07 60
 50532 Köln
 Germany
 Fax +49 221 821-3280
 imm@koelnmesse.de



13.-19.01.2020

Client number:

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Main exhibitor:

Application for Additionally represented companies*
 List of Products (Form 1.30) must be filled in for application to be valid

1.21

We hereby register additionally represented companies on our stand according to Item V of the General Section of the Conditions of Participation:

If you need to register more than one additionally represented companies, please photocopy the blank form first.

Company/Name:

Address:

Town, postcode:

P.O. Box, postcode:

Country, state:

Tel.:

Fax:

E-mail:

Internet:

Turnover tax ID number (VAT):

(Required information for companies from EU countries)

Owner/Managing Director:

Mr. Ms.

Contact person:

Mr. Ms.

Tel.:

E-mail:

Client number:

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Register first letter of company name:

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The company is:

- Manufacturer
 Importers
 Wholesaler

- Marketing company
 Association/Organisation
 Service provider

The company is represented with:

- own products
 own staff
 own company sign

We belong to the following associations:

The Marketing Package is obligatory for additional represented companies, see Item 7.2 Special Participation Conditions.

Please provide a separate List of Products (Form 1.30) for each additionally represented company that you register.

***Explanation "Additionally represented companies":**

Additionally represented companies are companies that have products at the stand but none of their own staff.

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.

X

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

List of Products

This directory of products shall not be considered the basis for automatic entry in the directory of products in the official fair media. Our official contractual Partner will provide you with all order information and documents for the marketing Services offered.

1.30

Entries in the bold printed main product groups are not possible. List of exhibits **Ⓟ** (Please cross the corresponding items)

Our target/sales markets are:

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

A000010000 FURNITURE FOR FLATS (COMBINED: KITCHEN, LIVINGROOM AND BEDROOM)

- | | |
|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> A000010001 | Programmes for flats - general |
| <input type="checkbox"/> A000010002 | Kitchens for flats, compact kitchens |
| <input type="checkbox"/> A000010003 | Cupboard wall units for flats |
| <input type="checkbox"/> A000010004 | Guest rooms, hotel rooms |

A000030000 OCCASIONAL FURNITURE AND SINGLE FURNITURE ITEMS

- | | |
|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> A000030001 | Wardrobes and entrance hall furniture |
| <input type="checkbox"/> A000030002 | Cocktail cabinets |
| <input type="checkbox"/> A000030003 | Table nests and side tables |
| <input type="checkbox"/> A000030004 | Cupboard |
| <input type="checkbox"/> A000030005 | Writing desks |
| <input type="checkbox"/> A000030006 | Glass cases |

A000020000 CHILDREN'S AND YOUNG PEOPLE'S FURNITURE

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> A000020001 | Children's beds, bunks |
| <input type="checkbox"/> A000020002 | Children's chairs |
| <input type="checkbox"/> A000020003 | Children's and young people's writing, working and drawing desks |
| <input type="checkbox"/> A000020004 | Children's and young people's rooms |
| <input type="checkbox"/> A000020005 | Play furniture |

A000050000 UPHOLSTERED FURNITURE

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> A000050001 | Single sofas |
| <input type="checkbox"/> A000050002 | Function sofas |
| <input type="checkbox"/> A000050003 | Stools |
| <input type="checkbox"/> A000050004 | Divans |
| <input type="checkbox"/> A000050005 | Easy chairs and rocking chairs |
| <input type="checkbox"/> A000050006 | Armchairs |
| <input type="checkbox"/> A000050007 | Upholstered suites |
| <input type="checkbox"/> A000050008 | Upholstered landscapes, seating elements |
| <input type="checkbox"/> A000050009 | Upholstered beds |

A000060100 PERIOD AND REPRODUCTION FURNITURE

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> A000060101 | Unit furniture |
| <input type="checkbox"/> A000060102 | Rustic style furniture |
| <input type="checkbox"/> A000060103 | Wardrobes and chests - rustic style |
| <input type="checkbox"/> A000060104 | Sofa and armchair tables |
| <input type="checkbox"/> A000060105 | Corner benches |
| <input type="checkbox"/> A000060106 | Dining and extending tables |
| <input type="checkbox"/> A000060107 | Occasional furniture and single furniture items |
| <input type="checkbox"/> A000060108 | Bedroom furniture |
| <input type="checkbox"/> A000060109 | Upholstered suites |
| <input type="checkbox"/> A000060110 | Dining rooms |

- | | |
|-------------------------------------|-----------------------|
| <input type="checkbox"/> A000060111 | Chairs |
| <input type="checkbox"/> A000060112 | Living room furniture |

A0000100100 LIVING ROOM AND SYSTEM FURNITURE

- | | |
|-------------------------------------|------------------------------------|
| <input type="checkbox"/> A000100101 | Unit furniture |
| <input type="checkbox"/> A000100102 | Cupboard, gallery and system walls |
| <input type="checkbox"/> A000100103 | Partitions |
| <input type="checkbox"/> A000100104 | Shelves |
| <input type="checkbox"/> A000100105 | Living room wardrobes |

A000070100 BEDROOM FURNITURE AND ACCESSORIES

- | | |
|-------------------------------------|---------------------------------|
| <input type="checkbox"/> A000070101 | Unit bedrooms |
| <input type="checkbox"/> A000070102 | Bedsteads |
| <input type="checkbox"/> A000070103 | Bedding |
| <input type="checkbox"/> A000070105 | Boxspring-beds |
| <input type="checkbox"/> A000070106 | Double beds, single beds |
| <input type="checkbox"/> A000070107 | Lath grids |
| <input type="checkbox"/> A000070108 | Mattresses |
| <input type="checkbox"/> A000070109 | Bedrooms |
| <input type="checkbox"/> A000070110 | Wardrobes |
| <input type="checkbox"/> A000070111 | Wall, folding and wardrobe beds |
| <input type="checkbox"/> A000070112 | Waterbeds |
| <input type="checkbox"/> A000070113 | Waterbed-accessories |

A000080100 DINING ROOMS

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> A000080101 | Single furniture units for dining rooms |
| <input type="checkbox"/> A000080102 | Dining rooms |

A000090100 TABLES AND CHAIRS

- | | |
|-------------------------------------|------------------------------------|
| <input type="checkbox"/> A000090101 | Sofa and armchair tables |
| <input type="checkbox"/> A000090102 | Swivel chairs, chairs with castors |
| <input type="checkbox"/> A000090103 | Corner benches |
| <input type="checkbox"/> A000090104 | Dining and extending tables |
| <input type="checkbox"/> A000090105 | Rocking chairs |
| <input type="checkbox"/> A000090106 | Writing desks |
| <input type="checkbox"/> A000090107 | Stackable chairs |
| <input type="checkbox"/> A000090108 | Stackable tables |
| <input type="checkbox"/> A000090109 | Chairs, stools, benches |

A000110100 OTHER ITEMS OF FURNITURE

- | | |
|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> A000110101 | Wickerwork and cane furniture |
| <input type="checkbox"/> A000110102 | Portable furniture - DIY assembly |
| <input type="checkbox"/> A000110103 | Summer furniture |
| <input type="checkbox"/> A000110104 | Tubular steel furniture |
| <input type="checkbox"/> A000110105 | Home Office Furniture |

Main exhibitor:

Customer no.:

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 A000040200 BATH AND SANITARY PRODUCTS

<input type="checkbox"/>	A000040202	Fittings
<input type="checkbox"/>	A000040203	Bathtubs, whirl tubs
<input type="checkbox"/>	A000040209	Bathroom lighting
<input type="checkbox"/>	A000040212	Bathroom accessoires
<input type="checkbox"/>	A000040211	Bathroom furniture
<input type="checkbox"/>	A000040205	Steam showers, steam room
<input type="checkbox"/>	A000040207	Shower enclosures
<input type="checkbox"/>	A000040214	Showers
<input type="checkbox"/>	A000040215	Radiator
<input type="checkbox"/>	A000040204	Infrared cabins
<input type="checkbox"/>	A000040216	Ceramics
<input type="checkbox"/>	A000040217	Plumbing fixtures
<input type="checkbox"/>	A000040206	Sauna
<input type="checkbox"/>	A000040201	Wash basins, washstands
<input type="checkbox"/>	A000040208	Toilets, shower toilets
<input type="checkbox"/>	A000040218	Wellness, spa
<input type="checkbox"/>	A000040219	Whirlpools/whirlpool tubs
<input type="checkbox"/>	A000040220	Accessories
<input type="checkbox"/>	A000040213	Other

 A000110200 FLOORING

<input type="checkbox"/>	A000110201	Tiles
<input type="checkbox"/>	A000110202	Floor coverings
<input type="checkbox"/>	A000110203	Wooden floors
<input type="checkbox"/>	A000110204	Laminate floors
<input type="checkbox"/>	A000110205	Natural stone
<input type="checkbox"/>	A000110206	Parquet floors
<input type="checkbox"/>	A000110207	Carpeting
<input type="checkbox"/>	A000110208	Other flooring

 A000150400 WALL COVERINGS/CEILING

<input type="checkbox"/>	A000150408	Acoustic Ceilings
<input type="checkbox"/>	A000150401	Decorative foils
<input type="checkbox"/>	A000150407	Paints
<input type="checkbox"/>	A000150410	Fireplaces
<input type="checkbox"/>	A000150409	Stucco
<input type="checkbox"/>	A000150402	Wallpapers
<input type="checkbox"/>	A000150405	Textile wall coverings
<input type="checkbox"/>	A000150403	Textile wall coverings
<input type="checkbox"/>	A000150406	Wall panels
<input type="checkbox"/>	A000150404	Other wall coverings

 A000150600 LIGHTING/LIGHT INSTALLATION

<input type="checkbox"/>	A000150608	Exterior lighting for house and garden
<input type="checkbox"/>	A000150617	Bathroom lighting
<input type="checkbox"/>	A000150604	Decorative contract lighting
<input type="checkbox"/>	A000150607	Lights for children's bedrooms
<input type="checkbox"/>	A000150616	Kitchen lighting
<input type="checkbox"/>	A000150613	LED lighting technology
<input type="checkbox"/>	A000150605	Lighting for hotels and restaurants
<input type="checkbox"/>	A000150606	Bathroom and wellness lighting
<input type="checkbox"/>	A000150614	Lighting concepts
<input type="checkbox"/>	A000150615	Lighting controls
<input type="checkbox"/>	A000150611	Technical lighting
<input type="checkbox"/>	A000150609	Total product range
<input type="checkbox"/>	A000150603	Domestic lighting
<input type="checkbox"/>	A000150610	Accessories for decorative lighting
<input type="checkbox"/>	A000150612	Other

 A000150300 HOME TEXTILES

<input type="checkbox"/>	A000150301	Bath textiles
<input type="checkbox"/>	A000150302	Bed-linen
<input type="checkbox"/>	A000150303	Blankets and scatter cushions
<input type="checkbox"/>	A000150304	Furnishing fabrics
<input type="checkbox"/>	A000150305	Drapes, curtains
<input type="checkbox"/>	A000150309	Sun/light shading

<input type="checkbox"/>	A000150306	Table and kitchen textiles
<input type="checkbox"/>	A000150307	Carpets
<input type="checkbox"/>	A000150308	Other home textiles

 A000130200 INTERIOR DECORATION

<input type="checkbox"/>	A000130201	Windows frames
<input type="checkbox"/>	A000130202	Shopfitting
<input type="checkbox"/>	A000130203	Staircases
<input type="checkbox"/>	A000130204	Doors
<input type="checkbox"/>	A000130205	Other

 A000170100 HOME ENTERTAINMENT

<input type="checkbox"/>	A000170105	Audio/Audio systems
<input type="checkbox"/>	A000170106	Hi-Fi, Wireless-HiFi
<input type="checkbox"/>	A000170107	Home Theater
<input type="checkbox"/>	A000170101	TV, multimedia furniture
<input type="checkbox"/>	A000170104	TV, mulitmedia equipment and accessories
<input type="checkbox"/>	A000170108	Other

 A000150500 ACCESSORIES

<input type="checkbox"/>	A000150502	Pictures, Picture frames
<input type="checkbox"/>	A000150504	Decoration
<input type="checkbox"/>	A000150503	Fireplaces
<input type="checkbox"/>	A000150505	Mirrors
<input type="checkbox"/>	A000150506	Other accessories

 A000160200 BUILD TECHNOLOGY / ROOM TECHNOLOGY

<input type="checkbox"/>	A000160201	Intelligent building technology
<input type="checkbox"/>	A000160202	Light switches
<input type="checkbox"/>	A000160203	Intercoms
<input type="checkbox"/>	A000160204	Electrical sockets
<input type="checkbox"/>	A000160205	Connected Home
<input type="checkbox"/>	A000160206	Other building technology

 A000120100 SPECIALIZED LITERATURE

<input type="checkbox"/>	A000120101	Specialized magazines and books
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 A000130100 Technology

<input type="checkbox"/>	A000130101	Planning systems
<input type="checkbox"/>	A000130102	E-Commerce
<input type="checkbox"/>	A000130103	Virtual Reality

 A000160100 SERVICE & LOGISTICS

<input type="checkbox"/>	A000160101	Service & logistics
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 A000180100 ASSOCIATIONS, INSTITUTIONS, ORGANIZATIONS

<input type="checkbox"/>	A000180101	Associations, institutions, organizations
<input type="checkbox"/>	A000180102	Polytechnics, further education
<input type="checkbox"/>	A000180103	Co-operations
<input type="checkbox"/>	A000180104	Trade fair companies
<input type="checkbox"/>	A000180105	Science and research

 A000190100 CONTRACT BUSINESS, PRODUCTS FOR FURNISHINGS OF ...

<input type="checkbox"/>	A000190101	Hotel, gastronomy
<input type="checkbox"/>	A000190102	Lounge, reception
<input type="checkbox"/>	A000190103	Wellness, spa
<input type="checkbox"/>	A000190104	Office, administration
<input type="checkbox"/>	A000190105	Educational institutions
<input type="checkbox"/>	A000190106	Residence for elderly people
<input type="checkbox"/>	A000190107	Hospitals, sanitariums
<input type="checkbox"/>	A000190108	Selling rooms, store construction
<input type="checkbox"/>	A000190109	Other

"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. Exhibitors and visitors can use the "Infoscout" system free of charge.

"Infoscout" can provide visitors with the following information:

- **Which exhibitor is showing products XY?**
"Infoscout" takes this information in your application forms 1.10 to 1.30. Our urgent request to you: based on the list of products please check whether the information you originally supplied on application forms 1.10 to 1.30 is still up-to-date and inform us about any possible alterations or additions.
Additional information is only necessary if the goods you intend to exhibit have, in the meantime, changed.

- **Where do I find company XY?**

Here again "Infoscout" uses the information provided on your application forms 1.10 to 1.30. Please check whether all companies represented by you or exhibiting with you have been registered. In addition, in order to make searching easier we will allocate a further three search keys for your company.

We have already made this information available to "Infoscout".

For the following information "Infoscout" requires your order form Z.03:

- 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. By the way the CDH – Central Federation of German Trade Agents and Merchant Brokers Associations – will write to you separately about this question. For confidential sales representative applications the CDH is certainly the more suitable contact agency.

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

Finally an urgent request:

by being selective about the information you provide you will get more out of "Infoscout". Please do not forget to include your client 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	Maldives	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	Nigeria	288	Norway	028
Brasil	508	Jordan	628	Norway	028	Austria	038
British Oceania	468	Cambodia	696	Oman	649	Pakistan	662
Brunei	703	Cameroon	302	Pakistan	662	Panama	442
Bulgaria	068	Canada	404	Panama	442	Papua New Guinea	801
Burkina Faso	236	Cap Verde	247	Paraguay	520	Peru	504
Burundi	328	Kazakhstan	079	Poland	060	The Philippines	708
Chile	512	Qatar	644	Portugal	010	Poland	060
China	720	Kenya	346	Puerto Rico	400	Portugal	010
Costa Rica	436	Kyrgyzstan	083	Réunion	372	Rwanda	324
Denmark	008	Colombia	480	Romania	066	Russia	075
Djibouti	338	Comoros	375	Russia	075	Zambia	378
Dominican Republic	456	Congo	318	San Marino	047	San Marino	047
Ecuador	500	Korea	728				
El Salvador	428	Croatia	092				
Ivory Coast (Côte d'Ivoire)	272	Cuba	448				
Eritrea	336	Kuwait	636				
Estonia	053	Laos	684				
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



THE INTERIOR BUSINESS EVENT
Cologne, 13.–19.01.2020

1 Organiser, event, venue and dates, visitor admission

1.1 Title

(1) The imm cologne 2020 is being organised by Koelnmesse GmbH, Messeplatz 1, 50679 Köln, Germany.

(2) imm cologne 2020 will be held from Monday, 13 January to Sunday, 19 January 2020 at the Cologne Exhibition Centre.

1.2 Opening times

For exhibitors of imm cologne 2020:

Monday, 13 January to Friday, 17 January 2020,
daily from 8:00 a.m. to 7:00 p.m.
Saturday, 18 January 2020, from 9:00 a.m. to 7:00 p.m.
Sunday, 19 January 2020, from 9:00 a.m. to 6:00 p.m.

For visitors of imm cologne 2020:

Monday, 13 January to Friday, 17 January 2020,
daily from 9:00 a.m. to 6:00 p.m.
Saturday, 18 January 2020, from 10:00 a.m. to 6:00 p.m.
Sunday, 19 January 2020, from 10:00 a.m. to 5:00 p.m.

1.3 Visitor admission

(1) Monday, 13 January 2020 to Thursday, 16 January 2020:
Admission is limited to trade visitor

(2) On **Friday**, 17 January to **Sunday**, 19 January 2020, imm cologne 2020 will be open to the **general public** (as an exception to Item 1.3 (1)). On these days as well, it is **prohibited to offer, sell or otherwise transfer goods to end consumers**. Please see Item 6 for details (Rules on Selling).

1.4 Stand construction and dismantling:

(1) **Construction of exhibitors' own stands:**

Thu. 2 January to Mo. 6 January 2020, daily 6:00 a.m. to midnight.
Tue. 7 January to Sat. 11 January 2020, daily midnight to midnight.
Sun. 12 January 2020, from midnight to 6:00 p.m.

All stand construction measures must be finished and the aisles must be completely cleared by 6:00 p.m. on Sunday, 12 January 2020.

Minor design changes can be carried out within your stand up until midnight.

(2) Dismantling of the exhibition stand and the goods presentation may not begin before the end of the event at 5:00 p.m. on Sunday, 19 January 2020. Dismantling of all stands and exhibits must be finished by 6:00 p.m. on Wednesday, 22 January 2020.

(3) Koelnmesse can authorize an earlier start of construction; a fee of Euro 800.00 per day is charged for the extension of the construction period.

(4) **Stands constructed by Koelnmesse** can be occupied from Sunday, 12 January 2020.

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 imm cologne. 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 new ex-works. 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

The participation of co-exhibitors and/or additionally represented companies at imm cologne is possible. A special application and an acceptance by the organiser are required for the use of the stand area by a co-exhibitor (see Item V of the General Section of the Conditions of Participation).

3 Participation fee and other costs

3.1 Participation fee

If Koelnmesse GmbH receives your application form by 31 January 2019, the participation fee for a stand is Euro 190.00 per m².

If Koelnmesse GmbH receives your application form by 30 April 2019, the participation fee for a stand is Euro 200.00 per m².

If Koelnmesse GmbH receives your application form on or after 1 May 2019 the participation fee for a stand is Euro 210.00 per m².

The participation fee does not include the provision of stand partition walls or other special construction elements.

The participation fee will be calculated according to the dimensions of the stand area allocated. Hall pillars and other fixed construction elements present in the rented stand area do not provide grounds for a reduction in the participation fee.

3.2 AUMA fee

The Association of the German Trade Fair Industry (Ausstellungs- und Messeausschuss der Deutschen Wirtschaft e.V. – AUMA) charges you a fee of Euro 0.60 per m² 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.

3.3 Energy costs

Exhibitors will be charged a proportional flat-rate energy fee of Euro 11.50 per m² 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 22.00 per m² – plus the costs for the obligatory marketing services (Marketing Package); see Item 7.2, Special Participation Conditions.

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

3.5 Co-exhibitor fee

Insofar as the inclusion of other companies is permitted at your stand (see Item V of the General Conditions of Participation/Item 2.2 of these conditions), a co-exhibitor fee of Euro 800.00 per company will be charged. The price of inclusion in the Marketing Package is not included in this fee (see Item 7.2). The co-exhibitor fee remains payable should the co-exhibitor not participate in the event.

3.6 Marketing services

Use of the marketing services described in Item 7.1 shall be obligatory and is subject to a charge (see Item 7.2, Special 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 application 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 services offerings in the sense described above and statutory VAT is charged, foreign exhibitors (proprietors) may receive a refund of the invoiced VAT provided they fulfil the legal requirements. Further details are available on the Internet at www.bzst.bund.de.

3.8 Costs in the event of non-participation

3.8.1 After receipt of acceptance/stand space confirmation

You cannot normally withdraw from the contract after you have received the admission / stand space 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.

3.8.1.1 Stand construction by Koelnmesse – Complete stands

If you have ordered a complete stand — comprising the stand area and the stand construction — from Koelnmesse, 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 receives the exhibitor's declaration is the criterion for determining if the deadline has been met. For cancellations received after the deadline, Koelnmesse 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.

3.8.1.2 Stand construction by Koelnmesse – Individual stands and turnkey system stands

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

3.8.2 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 m².

Please note that hall pillars and other fixed construction elements may be present in the rented stand area. Minor deviations from the requested stand size do not entitle an objection to be made under Item II of the General Section of the Conditions of Participation.

Trade fair partition walls for separating the stand area are not automatically provided. If needed as stand construction elements, however, they can be ordered for a fee 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

The construction, design and operation of the stand must adhere to all regulations that are valid in Germany (including the regulations of the Sonderbauverordnung, the Arbeitsschutzgesetz (industrial safety law), the industrial safety regulations, 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, dismantling, design and operation 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 4.50 m, insofar as this is permitted by the hall ceiling and any fixed structures that may be present. This is also the maximum allowable height for all company and product signs and all types of advertising.

The stand must be constructed in a way that makes it as transparent as possible from all sides bordering on aisles. A stand front that is 70 % open is desired. Long, enclosed stand designs are not permitted along the aisles. The stand sides along the aisles should be made more open by installing elements such as glass cases, niches or displays, for example.

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, which can be scrutinized, consist of ground plans, views and design cross sections with all measurements.

4.4 Notice of approval

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

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

Nevertheless, if an infringement of the relevant provisions is found to have been committed, Koelnmesse can, for this reason, also refuse to issue the notice of approval. You have been informed of the fact that in exceptional cases — at your request and on your account — the stand construction documents must be submitted to the responsible authorities for scrutiny. Irrespective of official approvals of the stand, any objections made by Koelnmesse concerning the stand must be 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

The stand must be constructed to comply with the form of the stand confirmed.

The arrangement of the stand is left to the exhibitor but should be appropriate for the event in question.

The exhibitor has to obtain information on the load capacity of the hall floor and the hall headroom. Only the on-site measurements apply to stand space. Banners and company signs are not permitted to encroach into the aisles. Koelnmesse also offers a completely outfitted turnkey stand system. Orders can be placed at www.koelnmesse-service-portal.de (KSP).

4.7 Clearing the stand before the specified time is forbidden

The registered and authorised products must be on display at the stand, and stand personnel must be in attendance, for the entire duration of the event (General Section of the Conditions of Participation, Item III, Paragraph 2). Dismantling of the exhibition stand and the product presentation may not begin before the end of the event at 5:00 p.m. on Sunday, 19 January 2020. This means that the stand may not be partially or completely cleared, and products may not be packed away, before this time.

Clearing the trade fair stand 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 is entitled to impose a fine of up to Euro 2500.00 (depending on the severity of the violation) for each such violation and/or to exclude the exhibitor from subsequent events.

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 up to 20 m² size
- One additional pass for each additional 10 m² or part thereof up to a stand size of 100 m²
- One additional pass for each additional 20 m² or part thereof over a stand size of 100 m²
- The maximum number of passes free of charge is 150 exhibitor passes

The passes are sent together with the invoice for the participation fee. If more exhibitor passes are needed for stand personnel, they can be requested from the project team and during the build up period of imm cologne from the Koelnmesse Exhibitor Service Center for a fee.

5.2 Work passes

You will also receive free passes that allow people commissioned by you or who work on your behalf to access the exhibition centre in order to construct or dismantle your stand. These passes are only valid up to the starts and after it ends. They do not entitle the holders to enter the grounds during the event.

- 2 passes for a stand up to 10 m² size
- 4 passes for a stand up to 20 m² size
- One additional pass for each additional 10 m² or part thereof up to a stand size of 100 m²
- One additional pass for each additional 20 m² or part thereof over a stand size of 100 m²
- The maximum number of passes free of charge is 150 work passes

We will send you these passes together with the invoice for the participation fee. If more work passes are needed, they can be requested from the project team and during the build up period of imm cologne from the Koelnmesse Exhibitor Service Center for a fee.

5.3 Exchange and return of passes

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

Be returned to Koelnmesse until the last day of the trade fair for a refund of the fee. Transferring a pass to a third party — whether sold or given free of charge — is not permitted and represents a severe violation of the Conditions of Participation, in accordance with Item VI of the General Section of the Conditions of Participation.

6 Rules on selling

6.1 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.

6.2 In view of the special trade character and prestige of imm cologne 2019 and rules governing equality of opportunity, it is essential that the regulations stated in Item 6.1 be **observed strictly and without exception**.

6.3 Koelnmesse has the right:

- (1) to impose a **fine of up to Euro 2,500.00**, depending on the severity of the violation, on any exhibitor who violates the limitations on sales and visible price markings in Item 6.1 for each such violation; and/or
- (2) to **immediately close the stand** of any exhibitor who violates or has violated the limitations on sales and visible price markings in Item 6.1. The stand can be closed while imm cologne is still in progress and without a court order. The exhibitor in question is responsible for any costs or consequences resulting from the stand closure; and/or
- (3) to **deny admission** to imm cologne 2020 to exhibitors who have violated the limitations on sales and visible price markings.

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 product groups in the app and the online exhibitor search
- App for recording visitors at fair stand and use of the lead tracking service with Koelnmesse registration data – number of usage licences based on the size of the stand space
- Presentation of one Product Highlight in the app and the online exhibitor search incl. product photo and product description
- A presence on ambista.com, the online B2B network for the global interiors industry, complete with product and company information, networking opportunities for initiating business relationships and access to the most relevant industry information (<https://www.ambista.com/en/scope-of-performance>)
- Activation for the Schedule Organiser Online
- Provision of unlimited number of admission ticket vouchers requiring registration

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

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

7.2 Costs for the obligatory marketing services (Marketing Package)

Use of the marketing services listed under Item 7.1 is mandatory for all represented companies, co-exhibitors and other represented companies and costs:

Euro 1,550.00 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

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

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.

10 "Infoscout" – Information service for visitors

The information about your company that you submitted on forms 1.10 to 1.30 will be made available at the information stands in the halls for interested visitors during the event. Furthermore, 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.

General Section of the Conditions of Participation

I Application

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

II Acceptance/Transfer of stand space

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

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

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

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

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

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

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

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

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

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

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

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

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

III Construction, arrangement and operation of stands

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

V Co-exhibitors, additionally represented companies, group participations

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

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

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

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

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

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

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

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

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

VI Domiciliary rights

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

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

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

VII Warranty

The warranty period for deliveries of new articles is 1 year. For used articles, all liability based on warranty is excluded. No warranty claims are available if the damage is due to normal wear and tear, force majeure, faulty or negligent handling, excessive loads or failure to comply with statutory provisions or operating instructions.

VIII Liability/Insurance

1. The organizer's liability, independent of fault, for damages because of initial defects in the assigned object of the contract is excluded.

2. In the event of claims for damages (i) for loss of life, bodily injury or impaired health as well as (ii) for violations of Germany's Product Liability Act caused intentionally or by gross negligence the organizer shall be liable in accordance with the statutory obligations.

Furthermore, the organizer shall be liable for every culpable infringement of an essential contractual obligation. Essential contractual obligations shall pertain only to those contractual obligations which must be complied with during the execution of the contract. This applies to all claims which could arise in connection with this contract.

The organizer is not otherwise liable for simple negligence. Other contractual and/or legal damage claims of any type, including damage claims for consequential damages, shall be excluded, unless the damage was caused by the intentional or grossly negligent action of the organizer.

If the organizer is liable for damages, this liability is limited to damages that the organizer should have foreseen at the time of the contract's conclusion as the possible consequence of a breach of contract or that should have been foreseen had the usual care been exercised. Moreover, indirect and consequential damages are only eligible for compensation if such damage can typically be expected to occur.

The foregoing limitations of liability shall apply, to the full extent, to the executive organs, employees, legal representatives, persons employed in performing an obligation and vicarious agents, whose services are used by the organizer for the performance of the contract. (This also applies to personal liability in each case.)

If the organizer is compelled to temporarily vacate or permanently close the exhibition area or parts thereof, to postpone the event, shorten or extend it due to force majeure, or for other reasons beyond its control, then the exhibitor is not entitled to any rights, in particular, to claims for damages against the organizer.

The responsibility of the event organizer is limited to fault in all cases without prejudice to any limitations of liability under these Conditions of Participation.

Within the scope of liability, the statutory burden of evidence regulations shall continue to apply; they will not be affected by this clause.

3. The organizer does not assume any obligation to exercise proper care of exhibits, stand fittings and objects which are the property of the stand personnel.

The organizer transfers the general surveillance of the trade fair halls and the outdoor areas, the supervision of the exterior grounds, and the security checks at the entrances to security agencies and their uniformed guards and non-uniformed personnel.

Every visitor and exhibitor in the exhibition hall must have a valid admission ticket or exhibitor pass and show it to the aforementioned security staff upon request. This general surveillance does not include the guarding and securing of individual stands or stand components.

4. In the event of contracts that provide for the procurement of certain items, then, unless otherwise expressly agreed in individual cases, the organizer does not assume the risk of procurement.

5. The organizer does not conclude insurance policies for specific stands. The organizer has concluded a framework agreement for exhibition insurance against the usual insurable dangers such as fires, burglary, theft, damage, water damage, etc., including the risks associated with the delivery and removal of the exhibits.

The exhibitor can cover his participation risks at its own expense in accordance with this framework agreement (order form accessible through the online service tool). All cases of theft and damage must be immediately reported to the police, the organizer and the insurance company at Messewache Ost (Security Office East at Entrance East) and thereafter registered in writing.

Exhibitors are strongly recommended to insure exhibits and take out sufficient exhibition insurance for the duration of the trade fair and the construction and dismantling periods. Stand security personnel may only be provided by the security agencies that have been commissioned for this purpose by the organizer.

6. As an exhibitor, you will be liable to the organizer and to third parties for any damage inflicted on the organizer or on third parties, provided that such damage is attributable to your culpable action or the culpable action of your personnel, your employees or any third party which you have appointed or any other third parties, whose services you are using for the purpose of fulfilling your obligations. In this regard, you must exempt the event organizer from all claims by third parties. It is necessary to observe strict compliance with the Technical Guidelines which will be handed over to you by the organizer, as well as with the information from the organizer's circular letters pertaining to questions on the preparation and implementation of the event.

7. The exhibitor shall irrevocably indemnify the organizer from all claims by third parties insofar as these are based on the exhibitor's presentation, the design of the exhibitor's stand, the products presented at the exhibitor's stand, or the intellectual content of these products violating the rights of third parties (in particular, but without being limited to, copyrights, the rights to names and images, trademark rights, competition rights and publicity rights) or other statutory provisions. This indemnity obligation encompasses all of the associated costs and expenses (in particular, but without being limited to, warning and legal costs as well as court fees).

IX Assertion of claims/period of limitation

1. The exhibitor's claims against the organizer — of whatever type — must be submitted to the organizer in writing immediately or, at the very least, during the course of the event. The date on which the organizer receives the claim will be the sole criterion for determining if it has been received by the deadline. Claims which are received at a later date cannot be considered.

2. Their claims against the organizer arising from the contractual relationship as well as all other claims relating thereto, shall become statute-barred after 6 months. The limitation period shall commence at the end of the month, in which the closing date of the event falls. This does not apply to damage claims resulting from (i) loss of life, bodily injury or impaired health, (ii) Germany's Product Liability Act, (iii) essential contractual obligations and (iv) damages caused by the organizer's intentional or grossly negligent actions. The statutory periods of limitation apply in such cases.

This does not apply to damage claims resulting from (i) loss of life, bodily injury or impaired health, (ii) Germany's Product Liability Act, (iii) essential contractual obligations and (iv) damages caused by the organizer's intentional or grossly negligent actions. The statutory periods of limitation apply in such cases.

X Place of fulfilment/place of jurisdiction/applicable law

1. The place of fulfilment shall be the principal place of business of the organizer. The place of jurisdiction, also in a process involving documents, bills of exchange and cheques is, in so far as you are a businessman, legal entity of public law or a separate asset under public law, Cologne. The organizer shall also be entitled, at his option, to lodge his claims at the court of the place where you have your place of business or your branch.

2. All legal relationships between you and the organizer are subject to Federal German Law as well as to the German text.

XI Reservations / force majeure, cancellation of the event

1. As an exhibitor, you will be solely responsible for compliance with all the laws, guidelines, and other regulations which are in force in the host country, even if the content of the organizer's Conditions of Participation deviate from such regulations. You must obtain information promptly and comprehensively of the relevant regulations prevailing at the venue of the event, and obtain the required knowledge.

The organizer will not be liable for damages and other losses which could be incurred on your part as an exhibitor.

2. The organizer shall have the right to reschedule, shorten, extend or cancel the event, as well as to terminate the event temporarily or definitely, in part or in whole, if such an action is required due to reasons for which he is not responsible or unforeseen events such as force majeure, e.g. natural disasters, wars, strikes, terrorist attacks or the breakdown or obstruction of traffic, supply and/or communication links. The organizer shall immediately notify the exhibitor of such circumstances, provided he is not also prevented from doing so by force majeure. In such cases, the exhibitor has no claim to have the resulting damages recompensed.

3. In case the event is cancelled as a result of one of the cases mentioned in Clause 21, you, as an exhibitor, are obligated to cover an appropriate share of the costs incurred to prepare the event if the organizer requests you to do so. This share shall amount to no more than 50% of the agreed-upon user fee. The specific amount that each exhibitor has to bear is determined on the basis of the sum of all the costs that the organizer has already incurred, divided by the number of exhibitors and taking into account the size of the exhibition space that each exhibitor has booked.

4. If cases of force majeure prevent the organizer or its service partners from fulfilling some or all of their obligations, the organizer is released from its obligations until the force majeure ceases. The organizer shall immediately notify the exhibitor of such actions, provided the organizer is not prevented from doing so by force majeure as well. Strikes, lockouts, regulatory intervention and the impossibility of providing auxiliary materials such as electricity are considered to be the equivalent of force majeure, unless they are of short duration or caused by the organizer.

5. You shall have the right to rescind the contract, if you lose your interest in participating in the event because of one of the cases mentioned in Clause 2, and if you waive the reservation for the stand space allotted to you. Upon obtaining knowledge of the change, the rescission of the contract must be declared in a written statement and without undue delay. In case of the cancellation of an event, the organizer shall not be liable for damages and/or other losses which may be incurred on your part.

XII Final provisions

1. By signing the application form you recognize the organizer's Conditions of Participation (the General and Special Sections, the Technical Guidelines and all other regulations relating to the contractual relationship) as binding. The contractual relationship is subject solely to these stipulations. Divergent or supplementary terms from the exhibitor do not become part of the contract even if the organizer does not specifically object to them. This applies especially to diverging conditions of payment.

2. Should these provisions be partially legally invalid or contain gaps, this shall not effect the validity of the remaining provisions or the contract. In this event, the parties shall undertake to replace the invalid provision with such a provision or to fill the gap with such a provision, which comes closest to enabling the commercial purpose pursued by the parties to be fulfilled.

3. All alterations to the contract must be made in writing. The same shall also apply to any amendment or cancellation of the written-form clause itself.

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.

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)

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